



MAURA S. DOYLE
CLERK

The Commonwealth of Massachusetts
SUPREME JUDICIAL COURT
FOR SUFFOLK COUNTY
JOHN ADAMS COURTHOUSE
ONE PEMBERTON SQUARE, SUITE 1300
BOSTON, MASSACHUSETTS 02108-1707
WWW.SJCCOUNTYCLERK.COM

CASE INFORMATION (617) 557-1100
FACSIMILE (617) 557-1117
ATTORNEY SERVICES (617) 557-1050
FACSIMILE (617) 557-1055

Instructions for Conventional filing of the Petition for Admission by Motion

Information you will need:

- Valid email address
- [NCBE number](#)
- Surname Information - date, location, and reason for change
- Address history for previous 10 years, including dates
- Education history including all disciplinary actions and applicable records
- Employment (legal and other) history with dates of employment, employer reference, and reason for leaving
- Dates of all other applications and admissions to jurisdictions
- Dates of all Professional licenses applications (other than as an attorney)
- Appointed, Elected or Judicial appointments
- Professional discipline - other than attorney discipline - (charges, grievances, suspensions, etc.) and applicable records
- Legal practice discipline (charges, grievances, suspensions, etc.) and applicable records
- Legal Proceedings (civil, administrative, criminal, financial, charges, grievances, suspensions, etc.) and applicable records

Documents you are required to attach to your Petition for Admission by Motion:

Assemble the following documents.

- **MPRE Score Report**
You may request a copy of your MPRE Score Report by contacting the National Conference of Bar Examiners (NCBE) via email at score.services@ncbex.org or visit their website at www.ncbex.org. You can also contact NCBE at 608-280-8550. **Note:** If you cannot obtain a copy of your MPRE Score Report before filing your Petition, call 617-557-1050.

If you have not previously taken the MPRE, **you must take and achieve a scaled MPRE score of 85 or greater** prior to e-filing a Petition.

- **Letters of Recommendation** You must adhere to the strict protocol required for the Letters of Recommendation. See the [Guidelines for Letters of Recommendation](#) for additional information.

- **Certificates of Admission and Good Standing and Grievance Letters**
Current (dated within 90 days of filing) **Certificate(s) of Admission and Good Standing** from the highest judicial court of each state, district, territory, province or foreign country to which you are admitted.
- **Current** (dated within 90 days of filing) **Grievance Letter** from the grievance or disciplinary entity of each state, district, territory, province or foreign country to which you are admitted, indicating that there are no charges pending against you.
- **Records of any Legal Practice discipline** (charges, grievances, suspensions, etc.), if applicable.
- **Records of any Professional (other than attorney) discipline** (charges, grievances, suspensions, etc.), if applicable.
- **Records of any Legal Proceedings** (civil, administrative, criminal, financial, charges, grievances, suspensions, etc.), if applicable.

Filing Instructions:

- **Complete and sign the Petition for Admission by Motion PDF**
- **Attach** all required documents, riders and records to the Petition. Do not staple. Questions regarding this may be directed to the Attorney Services Department of the Clerk for the County of Suffolk at 617-557-1050.
- **Filing Fee:** Filing fee of \$1,015.00 payable to the **Commonwealth of Massachusetts** in the form of a certified bank check or money order. No personal or firm checks will be accepted.
- **Send** completed Petition, fee and all attachments to:

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

Questions regarding these **filing requirements** may be directed to the Supreme Judicial Court Clerk's Office for Suffolk County at 617-557-1050, unless otherwise stated. You may also refer to the [FAQs](#) for further guidance.

Questions regarding the **content** of the **Petition for Admission** may be directed to the Board of Bar Examiners at (617) 482-4466.