

Commonwealth of Massachusetts
Supreme Judicial Court for Suffolk County

FIRST TIME APPLICATION
INFORMATION FOR THE FEBRUARY 2017 MASSACHUSETTS BAR EXAMINATION

Eligibility: [Supreme Judicial Court Rule 3:01, §3](#), establishes eligibility. See Massachusetts Rules of Court.

Where to File: Complete Application must be filed by **Friday, December 9, 2016** at:

Supreme Judicial Court for Suffolk County
Clerk Maura S. Doyle
One Pemberton Square
John Adams Courthouse, Suite 1300
Boston, MA 02108-1707

The application must be **received** (*not postmarked*) by the **Friday, December 9, 2016** deadline. It is highly recommended that your application be either hand-delivered or mailed using a return-receipt method, i.e., priority. **The Clerk's Office is unable to confirm receipt of your application before the deadline.** See the following page for Filing Requirements.

Filing Deadline: **December 9, 2016**

Notification: Those applicants found eligible to sit will receive site, seating and other pertinent information **VIA EMAIL ONLY** from the Board of Bar Examiners approximately 2-3 weeks prior to the examination. **YOU WILL NOT RECEIVE ADMISSION TICKET.**

Time and Place: **Wednesday and Thursday, February 22 and 23, 2017, at the Boston Convention and Exhibition Center, 415 Summer Street, Boston, MA 02210, 617-954-2000.** Public transportation and parking is available. For lodging, call the Office of Travel & Tourism: 1-800-447-MASS or www.massvacation.com. Information regarding discounted lodging for bar examinees will be posted at www.mass.gov/bbe by December 9, 2016.

Laptop Computer Testing: Applicants sitting for the bar examination will have the opportunity to word process the essay portion of the bar exam on their own laptop computers. To be eligible, applicants must review, complete and comply with the [Laptop Computer Testing Program](#) requirements. The Multistate Bar Examination (MBE) portion of the exam is not available on computer.

Alternate Site: The exam will also be held at Western New England University School of Law in Springfield, MA.

- To sit in Springfield, you **must be sitting both days in Massachusetts** and submit the [Springfield Seating Request Form](#) to the Board of Bar Examiners (**NOT** to the Court with your bar application).
- Seating is limited and based on a first come, first served basis.
- All applicants sit in Boston, unless the Board of Bar Examiners allows the request for the Alternate Site.
- The [Springfield Seating Request Form](#) must be submitted to the **Board of Bar Examiners** by the **December 9, 2016 deadline** at:

Board of Bar Examiners
Edward W. Brooke Courthouse
24 New Chardon Street, First Floor
Boston, MA 02114

Nonstandard Testing: If you have a disability, as defined by the Americans with Disabilities Act (ADA), that will require nonstandard testing accommodations on the bar examination, you must complete and file all [Nonstandard Testing Accommodations \(NTA\) Application forms](#) available on the Board's web site: www.mass.gov/bbe.

- Both the applicant and professionals must complete these forms to provide the Board with details and documentation relating to the disability.
- Nonstandard Testing Accommodations Application must be submitted **in duplicate** to the Board on or before **December 9, 2016**.
- **DO NOT SUBMIT YOUR NONSTANDARD TESTING ACCOMMODATIONS APPLICATION TO THE CLERK'S OFFICE.**

Commonwealth of Massachusetts
BAR EXAMINATION APPLICATION FILING REQUIREMENTS

Below you will find the list of filing requirements for the First Time Bar Application. Any application that does not include these requisite materials is incomplete and unacceptable for filing.

Complete First Time Application:

- **Petition Cover Sheet**
- **Petition to the Court** requiring your **original signature** and an **original signature** by the recommending attorney (pgs 1-2).
- **Applicant's Statement to the Board of Bar Examiners** (pgs 3-8) requiring your name (and page 8 requiring your **original signature**). *You may contact the Board of Bar Examiners directly at (617) 482-4466 with questions regarding the proper disclosure of information required by this application.*
- **NCBE IDENTIFICATION NUMBER:** NCBE Identification Number. You **MUST** have a valid NCBE Identification number. See your MPRE Score Report for your number. If you do not have a NCBE number, visit www.ncbex.org/ncbe-number to obtain your valid NCBE Identification number.
- **Authorization Form** requiring your **original** signature (pg 9).
- **Law School Certificate** completed by your graduating law school. If you graduate on or after the [filing deadline](#), a Law School Certificate **MUST** be filed with the Clerk's Office no later than fourteen (14) days from the date of graduation.
- **Multistate Professional Responsibility Examination (MPRE) Score Report:** Showing a scaled score of 85 or greater. Contact the National Conference of Bar Examiners (NCBE) for a copy (official or unofficial) of your Score Report via email at [or](#) visit their website for information on the [MPRE](#).
- **Two current letters of recommendation:** See [Information for Letters of Recommendation](#) to ensure that your letters meet the criteria set forth therein.
- **Certificate(s) of Admission and Good Standing** (if applicable).
- **Laptop Computer Registration & Statement of Compliance**, if applicable, with the technology fee of \$75.00 in the form of a **MONEY ORDER or BANK CHECK** (***NO Personal Checks***) made payable to the Commonwealth of Massachusetts (if applicable).
- **Filing Fee:** \$815.00 money order or certified bank check made payable to the Commonwealth of Massachusetts.
No personal checks.

