

How to name your PDF documents when filing your petition for admission

Your filing could be rejected for incorrect file upload names. File naming errors are the most likely reasons for an unsuccessful e-filing submission. To minimize the risk of filing errors, we are providing the suggested **File Name** for each possible upload document. The computer generally applies the .pdf suffix. Be sure .pdf it is **not** duplicated (i.e. Smith.John.Rec.pdf.pdf).

2 Letters of Recommendation:	<i>YourLastName.YourFirstName.Recs.pdf</i>
Academic History:	<i>YourLastName.YourFirstName.Academic.pdf</i>
Additional Education:	<i>YourLastName.YourFirstName.Education.pdf</i>
Additional Employment:	<i>YourLastName.YourFirstName.Employment.pdf</i>
Additional Legal Proceedings:	<i>YourLastName.YourFirstName.AddProc.pdf</i>
Additional Other Applications & Admission:	<i>YourLastName.YourFirstName.AddAppAdmiss.pdf</i>
Additional Professional Info. (charges, grievances or complaints):	<i>YourLastName.YourFirstName.ProInfo.pdf</i>
Additional Professional License:	<i>YourLastName.YourFirstName.AddPro.pdf</i>
Additional Residences:	<i>YourLastName.YourFirstName.Residence.pdf</i>
Additional Surnames:	<i>YourLastName.YourFirstName.Surname.pdf</i>
Affidavit of Indigency:	<i>YourLastName.YourFirstName.Aff.pdf</i>
Attorney Recommendation:	<i>YourLastName.YourFirstName.AttyRec.pdf</i>
Certificates of Admission and Good Standing with Grievance/Disciplinary Letter:	<i>YourLastName.YourFirstName.CGSGRV.pdf</i>
Employment History:	<i>YourLastName.YourFirstName.EmplInfo.pdf</i>
Laptop Registration & Statement of Compliance:	<i>YourLastName.YourFirstName.LTP.pdf</i>
Law School Certificate:	<i>YourLastName.YourFirstName.LSC.pdf</i>
Legal Proceedings (civil action, claim of fraud, conversion, breach of fiduciary duty, professional malpractice or wrongful conduct):	<i>YourLastName.YourFirstName.Proc1.pdf</i>
Legal Proceedings (legal or administrative):	<i>YourLastName.YourFirstName.Proc2.pdf</i>
Legal Proceedings (other than a minor traffic charge):	<i>YourLastName.YourFirstName.Proc3.pdf</i>
Military History:	<i>YourLastName.YourFirstName.Military.pdf</i>
Motion for Fee Waiver:	<i>YourLastName.YourFirstName.FeeWaiver.pdf</i>

MPRE Score Report: *YourLastName.YourFirstName.MPRE.pdf*

Practicing Information (unauthorized practice): *YourLastName.YourFirstName.Pract1.pdf*

Practicing Information (interrupted practice): *YourLastName.YourFirstName.Pract2.pdf*

Practicing Information (charges, grievances or complaints, etc.):

YourLastName.YourFirstName.Pract3.pdf

Proceedings (bankruptcy or insolvency): *YourLastName.YourFirstName.Fin1.pdf*

Proceedings (judgments or court order): *YourLastName.YourFirstName.Fin2.pdf*

Professional Information (charges, grievances or complaints, etc.):

YourLastName.YourFirstName.Pro1.pdf

Professional Information (suspension, revocations, etc.): *YourLastName.YourFirstName.Pro2.pdf*

Statement of details: *YourLastName.YourFirstName.SoD.edu.pdf;*

YourLastName.YourFirstName.SoD.emp.pdf;

YourLastName.YourFirstName.SoD.edu.pdf;

YourLastName.YourFirstName.SoD.pro.pdf; etc.

Supplemental Statement for Indigency: *YourLastName.YourFirstName.AffSupp.pdf*

UBE Score Services Confirmation: *YourLastName.YourFirstName.UBEServices.pdf*