

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 often 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:

Again, letters of recommendation must adequately represent the author's knowledge of pertinent information concerning the applicant. As an unsatisfactory example, two people highly recommended an applicant without disclosing criminal records involving moral turpitude known to them. Only by investigation by the Board of Bar Examiners were the full facts revealed, including information that there were circumstances tending to explain or mitigate the incidents in question. It would have been appropriate, of course, for such people to have made both the disclosure and the explanation.