** If applicable **COMBINE** the filing fee and technology fee into a single payment of **\$890.00** in the form of a bank check or money order payable to the Commonwealth. **Please take notice, all fees are non-refundable and non-transferable.**

CHECK LIST: Before filing your complete application by the **December 9, 2016 deadline** at the address below, check the following:

BE CERTAIN THAT YOU HAVE:

- Fully answered each and every question, including dates, when asked.
- Provided full and complete details when asked.
- Responded with a written "yes" or "no" answer to each question calling for a "yes" or "no" answer.
- Attached **typed** rider pages for applicable questions and include your name and signature on those rider page(s).
- Signed all pages requiring your signature.
- If applicable, mailed the [Nonstandard Testing Accommodations Application](#) separately to the [Board of Bar Examiners](#).
- If applicable, mailed the [Springfield Seating Request Form](#) separately to the [Board of Bar Examiners](#) and have not attached it to your bar application.
- **ENCLOSED ALL OF THE NECESSARY FILING REQUIREMENTS LISTED ABOVE.**

File the complete application by December 9, 2016 at:

Supreme Judicial Court for Suffolk County
Clerk Maura S. Doyle's Office
One Pemberton Square, John Adams Courthouse, Suite 1300
Boston, MA 02108-1707

Incomplete applications will not be accepted for filing and will be returned.

Commonwealth of Massachusetts
Board of Bar Examiners
Information for Letters of Recommendation:

Applicant (provide this sheet to your authors):

Information and requirements for letters of recommendation:

- Applicants for admission to the bar must file two letters of recommendation **with their application and not under separate cover.**
- Recommendation letters should be written by someone who knows you well.
- Family members or relatives may ***not*** write letters of recommendation.
- The attorney who signs your Petition may also write one of your letters of recommendation (provided the attorney is not a family member.)
- The application will not be accepted without both letters of recommendation.

Author:

Information and criteria for the letters of recommendations:

The Court and the Board of Bar Examiners, in passing on the qualifications of applicants who are not known to them personally, rely on persons who do know the applicant.

It is the obligation of each author to:

- Adequately represent pertinent information about the applicant.
- Assume it to be his/her duty to state the extent of their knowledge of the applicant.
- State specific facts, favorable or unfavorable, about the applicant, as they should be made known to the Board of Bar Examiners who are to decide on his or her fitness to be a member of the profession.

The letter must be:

- **Returned to the applicant for filing with their bar application.**
- Addressed to the Board of Bar Examiners, Edward W. Brooke Courthouse, 24 New Chardon Street, First Floor, Boston, MA 02114
- Typed on un-textured (plain white letterhead is preferred) paper using a 12-point font (no less).
- Dated, current (within six months), and **signed by the author.**
- Complete – include author's **complete mailing address and contact information.**

Letters of recommendation should **not** be identical or similar in content, nor should they be written in memo form.

The letters must have **original signatures** of the authors and cannot be photocopied or contain electronic signatures.

Further Information:

Letters of recommendation must adequately represent the author's knowledge of pertinent information concerning the applicant. Letters should include details of the author's basis for belief that the applicant possesses the degree of honesty, integrity, discretion and competence for admission to the bar.

Commonwealth of Massachusetts

Board of Bar Examiners

INFORMATION ABOUT THE MASSACHUSETTS BAR EXAMINATION

Keep This Information for Future Reference

SUBJECTS TESTED UNDER RULE 3:01, SECTION 3

Applicants will be expected to be familiar with the law in the following fields:

Access to Justice	Federal Rules of Civil Procedure
Agency	Mass. Rules of Civil Procedure
Business Organizations	Professional Responsibility
Constitutional Law	Real Property (including Mortgages)
Contracts	Torts
Criminal Law	Trusts
Descent & Distribution of Estates	Unfair or Deceptive Practices (G.L. c. 93A)
Domestic Relations	Uniform Commercial Code (Articles 1-9)
Evidence (including Federal Rules)	Wills
Federal Jurisdiction	

Multistate Bar Examination (MBE)

On Wednesday, February 22, 2017, the examination will consist of the MBE. The applicant will be furnished printed statements of facts, consisting of 200 questions, composed by a committee chosen by the National Conference of Bar Examiners. To each question, four alternative answers, prepared by the same committee, will be furnished. The applicant will be asked to choose the "best" answer. Scores will be based on the number of questions answered correctly.

