

Commonwealth of Massachusetts

Supreme Judicial Court for Suffolk County

ADMISSION ON MOTION

Instructions for Completing an Application for Admission Pursuant to Massachusetts Supreme Judicial Court Rule 3:01, Section 6 (Admission on Motion)

Before completing this application, be aware of the following:

- a. Supreme Judicial Court Rule 3:01, Section 6 details the requirements for Admission on Motion www.mass.gov/bbe/barrules.pdf
- b. The Board will decline to waive the bar examination if it is not satisfied that you have been engaged in the practice or teaching of law to an extent and in a matter which fulfills the requirements of § 6.1.2. The Board requires proof that you have been actively engaged in the practice of law for five out of the past seven years immediately preceding the application.
- c. It is the practice of the Board to treat prior failure to pass the Massachusetts bar exam as creating a rebuttable presumption against waiver.
- d. The fees associated with applying for admission are non-refundable; therefore, questions regarding eligibility must be addressed in writing to the Board of Bar Examiners **before** submitting an Application.

Complete Admission on Motion Application and **ALL** related documents (1-9) listed below:

1. **FORM A:** Petition for Admission to the Bar of the Commonwealth of Massachusetts (Page 2): completed and signed by you and an attorney of any state, district, or territory of the United States.
2. **FORM B:** Applicant's Statement to the Board of Bar Examiners (Pages 3 – 11): completed and signed by you, including any necessary attachments, rider pages, etc.

Questions regarding Forms A and B may be directed to the Board of Bar Examiners at (617) 482-4466.

3. **FILING FEE:** Filing fee of \$1,015.00, made payable to the Commonwealth of Massachusetts in the form of a certified bank check or money order. Personal checks or firm checks are **NOT** accepted. The filing fee is **NON-REFUNDABLE**.
4. **CERTIFICATE OF ADMISSION AND GOOD STANDING: Current** (within 90 days) Certificate(s) of Admission and Good Standing from the highest judicial court of each state, district, territory or foreign country to which the applicant is admitted.
5. **GRIEVANCE LETTER:** A letter from each state's, district's, territory's or foreign country's grievance or disciplinary entity indicating that there are no charges pending against you.
6. **LETTERS OF RECOMMENDATION:** Three (3) letters of recommendation for your admission to the Massachusetts Bar. You must adhere to the strict protocol required for the Letters of Recommendation, which is detailed on Page b under Letters of Recommendation.
7. **MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE) SCORE REPORT.** A copy of your MPRE score report must be attached to this application.
 - a. You may obtain a copy of your MPRE Score Report by contacting MPRE Department at 319-337-1304 (www.ncbex.org).
 - b. If you have not previously passed that examination in a jurisdiction to which you are admitted, you must take and pass the MPRE prior to filing an application.
 - c. If you have not taken the MPRE, contact the MPRE Department at 319-341-2500 (www.ncbex.org) for an application. **You must achieve a scaled score of 85 or greater.**

8-9. NCBE FORM: The National Conference of Bar Examiners (NCBE) Request for Preparation of Character Report (Standard-07 Version) OR Electronic Version (i – 30 pages): completed and signed by you, including the fee, any necessary attachments, rider pages, etc. See instructions page (b) for more details.

LETTERS OF RECOMMENDATION: Three (3) original letters of recommendation for your admission to the Massachusetts Bar, which must be addressed to the members of the Board of Bar Examiners BUT are to be filed with your application. Letters of recommendation will not be accepted under separate cover:

- a. Attorneys admitted in other states: The letters are to be from three members of the bar of the Commonwealth, or from the jurisdiction of your prior admission, or of the bar of the state, district or territory in which you have last resided.
- b. Attorneys admitted in foreign countries: From three members of the bar of the foreign jurisdiction and from two members of the bar of the Commonwealth.

