

# **ADMISSION OF MILITARY SPOUSE ATTORNEY**

## **FILING INSTRUCTIONS AND INFORMATION**

Thank you for your interest in applying for admission of Military Spouse Attorney to the Wyoming State Bar. Before you begin completing the application forms, you have an obligation to read the Rules and Procedures Governing Admission to the Practice of Law and this document. *Incomplete applications will result in a delay of the admission process and will be returned to you.*

### **THE BASICS**

In Wyoming an applicant is considered eligible for admission as a military spouse if they meet all the requirements of the Rules and Procedures Governing Admission to the Practice of Law in Wyoming found in Rule 306.

If you apply for admission as military spouse attorney and it is determined that you are not eligible, you may choose to sit for the next scheduled Uniform Bar Exam (UBE) upon satisfying all requirements of Rule 201.

There is no specific deadline for filing an application. Once your application for admission has been filed, you can expect the process to take from 4 to 6 months before a recommendation is made to the Court. Once the Board of Law Examiners (Board) and Committee have reviewed the application, together with all supporting data and have forwarded its recommendation, the Court will act on the recommendation in a timely manner, and you will be notified of that recommendation.

### **FINALIZING YOUR PETITION AND APPLICATION FOR ADMISSION**

All forms are accessible on the Wyoming Judicial Branch website at [www.wyocourts.gov](http://www.wyocourts.gov).

You will not be required to pay an application fee to the Wyoming Supreme Court at the time your application is submitted for filing.

There is a non-refundable fee for the background investigation that is paid directly to the NCBE. The NCBE form may be completed online at [www.ncbex.org](http://www.ncbex.org).

The following is a checklist of single-sided documents that must be included with your application:

- ✓ Original Petition and Application for Admission as a Military Spouse Attorney to the Wyoming State Bar
- ✓ Original Wyoming Authorization and Release (Notarized)
- ✓ Certification of Compliance with Rule 306
- ✓ Certification of Compliance with Rule 306(c)(ii)
- ✓ A color photocopy of the front of your driver's license or passport

- ✓ Certificate of Good Standing from the **highest court** of a State, Commonwealth, Territory or Possession, or of the District of Columbia for each jurisdiction in which you are or have been admitted. Certificates must have been issued no more than 90 days before filing your application. Do not submit a Bar Association certificate.
- ✓ A copy of applicant's completed Character and Fitness Application submitted to the NCBE

**SEND YOUR COMPLETE APPLICATION TO:**

Clerk, Wyoming Supreme Court  
2301 Capitol Avenue  
Cheyenne, WY 82002

**YOUR MPRE SCORE**

A scaled score of 85 or higher is required on the MPRE (75 points or greater for MPRE's administered between January 1, 1999, and October 1, 2014). If you previously obtained a passing score, you must request a score transfer from the NCBE. If the date of the applicant's first admission in any jurisdiction was prior to 1999, a certification by the applicant that they obtained a passing MPRE score in connection with that admission will suffice.

**ONCE YOUR APPLICATION HAS BEEN FILED**

When your application has been filed, you will receive a receipt from the Clerk's office. It is very important to use a mailing address where you regularly and reliably receive mail. Periodic e-mails will also be sent to the e-mail address on file for you.

Once your application is filed, you have a continuing obligation to notify the Wyoming State Bar's Admissions Director of any changes to your application. This includes but is not limited to any change in name, residence, business address, telephone number, e-mail address, employment, or attorney membership status in any other jurisdiction. You are also obligated to inform the Admissions Director of any denial of admission in another jurisdiction, disciplinary action, involvement in any civil or criminal proceeding (including traffic violations), or the recurrence or development of any illness or condition which would have a bearing on your fitness to practice law. Report these changes on the Amendment to Application form (available at [www.wyocourts.gov](http://www.wyocourts.gov)) and submit it to the Wyoming State Bar. You may also be required to submit an amendment to the NCBE character report; that form is available at [www.ncbex.org](http://www.ncbex.org).

## **QUESTIONS AND ADDITIONAL INFORMATION**

### **I want my application to be filed, what are some common mistakes that prevent filing?**

1. Failure to submit a Certificate of Good Standing from your jurisdiction's highest court. Letters of Discipline History from a State Bar are not substitutes.
2. Submitting an incomplete NCBE Character and Fitness Application or not submitting one at all.
3. Submitting photocopies of forms instead of the originals.
4. Not using the Checklist provided to assure a complete application is being submitted.

### **If I am applying for admission to another state, can I get a copy of my application?**

Yes, you may request a copy of your original application. Please contact Cathy Duncil, Admissions Director at (307) 432-2105 or by e-mail at [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org).

### **If I graduated from a non-ABA accredited law school, is admission by Military Spouse allowed?**

No. In addition to the Rules Governing Admission to the Practice of Law requirement that an applicant has graduated from an ABA accredited school with a J.D., Wyoming Statute §33-5-105 also requires graduation from an ABA accredited school with a juris doctorate.

### **What if I have questions not addressed in the Questions and Additional Information?**

Please contact the Clerk of the Wyoming Supreme Court at (307) 777-7316 for questions regarding application documents and filing the application.

Please contact Cathy Duncil, Admissions Director, Wyoming State Bar at (307) 432-2105 or by e-mail at [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org) for questions regarding the administration of the exam or admission process.