The Multistate Bar Examination will cover the fields of Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Real Property and Torts, but these will not be grouped or identified by subject matter.

The National Conference of Bar Examiners (NCBE) has published an MBE information booklet which is available on their web site: www.ncbex.org.

If you wish to have your MBE score transferred to another jurisdiction, please complete the [MBE Score Transfer and Advisory Request Form](#) located on the Board's website. **The cost to transfer your MBE score from Massachusetts to another jurisdiction is \$25.00 (bank check or money order made payable to the Commonwealth of Massachusetts – no personal checks accepted).** If you plan to sit **concurrently** and your MBE state is **NOT** Massachusetts, it is **your responsibility** to make arrangements with your MBE state to have your MBE score transferred to Massachusetts. **Failure to do so may result in a delay in receipt of your scores and/or a delay in your admission.**

ESSAY

On Thursday, February 23, 2017, the essay portion of the examination will consist of ten (10) questions based on statements of facts, each calling for an essay answer. The statements will be based on some or all of the fields of law set forth in the section entitled "Subjects Tested Under Rule 3:01, section 3."

Applicants sitting for the bar examination will have the opportunity to word process the essay portion of the bar exam on their own laptop computers. If you elect to participate in the [Laptop Computer Testing Program](#) you will be required to Register and pay two (2) fees: 1) a non-refundable technology fee of \$75.00 payable to the Commonwealth of Massachusetts; and 2) a non-refundable software license and service fee of \$100.00 payable directly to ExamSoft. *Please note that these fees are in addition to the \$815.00 court filing fee for your bar application case.*

The Laptop Computer Testing Program requires **REGISTRATION & START-UP**. To be eligible, applicants must file with the Court, together with their bar application materials: 1) completed [Registration Form](#); 2) completed Statement of Compliance; and, 3) a bank check or money order for \$75.00 payable to the Commonwealth of Massachusetts (personal checks are not accepted). Applicants thereafter are required to register with ExamSoft and pay a \$100.00 fee for the services and software license.

****RETAIN FOR FUTURE REFERENCE****

IMPORTANT NOTICE
Regarding Electronic Dissemination of Public Case Information

This is to inform you that the following public case information contained in your petition for admission to the bar may be disclosed by the court to third parties in electronic form: name, address, email address, exam period and date of admission.

Please be further informed that any third party who requests this information will be required to enter into a Third Party Non-Disclosure Agreement prohibiting it from selling, renting, giving, exchanging, trading or sharing any of the information with other third parties.



Commonwealth of Massachusetts
 Petition for Admission to the Bar
COVER SHEET
First Time Application

Supreme Judicial Court for Suffolk County
 John Adams Courthouse
 One Pemberton Square, Suite 1300
 Boston, MA 02108-1707

Complete and File with your Bar Application. Responses are MANDATORY. PRINT LEGIBLY.

_____	_____	_____	_____
Last Name	First Name	Middle or Initial	
_____	_____	_____	_____
Address	City	State	Zip
_____	_____	_____	
(Day) Telephone	(Evening) Telephone	E-Mail Address <u>REQUIRED</u>	
_____	_____	_____	
NCBE Identification Number	When did you take the MPRE (Mo. & Yr.)	Are you using your Laptop Computer for essay portion of the exam? (Yes/No)	

_____	_____	_____
Law School and Date of Graduation	Are you taking the Multistate Bar Examination in a different jurisdiction in connection with a second (concurrent) application? If yes, indicate which state?	Are you an attorney in another jurisdiction(s)? If yes, provide the jurisdiction(s).

Personal Identifying Information (Not available to the public):

_____	_____	_____
Social Security Number	Date of Birth (##/##/####)	Place of Birth: (City, State, Country)

Mother's Full Maiden Name (Last & First Name)		

You **MUST** indicate (X) the requisite documents you are filing with this **mandatory** Cover Sheet. (Documents are **NOT ACCEPTED** separately. All documents **MUST** be filed together.)