The recommendation letters **must include** the following:

- The author should write the letters to the members of the Board of Bar Examiners with the below address, **BUT**, the letters must be attached to your Application of Admission on Motion, which is filed with the Supreme Judicial Court for Suffolk. (See below for filing instructions).
Board of Bar Examiners
Suffolk County Courthouse, 7th Floor
Boston, MA 02108
- The nature and extent of the author's acquaintance with you.
- The author's personal knowledge as to the length and continuity of your practice of law and any outside work.
- The author's belief as to your moral character and fitness to be admitted to the Bar of the Commonwealth of Massachusetts.

If possible, try to have one or more of the letters covering the points mentioned above be from members of the Bar of the Commonwealth of Massachusetts or from a judge of a court in the jurisdiction where you are admitted.

NATION CONFERENCE OF BAR EXAMINERS REQUEST FOR PREPARATION OF A CHARACTER REPORT (NCBE FORM):

The NCBE provides our character and fitness service. You must complete the NCBE Standard-07 Application entirely and file it with your Massachusetts Application for Admission on Motion. Complete the NCBE Standard-07 Application, which is a Request for Preparation of a Character Report from the National Conference of Bar Examiners, by choosing ONE of the following options:

Option 1: Complete the application on-line by following link and corresponding instructions. After completion and submission of the application on-line, you will be required to **print a hard copy, sign the necessary forms, and submit the hard copy with your Massachusetts Application for Admission on Motion with the appropriate fees.** <http://www.ncbex.org/ea/>

Option 2: Download and print a blank application by clicking the following link and the corresponding instructions. **After printing and completing the application, sign the necessary forms and submit it with your Massachusetts application for Admission on Motion with the appropriate fees.** http://www.ncbex.org/fileadmin/mediafiles/downloads/Character_and_Fitness/Standard07.pdf

Questions regarding the NCBE Form are properly directed to NCBE at (608) 280-8550.

**Important Information for Applicants Applying for Admission Pursuant to
Massachusetts Supreme Judicial Court Rule 3:01, Section 6 (Admission on Motion)**

PROCESS OF ADMISSION ON MOTION:

The Admission on Motion process takes approximately four to six (4-6) months upon filing your complete and accurate Application for Admission on Motion with all required documents (see Page (a) for a complete listing of filing requirements). Applications that are filed erroneously or incomplete will take longer to process.

The Court will do a preliminary review of your filing. Upon an initial review, if your application meets the filing requirements, the Court will forward your Admission on Motion Application to the Board of Bar Examiners (BBE) for further review.

Upon an extended review by the BBE, provided your Application is complete and accurate, the BBE will forward the NCBE portion of your Application to the National Conference of Bar Examiners, wherein a thorough background investigation will take place. This could be the most time consuming portion of the Admission on Motion processes. To expedite your application, any of your references provided on the NCBE Form should be advised that the sooner they respond, the sooner your investigation will be completed. Questions regarding the NCBE Form are properly directed to NCBE at (608) 280-8550.

Once the NCBE reports back to the BBE, the BBE will do an extensive review of your application for admission on motion. If the Board finds your moral character, acquirements and qualifications to be sufficient, your name will be sent to the Clerk of the Supreme Judicial Court for Suffolk County, as well as, to each county clerk throughout the Commonwealth of Massachusetts to be publically posted for a period of not less than 10 days. Questions regarding this review may be directed to the Board of Bar Examiners at (617) 482-4466.

You will receive written notification that your name has been posted, and, if no objection is made, at the closing of the ten days, you will be found qualified for admission by the Board of Bar Examiners. You should expect admission materials within thirty (30) days from the public posting. Questions regarding your admission are properly directed to the Supreme Judicial Court Clerk's Office for Suffolk County at 617-557-1175.

FILING INSTRUCTIONS:

Submit the complete Admission on Motion Application attached with ALL Related Documents and applicable fees as listed on Page (a) of the instructions. Please confirm that your two fees (\$1015.00 payable to the Commonwealth of Massachusetts and the fee payable to NCBE by either check or credit card) are included.

