ADMISSION ON MOTION

FILING INSTRUCTIONS AND INFORMATION

Thank you for your interest in applying for admission by motion 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 be returned to you.

THE BASICS

Wyoming does not have a formal reciprocity agreement with any state. In Wyoming, an applicant is considered eligible for admission on motion if they meet all the requirements of the Rules and Procedures Governing Admission to the Practice of Law in Wyoming found in Rules 302 and 303.

If you apply for admission on motion and it is determined that you are not eligible, you may choose to sit for the next scheduled Uniform Bar Examination (UBE) without an additional application fee. However, you will have to satisfy all the requirements of Rule 201. If you choose not to sit for the UBE, your application fee is non-refundable.

There is no specific deadline for filing a motion application. Complete applications will be filed upon receipt and forwarded to the Wyoming State Bar. Once your complete application for admission has been filed, you can expect the process to take from 6-12 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.

You will pay a non-refundable $750 fee to the Wyoming Supreme Court at the time your application is submitted for filing. The Court will accept payment by personal check or money order. Because of internal accounting, it may take several weeks before your check clears your bank; please ensure there will be adequate funds to process the check until it clears.

There is an additional, 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.

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

- ✓ Original Petition and Application for Admission to the Wyoming State Bar on Motion
- ✓ Original Wyoming Authorization and Release (Notarized)
- ✓ A color photocopy of the front of your driver's license or passport
- ✓ A $750.00 check or money order made payable to the Clerk of the Wyoming Supreme Court. This fee is separate from the fee paid to the NCBE.
- ✓ Certificate of Good Standing from the **highest state court** for the jurisdiction in which you are currently practicing law. Your certificate must have been issued no more than 90 days before filing your application. Do not submit a Bar Association certificate in place of the court's certificate without prior permission from the Supreme Court Clerk.
- ✓ 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 MPREs administered between Jan 1, 1999, and Oct 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) 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.

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.

If I graduated from a non-ABA accredited law school, is admission on motion allowed?

No. In addition to the Rules Governing Admission to the Practice of Law requirement that an applicant have graduated from an ABA accredited school with a J.D., Wyoming Statute §33-5105 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 for questions regarding the administration of the exam or admission process.