- _____ **PETITION FOR ADMISSION** (Pages 1-2) requiring your **original** signature and an **original** signature of a recommending attorney.
- _____ **APPLICANT'S STATEMENT** (Pages 3 – 8) requiring your name (and Page 8 requiring your **original** signature).
- _____ **AUTHORIZATION FORM** (Page 9) requiring your **original** signature.
- _____ **LAW SCHOOL CERTIFICATE** (Page 10) If you graduate on or after the filing deadline, a Law School Certificate must be filed with the Clerk's office no later than fourteen (14) days from the date of graduation. Please refer to the instructions.
- _____ **MPRE SCORE REPORT** (official or unofficial) with your **NCBE Identification Number**.
- _____ **2 (TWO) current LETTERS OF RECOMMENDATION** (Photocopies are **NOT** accepted).
- _____ **CERTIFICATE OF ADMISSION AND GOOD STANDING**, if applicable, from each jurisdiction to which you are admitted.
- _____ **FEE** in the form of a **MONEY ORDER or BANK CHECK** (**NO Personal Checks**) payable to the Commonwealth of Massachusetts in the amount of \$815.00.
- _____ **LAPTOP COMPUTER REGISTRATION & STATEMENT OF COMPLIANCE**, if applicable, with the technology fee of \$75.00 in the form of a **MONEY ORDER or BANK CHECK** (**NO Personal Checks**) made payable to the Commonwealth of Massachusetts.

** If applicable **COMBINE** the filing fee and technology fee into a single payment of **\$890.00** in the form of a bank check or money order payable to the Commonwealth. Please take notice, all fees are non-refundable and non-transferable.

IN THE MATTER OF

.....
(Type or Legibly Print Name)

PETITION

FOR ADMISSION TO THE BAR
OF THE COMMONWEALTH

(FIRST TIME APPLICATION)

Petition Filed.....
(Court Use Only)

SUFFOLK, SS.

THE COMMONWEALTH OF MASSACHUSETTS

Supreme Judicial Court
For Suffolk County

PETITION FOR ADMISSION TO THE BAR OF THE COMMONWEALTH OF MASSACHUSETTS
(First Time Application)

I, _____, hereby petition for admission to the bar of the
(Type or Print Name)
Commonwealth. I acknowledge this is an action at law and subject to public access*. I further acknowledge that I have received notice that certain public case information may be provided electronically to third parties after the execution of a Non Disclosure Agreement.

I represent that I am of good moral character and over the age of eighteen years, having been born on _____ . I request that I be examined for admission as an attorney, and, if found
(month and year of birth)
qualified, be admitted as such.

Signed: _____

Street Address

City State Zip

Email address (required)

NCBE Identification #

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 Legibly 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 Number: _____

Date: _____

Attorney's State Registration No: _____

Email Address: _____

* In accordance with M.G.L. c. 93H, personal identifying information is safeguarded to protect the risk of identity theft or fraud.

THE COMMONWEALTH OF MASSACHUSETTS

Suffolk, SS.

Supreme Judicial Court
For Suffolk County

In the matter of _____

(Applicant for admission as an attorney at law taking the Massachusetts Bar Examination for the first time)

By examination to be held _____

(Date)

APPLICANT'S STATEMENT TO THE BOARD OF BAR EXAMINERS

1. **TYPE (no less than 12 point font) OR PRINT LEGIBLY USING ONLY BLACK INK.**

(a) Full Name:

First Middle Name or Initial Last

(b) Address _____

City _____ State _____ Zip _____ Telephone No. _____

(c) Place of Birth _____ Month and Year of Birth _____

City and State

(MM/YYYY)

(d) Have you ever been known by any other name or surname? _____

Yes or No

If yes, state all names, places and time: _____

(e) State every residence you have had during the last five years (if needed, attach a rider to this application to provide additional addresses):

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

2. Have you applied before in Massachusetts for admission as an attorney?

Yes _____ No _____ Date _____

3. **NAME of Law School Conferring JD Degree:** _____

ADDRESS of Law School Conferring JD Degree: _____

Dates of Attendance: From: _____ **To:** _____

Degree Awarded: _____

Exact Date of Graduation: _____ **MM/DD/YY** *(If you attended more than one law school, attach a rider page to this application listing each school and your dates of attendance. Complete the above section with respect to your law degree, even if it has not yet been conferred. DO NOT LEAVE ANY SECTION BLANK.*

7. List employment you have held since your 18th birthday or any business or profession engaged in on your own account. **NOTE: If your reason for leaving any employment was as a result of being terminated or resignation in lieu of termination, attach a rider page and fully explain the circumstances. Enclose additional 8 1/2 x 11 white sheets if necessary.**

(a) Month & Year of Beginning & Ending Period of Employment (***most recent***) _____

Name & Address of Employer & Nature of Business _____

DO NOT ABBREVIATE

Position Held _____

Reason for Leaving _____

(b) Month & Year of Beginning & Ending Period of Employment _____

Name & Address of Employer & Nature of Business _____

DO NOT ABBREVIATE

Position Held _____

Reason for Leaving _____

(c) Month & Year of Beginning & Ending Period of Employment _____

Name & Address of Employer & Nature of Business _____

DO NOT ABBREVIATE

Position Held _____

Reason for Leaving _____

ATTACH RIDER PAGE(S) IF NECESSARY (information must be provided in same format as above)

Applicant's Name (**Type or Print**
Clearly)

8. Have you **ever** made application in any other jurisdiction or court other than Massachusetts (this should include application for reinstatement and any applications subsequently withdrawn, as well as **concurrent** applications) or been admitted to practice law?