File the Admission on Motion Application, filing fee, NCBE Application, fee and ALL required documents at the following address:

Supreme Judicial Court for the County of Suffolk
Clerk Maura S. Doyle
John Adams Courthouse
One Pemberton Square, Ste. 1300
Boston, MA 02108

IN THE MATTER OF

.....
Type or Legibly Print Name

PETITION FOR ADMISSION
TO THE BAR OF THE COMMONWEALTH OF MASSACHUSETTS
Pursuant to Supreme Judicial Court Rule 3:01, Section 6 (Admission on Motion)

MOTION APPLICATION
(Effective July 1, 2009)

Petition Filed _____
(Court Use Only)

COMMONWEALTH OF MASSACHUSETTS

Suffolk, SS.

Supreme Judicial Court for
Suffolk County

FORM A
PETITION FOR ADMISSION TO THE BAR OF THE
COMMONWEALTH OF MASSACHUSETTS
Pursuant to Supreme Judicial Court Rule 3:01, §6

I, _____, hereby apply for admission
TYPE OR PRINT FULL NAME

the bar of the Commonwealth. I represent that I am of good moral character and over the age of eighteen
years, having been born on _____. I further represent that I was duly
admitted as an attorney of the highest judicial court of the State of _____ on the
_____ day of _____, _____, and that I have engaged in
(day) (month) (year)

in the actual practice or teaching of law in

(state location and nature of practice/teaching)

from _____ to _____.* (Attach rider page if necessary)

Signed: _____
Applicant's Signature

Address: _____

(Include City, State, and Zip Code)

Date: _____

RECOMMENDATION OF A MEMBER OF THE BAR OF THE COMMONWEALTH OF MASSACHUSETTS
OR OF ANY STATE, DISTRICT OR TERRITORY OF THE UNITED STATES
(Supreme Judicial Court Rule 3:01, subsection 1.2)

I, _____, an attorney of the bar of
Type or Print Full Name

_____, respectfully recommend that the foregoing petition be granted,
and certify that the petitioner is of good moral character.

Attorney's Signature _____

Business Address: _____

Telephone #: _____

Attorney's State Registration Number: _____

Date: _____

THE COMMONWEALTH OF MASSACHUSETTS

Suffolk, SS.

Supreme Judicial Court
for Suffolk County

**APPLICANT'S STATEMENT TO THE BOARD OF BAR EXAMINERS
FORM B**

In the matter of _____

APPLICANT FOR ADMISSION AS AN ATTORNEY AT LAW
(Pursuant to Supreme Judicial Court Rule 3:01, §6)

1. Please type or print **LEGIBLY** using **BLACK INK ONLY**:

(a) Full Name:

First Middle Name or Initial Last

(b) Home Address: _____

City _____ State _____ Zip _____ Telephone Number _____

Cell Number _____ E-Mail Address: _____

(c) Present Occupation and Business Address: _____
(Present Occupation)

Name of Company/Firm (do not abbreviate) _____

Address: _____

City _____ State _____ Zip Code _____ Telephone Number _____

(Do not circle answers; your answer should be printed/typed in the space provided.)

(d) Have you ever been known by another name or surname (if yes, please state names, places and dates):

Yes or No

(e) Are you:

i) a citizen of the United States? _____
Yes or No

ii) a resident alien who intends to become a citizen? _____
Yes or No

iii) or other _____ Please explain: _____

FORM B (continued)

(f) If you have ever been a member of the Armed Services, state the type of discharge, the circumstances surrounding your release, whether ever disciplined, and the details thereof, where the record can be obtained, your service number and rank, and the branch and dates of actual service.

2. State every residence you have had during the last ten years or since admission to the bar, whichever is longer (attach rider page, if necessary).

City and State	Street Name/Number	Zip Code	From (mo. & yr.)	To (mo. & yr.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. State all colleges and universities attended and indicate information requested below:

(a) College or university other than law study:

_____	_____	_____	From _____	To _____
Name	Location	Degree		
_____	_____	_____	From _____	To _____
Name	Location	Degree		
_____	_____	_____	From _____	To _____
Name	Location	Degree		

FORM B (continued)

(b) Law study:

Law school: _____
(Name) (Location)

Dates of attendance: From _____ To _____

Degree(s) (if any) _____

If applicable, provide additional law schools attended here:

Law school: _____
(Name) (Location)

Dates of attendance: From _____ To _____

Degree(s) (if any) _____

4. Were you ever reprimanded, sanctioned, or disciplined in or suspended or expelled from college, university, or law school? _____ If yes, state the facts fully.

