The Commonwealth of Massachusetts

Guidelines for Letters of Recommendation

Letters of Recommendation are required to provide pertinent information (past & present) to determine the good character and fitness of any person Petitioning to practice law in Massachusetts. See Board of Bar Examiners Rule V.

General Information:

- Letters of recommendation are required to be attached to every Petition for Admission. See below for the number of letters of recommendation you are required to attach to your Petition for Admission (By Examination: First Time or Re-Exam; By Transfer or Uniform Bar Examination; or By Motion).
- A Petition cannot not be filed without the required letters of recommendation.
- Letters of Recommendation must be written/dated within six months from the date of filing.
- Letters of Recommendation must be authored by a person (not a family member or relative) who knows you well and in accordance with Rule 3:01, Sections 1.1.6, 1.2.5 and 1.2.6 (see below).

Content Criteria: It is the obligation of each author to:

- Represent satisfactorily pertinent information about you;
- State the extent of their knowledge and familiarity with you;
- State specific facts, favorable or unfavorable, about your character and fitness;
- Provide their complete contact information (address, phone, and email);
- Sign the recommendation letter; and,
- Date the recommendation letter within three months.

Format Criteria: Each letter must be:

- Typed on letterhead using a 12-point font (no less);
- Addressed to the **Members of the Board of Bar Examiners** at:

  Board of Bar Examiners
  John Adams Courthouse
  One Pemberton Sq., Suite 5-140
  Boston, MA 02108

- Composed in letter format not in memorandum format;
- Unique in content; and,
- Returned to the Petitioner to file as an electronic file for the Petition for Admission to the Supreme Judicial Court.

Required Number of Letters of Recommendation by Type of Petition for Admission:

- **Petition by Examination** (First Time and Re-Examination) requires two (2) letters authored by a person (not a family member or relative) who knows you well.
- **Petition by Transfer of Uniform Bar Exam** requires two (2) letters authored by a person (not a family member or relative) who knows you well.
- **Petition by Motion** requires three (3) Letters of Recommendation from members of the bar of Massachusetts or of the bar of the jurisdiction where you are admitted or last practiced, (1) of the three (3) from a member of the bar of the of the jurisdiction where you are admitted or last practiced.
- **Petition by Attorneys admitted in Canada** requires three (3) Letters of Recommendation from members of the bar of Massachusetts or of the bar of the province or territory of Canada where you are admitted or last practiced, with at least one (1) of the three (3) from a member of the bar of the Canadian province or territory where you are admitted.
- **Petition by Attorneys admitted in foreign countries** requires five (5) letters:
  - Three (3) letters authored by attorneys from your admitted jurisdiction; and,
  - Two (2) letters authored by Massachusetts attorneys.