If you answered NO to #8, continue to #9. If you answered YES, complete the following:

Name jurisdictions and courts other than Massachusetts in which you have **applied** (this should include application for reinstatement and any applications subsequently withdrawn) or been admitted to practice law. Give dates of application and admission to practice (if applicable), or **disposition (do not leave blank or answer "n/a.")**. **Attach a certificate (dated within 90 days of this application), evidencing your admission and good standing from each state to which you are admitted to practice law (attach rider page if necessary).**

(a) Date of Application	(b) Jurisdiction	(c) Date of Admission/ Disposition (i.e. failed, withdrew, pending, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____

(You must respond to all questions by writing "yes" or "no" in the space provided. "N/A" is not an acceptable answer. For affirmative answers, attach a typewritten 8 1/2 x 11 sheet(s) of paper which provides full details on the matter, and the record from the applicable authority (i.e. school disciplinary committee, court, etc.)

9. Have you ever been reprimanded, sanctioned, disciplined or suspended or expelled from a college, university or law school? _____.
10. (a) Have you ever been charged with or been the subject of any investigation pertaining to the unauthorized practice of law? _____
- (b) 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? _____
- If yes, state the dates, the details and the name and address of the authority in possession of the record thereof and attach a copy of the record.
- (c) 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? _____

Applicant's Name (Type or Print Clearly)

Your application will be returned to you for failure to provide the full details as directed.

You must respond to all questions by writing "yes" or "no" in the space provided. "N/A" is not an acceptable answer. For affirmative answers, attach a typewritten 8 ½ x 11 sheet(s) of paper which provides dates and full details on the matter; and records from the applicable authority.)

11. Are there **any** unsatisfied judgments or **any** court orders of continuing effect against you? _____

If yes, state the **facts fully** in a rider page, 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 non-compliance with court orders, if applicable.

12. (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.
- (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? _____ If yes, explain, including dates.
- (c) Have you been a party in any other legal or administrative proceedings? _____ If yes, explain, including dates.
- (d) Have you ever been adjudged bankrupt or insolvent? _____ If yes, explain, including dates.

IMPORTANT: If you have answered affirmatively to any of the above questions 9, 10(a), (b), and/or (c), 11, 12(a), (b), (c) and/or (d) **you must attach a separate typewritten statement giving FULL DETAILS on the matter.** (See below)

- List most recent issue(s) **FIRST**
- Provide a narrative stating the facts
- Provide dates, exact name and location of court (if any)
- Include all case numbers and references to court records
- Provide all names and addresses of all persons involved, including counsel
- Give the **DISPOSITION** of the matter
- Type your name and sign this statement
- Include court record(s). If unavailable, provide a letter from the applicable agency (i.e. school disciplinary committee, court) confirming that records are not available

Your application will be returned to you for failure to provide the full details as directed.

Applicant's Name (Type or Print Clearly)

13. Enclose two current letters of recommendation, addressed to the Board of Bar Examiners, stating facts relative to your character by persons who know you other than family members. Please call to the attention of the author that statements should not be conclusions but should contain facts tending to help the Board of Bar Examiners reach conclusions about your character and fitness to be admitted to the bar. (See Information for Letters of Recommendation).

14. When did you sit for the Multistate Professional Responsibility Examination (MPRE)?

Month and Year

15. Provide your MPRE scaled score below and attach a photocopy of your MPRE Score Report.

Scaled Score

I understand that I am obligated, by the Board of Bar Examiners Rule V.1.2., to file in writing with the Clerk's office of the Supreme Judicial Court for the County of Suffolk any changes or additions to answers that I have made on this application.

I understand that my failure or refusal to supply information deemed relevant by the Board of Bar Examiners may be grounds for denial of a recommendation for admission.

I understand that this obligation shall continue until I am admitted to the practice of law in the Commonwealth of Massachusetts, or until such time as my application is withdrawn or denied by the Supreme Judicial Court.

CERTIFICATE

I, the applicant, certify that each of the foregoing answers is true, complete and candid and that I have not altered the wording of any question.

I further certify that I have answered ALL questions and have attached typed rider pages for any affirmative responses to questions nine through twelve (9 – 12).

Dated this _____ day of _____, _____
(day) (month) (year)

Applicant's Signature

Applicant's Name (Type or Print Clearly)

*Commonwealth of
Massachusetts
Board of Bar Examiners*

AUTHORIZATION

I, *(name)* _____,

residing at *(address, city, state, zip code)* _____

_____ and born on *(date of birth)* _____, having filed an application for admission to the bar of the Commonwealth of Massachusetts, hereby consent to have an investigation made as to my moral character, professional reputation, and fitness for the practice of law.