Yes or No

5. State **every application** made by you and **every examination** taken by you for admission to the bar. (This should include applications for reinstatement and any applications subsequently withdrawn) State as to each application the date, the name and address of the authority to whom it was addressed and the disposition made, with the reasons therefor; state as to each examination the date and whether successful or unsuccessful. (*Attach additional sheets if necessary.*)

6. Name all jurisdictions and courts in which you have been admitted to practice law. Give the dates of admission to practice (attach additional sheets if necessary).

Jurisdiction(s)	Court(s)	Date(s) of Admission
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORM B (continued)

7. Have you been entitled to practice in each of the locations specified under question 6 and before each court **continuously** from the date you first became entitled until the date hereof ? (Note: In some jurisdictions, “inactive status” prevents an applicant from practicing law in that jurisdiction.)

 Yes or No

If not, state the dates during which you have not been so entitled, the nature of the disqualification(s), the facts, and **attach a copy (or copies) of the record(s) thereof.**

8.(a) Have you ever been disbarred, suspended, reprimanded, censured, admonished or otherwise disciplined or disqualified as an attorney, or as a member of any other profession, or as a holder of any public office? _____

Yes or No

If yes, state the dates, the details and **attach a copy of the record thereof.**

(b) Have any charges or complaints been made concerning your conduct as an attorney, or as a member of any profession, or as a holder of any public office? _____

Yes or No

If yes, state the dates, the details and **attach a copy of the record thereof.**

9. Have you ever held any judicial office? _____ If yes, state where, when, offices held, and, if terminated, reasons therefor. Yes or No

10. Give the name and location of each bar association of which you are or have been a member.

FORM B (continued)

11. With respect to your legal career, please **state all of your employment** (including temporary or part time employment in the last ten years) **beginning with your most recent employment**. Include military service if in a legal capacity and self-employment.

(a) **Month and year of beginning and ending employment period:** FROM _____ TO _____

Name of employer or firm (individual, partnership, or corporation) _____
DO NOT ABBREVIATE

Address _____
Street City State Zip Code Country

Provide a complete description of your work, including whether it was **full time, part time, or otherwise** and whether you were a principal, partner, associate, sole practitioner, or otherwise employed.

Present address of above employer (if self-employed, or if firm now defunct, give name and address of an associate or reference who can verify).

Reason for Leaving: _____

(b) **Month and year of beginning and ending employment period:** FROM _____ TO _____

Name of employer or firm (individual, partnership, or corporation) _____
DO NOT ABBREVIATE

Address _____
Street City State Zip Code Country

Provide a complete description of your work, including whether it was **full time, part time, or otherwise** and whether you were a principal, partner, associate, sole practitioner, or otherwise employed.

Present address of above employer (if self-employed, or if firm now defunct, give name and address of an associate or reference who can verify).

Reason for Leaving: _____

FORM B (continued)

(LEGAL EMPLOYMENT HISTORY, continued – if applicable)

(c) Month and year of beginning and ending employment period: FROM _____ TO _____

Name of employer or firm (individual, partnership, or corporation) _____
DO NOT ABBREVIATE

Address _____
Street City State Zip Code Country

Provide a complete description of your work, including whether it was **full time, part time, or otherwise** and whether you were a principal, partner, associate, sole practitioner, or otherwise employed.

Present address of above employer (if self-employed, or if firm now defunct, give name and address of an associate or reference who can verify).

Reason for Leaving: _____

(d) Month and year of beginning and ending employment period: FROM _____ TO _____

Name of employer or firm (individual, partnership, or corporation) _____
DO NOT ABBREVIATE

Address _____
Street City State Zip Code Country

Provide a complete description of your work, including whether it was **full time, part time, or otherwise** and whether you were a principal, partner, associate, sole practitioner, or otherwise employed.

Present address of above employer (if self-employed, or if firm now defunct, give name and address of an associate or reference who can verify).