I hereby authorize every person, firm, company, corporation, governmental agency, law enforcement agency, court, bar association, or institution having control of any documents or records regarding charges or complaints filed against me, including any complaints expunged by law, whether formal or informal, pending or closed, or any other pertinent data to provide them to the Massachusetts Board of Bar Examiners.

Signature of Applicant: _____

Dated: _____

SUFFOLK, SS.

Supreme Judicial Court for Suffolk County

Law School Certificate

(To be completed by the law school from which applicant graduated.)

Improperly completed certificates will not be accepted and will be returned to the law school or applicant.

In the matter of the application for admission as attorney of:

_____ **Month and Year of Birth** _____
(Name)

_____ (Address – include city, state and zip code)

I certify that the above-named applicant:

A) was a member of the: _____ (Law School)
which is _____ is not _____ approved by the American Bar Association.

B) attended the: Day _____ Evening _____ program
from _____ to _____
(month, day, year) (month, day, year)

C) to the best of my belief the applicant was in regular attendance at this school during that period.

D) has furnished evidence to this school of a **college education** as follows:

_____ (Undergraduate School and Degree)

E) has graduated from _____ Law School on the
day of _____ in the year _____
(DAY) (MONTH) (YEAR)

with the degree of (LLB or JD) _____
(degree)

F) I understand that you expect me to report to you by simultaneous **separate** communication anything which appears to me to be adverse in respect of the moral character or fitness to practice law of the applicant or anything which, in my opinion, should be investigated by the Board with respect thereto.

(Signature) (Title) (State Registration # -- if any)

PRINT NAME AND TELEPHONE NUMBER: _____

_____ (Name and Address of Law School)

Dated: _____

THIS FORM MUST BE AN ORIGINAL AND MAY NOT BE FAXED, PRE-DATED OR AMENDED.
If the applicant has graduated on or after the filing deadline, a Law School Certificate must be filed with the Clerk's Office no later than fourteen (14) days from the date of graduation. THERE ARE NO EXCEPTIONS.

Notice to Bar Applicants

Laptop Computer Testing Program

Applicants sitting for the bar examination will have the opportunity to word process the essay portion of the bar exam on their own laptop computers. The Board has contracted with ExamSoft Worldwide, Inc. ([ExamSoft](#)) to use its security software product, SofTest, for the essay portion of the bar examination.

In choosing this option you will be permitted to use your personal laptop computer, pre-loaded with SofTest, to word process answers to the essay portion of the bar examination. This software will block access to notes or any unauthorized programs or information during the course of the examination. The Multistate Bar Examination (MBE) portion of the exam is not available on computer.

- **FEES**

If you elect to participate in this program you will be required to pay two (2) fees: 1) a non-refundable technology fee of \$75.00 payable to the Commonwealth of Massachusetts, as mandated by G.L. c. 221, §37; and 2) a non-refundable software license and service fee of \$100.00 payable directly to ExamSoft.

Please note that these fees are in addition to the \$815.00 court filing fee for your bar application case.

- **REGISTRATION & START-UP**

To be eligible, applicants must file with the Court, together with their bar application materials, the following:

- 1) signed Statement of Compliance;
- 2) completed Registration Form; and
- 3) a bank check or money order for \$75.00 payable to the Commonwealth of Massachusetts (personal checks are not accepted).

Applicants will be contacted directly by ExamSoft by e-mail after the bar application filing deadline and will be provided with instructions for registering with ExamSoft. **Please note that you will be billed directly by ExamSoft for the \$100.00 software license and service fee. DO NOT send this fee to the Court.**

You will work with ExamSoft to register for the laptop computer testing program; download and install the security software; and certify your laptop computer for the bar examination. You will be solely responsible for completing these steps with ExamSoft. It is each applicant's responsibility to register with ExamSoft, pay the appropriate fee and follow all ExamSoft instructions.

IMPORTANT: Registration with ExamSoft will be during a limited, fixed period of time, approximately one month after the bar application filing deadline. Please take particular note of this time period when ExamSoft contacts you by e-mail.

- **ISSUES TO CONSIDER in MAKING YOUR DECISION**

Possible Risks

While every effort is made to minimize the risks of participation in the Laptop Computer Testing Program, before deciding to register it is important to note that the Board does not own or maintain the software used for the laptop computer testing program and cannot guarantee the performance of the software furnished by ExamSoft, Inc. In the event that technical difficulties occur during the bar examination, **you will be required to handwrite your essay answers in the answer books provided and no additional testing time will be provided.** Technical difficulties may include hardware or software malfunctions, data saving or retrieval problems, operator errors or the loss of electrical power at the examination facility.

Communications between Laptop Computer Testing Program Registrants and ExamSoft

- All communications between applicants selecting to participate in the Laptop Computer Testing Program and ExamSoft will be by e-mail.
- You will be contacted at the e-mail address you provide on your bar application. It is your responsibility to maintain the email address provided until the conclusion of the bar examination process. Should unforeseen circumstances require that you change your email address during this time, you are required to provide a new and valid e-mail address to the Court **immediately**.
- ExamSoft will use any identifying information regarding program registrants for the sole purpose of establishing an account for each applicant to register and download software.

Minimum System Specifications for Laptop Computer Users

Applicants must provide their own laptop computer which meets or exceeds system requirements as determined by ExamSoft. Please review the ExamSoft [Laptop Computer Testing Program System Requirements](#) to confirm that your computer meets or exceeds these requirements before registering for this program. **It is imperative that you make sure you are using a dependable laptop computer, and that you test the software on the laptop computer several times prior to examination day.**

Deadline for Upload of Exam Answers

After the conclusion of the bar exam, you will be **required** to upload your essay answers over the Internet to the ExamSoft secure web server prior to being dismissed from the examination on Thursday (except in extraordinary circumstances as determined by the Board of Bar Examiners). WIFI Access will be available at the exam site. Bandwidth issues may result in minor delays in the upload time. We expect and appreciate your patience. You must be able to connect the laptop computer you used to take the bar exam to the Internet in order to successfully perform the upload of your essay answers. If there is any possibility that you may not be able to comply with this upload deadline, do not participate in the laptop computer program. **Failure to comply with the upload deadline will result in the disqualification of your answers.**

Technical Problems

If all or any portion of your essay answers are missing due to technical difficulties, you are required to assist the Board in any efforts to retrieve your essay answers including, but not limited to: securing your computer and maintaining the security software and files on your computer until after the results of the examination have been released; not modifying or reformatting the hard-drive on your computer; emailing, uploading or mailing any data or files from your computer that are requested by the software vendor or the Board. **If any portion of your essay answers are unrecoverable, only those portions that are recovered will be graded and included in your examination score.**

Maintaining Laptop Computer Until Exam Results are Released

Applicants shall not re-format their laptop computers or otherwise make any effort to uninstall the SofTest software and the exam files from their laptop computer until after the release of the bar exam results.

Renting, Leasing or Borrowing Laptop Computers

If you rent, lease or borrow a laptop computer for the bar examination, you do so at your own risk, knowing that in the event of technical difficulties, you may not be able to retrieve backup files that may be necessary to recover your essay answers. If you no longer have access to the computer after the conclusion of the examination, you may not be able to retrieve files which could assist in the recovery of missing portions of your essay answers. Should you choose to rent or borrow a computer, you should arrange to keep the computer until after the results of the examination have been released.

You may only register for this program if you are able to comply with all of the conditions set forth above.

To register for the Laptop Computer Testing Program for the essay portion of the bar examination, please complete the [Laptop Computer Registration Form](#) as well as the [Statement of Compliance Form](#). These forms must be submitted to the Court with the \$75.00 technology fee together with your completed Bar Application on or before the [filing deadline](#).

Should you have any questions regarding the download and use of the SofTest software please consult ExamSoft's website, www.ExamSoft.com or call ExamSoft support at (866) 429-8889.

Commonwealth of Massachusetts
**Supreme Judicial Court Board
of Bar Examiners**

REGISTRATION FORM

LAPTOP COMPUTER TESTING PROGRAM

I, _____, elect to participate in Laptop Computer Testing Program for the essay
(Last Name, First Name & Middle Name) portion of the Massachusetts Bar Examination.

I understand that I must provide my own laptop computer and comply with [ExamSoft Minimum System Requirements](#).

I understand that, to register, this completed Registration Form, the fee of \$75.00 in the form of a bank check or money order payable to the Commonwealth of Massachusetts, and the signed Statement of Compliance, must be received (not postmarked) by the Court, with my bar application on or before the bar application filing deadline.

I understand that this completed Registration Form will be provided to ExamSoft Worldwide, Inc. (ExamSoft), the vendor corporation that will be responsible for the technological implementation of this program.

I understand that, as a requirement of participation in this program, I will pay directly to ExamSoft a separate and additional fee of \$100.00. I will be contacted by ExamSoft after ExamSoft has received documentation from the Board of Bar Examiners confirming my participation in the program and will be billed directly by ExamSoft for the \$100.00 fee.

I understand that I must complete all procedures, including the mock exam, required by ExamSoft. I am aware that the software may not be used with personal computer (PC) emulation software.

I understand that I am solely responsible for reading carefully all of the information provided to me relative to my participation in this laptop computer testing program and for adhering to all rules and regulations associated with the laptop computer testing for the essay portion of the bar examination.

I understand that failing to comply with these instructions or to meet a deadline will render me ineligible for the program.