Reason for Leaving: _____

If you need to attach rider pages for additional employment, please do so in the above-shown format.

FORM B (continued)

12. List any other employment you have held within the last ten years, or since admission to the bar, whichever period of time is longer, that is not included in Question 11. Include temporary or part time work, especially legal clerkships. (If you had a professional or business career before completing law study, include it also.)

Month & Year of Beginning and Ending Period of Employment: _____

Name, Address of Employer & Nature of Business: _____
DO NOT ABBREVIATE

Present Name & Address of Employer (if different): _____

Position held and description of work: _____

Immediate Supervisor & Present Address: _____

Reason for Leaving: _____

Month & Year of Beginning and Ending Period of Employment: _____

Name, Address of Employer & Nature of Business: _____
DO NOT ABBREVIATE

Present Name & Address of Employer (if different): _____

Position held and description of work: _____

Immediate Supervisor & Present Address: _____

Reason for Leaving: _____

Month & Year of Beginning and Ending Period of Employment: _____

Name, Address of Employer & Nature of Business: _____
DO NOT ABBREVIATE

Present Name & Address of Employer (if different): _____

Position held and description of work: _____

Immediate Supervisor & Present Address: _____

Reason for Leaving: _____

(Attach rider pages, if necessary, in the above-shown format)

FORM B (continued)

13.(a) Have you ever held a license, other than as an attorney at law, the procurement of which required proof of good character (e.g., certified public accountant, patent attorney, real estate broker, etc.)?

Yes or No

If yes, as to each license, state the date it was granted, and the name and address of issuing authority.

(b) State every other application made and examination taken by you for a license granted by a state or for an official position, the procurement of which required proof of good character, EXCEPT APPLICATIONS FOR ADMISSION TO THE BAR. As to each application, state the date, the name and the disposition made with the reasons therefor; as to each examination, state the date and whether successful or unsuccessful.

(c) If any such license has been suspended or revoked, give the date of the revocation or suspension, reasons for the action taken, and the name and address of the authority in possession of the record(s) thereof.

14. Have any complaints been made against you with any licensing authority? If so, state the dates, the details, and the results thereof, and identify the authority possessing the record(s) thereof.

Yes or No

15. Has any surety on any bond on which you were the obligor been required to pay any money on your behalf? _____ If yes, state the facts fully.

Yes or No

FORM B (continued)

16. Are there any unsatisfied judgments or court orders of continuing effect against you?

Yes or No

If yes, state the facts fully, giving names and addresses of creditors, amounts, dates and the nature of debts, judgments or court orders, and the reason for nonpayment of unsatisfied judgments or any noncompliance with court orders.

17. (a) Have you ever been charged with or been the subject of any investigation for a felony or misdemeanor other than a minor traffic charge? _____ If yes, state the dates, courts, details and results (additional space below). Yes or No

(b) Have you ever been a party on either side in a civil action or proceeding involving a claim of fraud, conversion, breach of fiduciary duty, professional malpractice or other wrongful conduct? _____

Yes or No

(c) Have you ever been adjudged bankrupt or insolvent? _____

Yes or No

GIVE FULL DETAILS for affirmative responses to Questions 16(a), (b) and (c) including dates, exact name and location of court, if any, case numbers, references to the court records, if any, the facts, the disposition of the matter; if no court records are available, give to the best of your ability the names and addresses of all persons involved, including counsel.

(Attach rider pages if necessary)

CERTIFICATE

I, the applicant, by making this application for admission without examination, hereby incorporate by reference the answers given in the accompanying National Conference of Bar Examiners (NCBE) Request for Preparation of Character Report and state that said answers are complete and accurate and that I have not altered the wording of any question.

Attached to this application are: All supporting documents as outlined in instructions, The National Conference of Bar Examiners (NCBE) Request for Preparation of Character Report and a bank check or money order in the amount of \$1,015.00 payable to the Commonwealth of Massachusetts and a bank check or money in the amount of \$300.00 payable to the National Conference of Bar Examiners (NCBE also permits payment by credit card).

Dated this _____ day of _____, _____

Applicant's Signature: _____