Signed: _____

Date: _____

FULL NAME (as it appears on your Bar Application):

Last Name, First Name & Middle Name

COMPLETE ADDRESS:

Address 1

Address 2

City, State, Zip Code

TELEPHONE NUMBER(S):

Day & Evening Telephone

*EMAIL ADDRESS (REQUIRED):

E-Mail Address (as it appears on your Bar Application)

Include the completed *Registration Form, Statement of Compliance, and the technology fee of \$75.00* made payable to the Commonwealth of Massachusetts in the form of a money order or bank check (no personal checks) with your completed bar application at the address below by the filing deadline.

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

Commonwealth of Massachusetts
Board of Bar Examiners

STATEMENT OF COMPLIANCE

LAPTOP COMPUTER TESTING PROGRAM

I, _____, elect to participate in the Laptop Computer Testing Program
(Last Name, First Name & Middle Name (Bar Applicant))
for answering the essay portion of the bar examination using my own laptop computer.

I understand that I am required to pay to the Commonwealth of Massachusetts a non-refundable technology fee of \$75.00 and a software license and service fee of \$100.00 directly to ExamSoft, Inc.

I understand and agree to the terms and conditions set forth below, in addition to those set out in the Notice to Bar Applicants Laptop Computer Testing Program and Laptop Computer Testing Program Registration Form.

I am responsible for correctly pre-installing required software from ExamSoft, Inc. for use during the essay portion of the bar exam. I will follow the procedures set out at www.examssoft.com/mabar and agree to be bound by ExamSoft's terms and conditions, as listed on its website.

2. The Board of Bar Examiners (Board), its staff and ExamSoft, are not liable for technical difficulties that occur when using a laptop computer during the bar examination including, but not limited to: hardware or software malfunctions; data saving or retrieval problems; power failure; software incompatibilities; operator errors; or other technical problems. In the event of any technical difficulties, I will begin or continue the bar examination by writing my answers in the answer books provided. Should this happen, I will be required to handwrite the balance of my bar exam.

3. I understand that, in the event of technical difficulties during the bar exam, no additional testing time will be given to me.

4. Should all or a portion of my essay answers become lost or unrecoverable, I will not hold the Board, ExamSoft, or any of their employees, agents, representatives and/or affiliates liable. The Board has no obligation to undertake efforts to retrieve any portion of my essay answers that may be lost or missing. Should I experience technical difficulties, I will promptly assist the Board in every way, including presenting my laptop computer to the Board or its designee, either at the exam site or the Board's office. If all or a portion of my essay answers are lost or unrecoverable, only those portions that are retrieved will be graded. If I do not receive a passing score on the bar exam, I understand that I cannot request, nor will I receive, reconsideration or modification of my essay grades for any reason directly related to the Laptop Computer Testing Program.

5. I am required to report to the bar exam testing area on Thursday, the day of the essay portion of the examination, no later than 8:30 a.m., to set up my laptop computer at my assigned seat and begin the boot-up procedures for the software. I will follow the instructions provided. In the event of any technical difficulties, I will immediately notify a proctor who will provide me with answer books to handwrite the bar exam. I understand that if the software is not fully functioning by the time the morning announcements begin, I will be required to handwrite my answers. If I arrive late for any reason I may, at the discretion of the Board or its designee, be disqualified from using my laptop computer for the bar exam. In such an instance, I will be required to handwrite my answers in the answer books provided, in my assigned seat in the computer testing area.

6. My laptop computer must remain in the testing area until the examination is finished for the day.

7. My essay answers must be uploaded to ExamSoft's secure web server as directed prior to leaving the exam site (except in extraordinary circumstances as determined by the Board of Bar Examiners). Failure to upload my answer files may result in the disqualification of my essay answers.

8. The Executive Director of the Board of Bar Examiners or her designee has the authority to determine my eligibility to participate in the Laptop Computer Testing Program.

9. I hereby release, discharge and exonerate the Board, its employees, agents, representatives and/or affiliates from any and all liabilities of every nature and kind arising out of the option to use my own laptop computer for the essay portion of the bar exam. I understand that no technical assistance will be provided during the administration of the exam in the event of a computer or software problem.

By signing below, I agree to the terms and conditions set forth above for participating in the Laptop Computer Testing Program. To register for the Laptop Computer Testing Program, include your signed Statement of Compliance, the completed Laptop Computer Registration Form, technology fee of \$75.00 made payable to the Commonwealth of Massachusetts in the form of a money order or bank check (no personal checks) with your completed bar application to the Court on or before the filing deadline.

Applicant Signature: _____

Applicant Name: _____
Last Name, First Name & Middle Name

Date: _____

Include the completed *Registration Form, Statement of Compliance, and the technology fee of \$75.00* made payable to the Commonwealth of Massachusetts in the form of a money order or bank check (no personal checks) with your completed bar application at the address below by the filing deadline.

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