

FEBRUARY 2022 ARKANSAS BAR EXAMINATION APPLICATION FILING INSTRUCTIONS AND INFORMATION

These instructions apply to the FEBRUARY 2022 application for the UBE being administered in Arkansas.

Retain a copy of these instructions for future reference.

All applicants are responsible for reading the *Arkansas Supreme Court Rules Governing Admission to the Bar of Arkansas*. These Rules can be found on the Arkansas Judiciary website – www.arcourts.gov.

BAR EXAMINATION APPLICANT QUALIFICATIONS:

1. Be a United States citizen, an alien lawfully admitted for permanent residence, or an alien otherwise authorized to work or study lawfully in the United States.
2. Have received a juris doctorate degree from a law school approved by the American Bar Association at the time the degree was conferred.
3. Be a person of good moral character and mentally and emotionally stable.
4. If already licensed to practice law, be in good standing in all jurisdictions in which the applicant is currently admitted.
5. If already licensed to practice law, not currently be subject to lawyer discipline or the subject of a pending disciplinary matter in any other jurisdiction.

FEBRUARY 2022 LOCATION AND EXAMINATION DATES:

The FEBRUARY 2022 Arkansas Bar Exam will be administered in Little Rock, Arkansas at the Robinson Convention Center.

Multistate Performance Test (MPT)	Tuesday Morning, February 22, 2022
Multistate Essay Examination (MEE)	Tuesday Afternoon, February 22, 2022
Multistate Bar Examination (MBE)	Wednesday, February 23, 2022

FEBRUARY 2022 APPLICATION DEADLINE AND FEE:

Applications must be received in the Office of Professional Programs no later than 5 p.m. on Monday, November 15, 2021. Postmarked applications do not qualify. Applications not delivered to the Office of Professional Programs do not qualify. The application fee is \$1,000. The fee is to be in the form of a Cashier's Check or Money Order made payable to "Clerk, Arkansas Supreme Court". No cash, personal or business check, or credit card will be accepted. The fee is non-refundable.

REASONABLE ACCOMMODATION REQUESTS

Qualified applicants claiming a disability that necessitates additional testing accommodations or additional time to complete the examination must file a Reasonable Accommodation Application along with all required supporting documentation. The burden of proof is on the applicant to show the need for any testing accommodation. The Arkansas State Board of Law Examiners reserves the right to make final determinations concerning testing accommodation and will have documentation reviewed by a medical specialist, psychologist or neuropsychologist at the expense of the Board. Applicants are advised that costs incurred in establishing a disability are the responsibility of the Applicant. If you wish to be provided the forms for requesting accommodation for the FEBRUARY 2022 Arkansas Bar Exam, email a request to BarExamApplicants@arcourts.gov.

In order for a request for reasonable accommodation to be considered by the Board, all the forms pertaining to the request must be completed by the appropriate parties and returned to the State Board of Law Examiners. All forms requesting reasonable accommodation for the FEBRUARY 2022 Bar Exam must be received by 5 pm on Monday, November 15, 2021.

**Mail or Deliver all applications to: State Board of Law Examiners
Office of Professional
Programs
2100 Riverfront Drive,
Suite 110
Little Rock, AR 72202**

EXAMINATION INFORMATION:

Essay Examination: The Multistate Performance Test (MPT) is administered on Tuesday morning and consists of two questions given in a three-hour session. Six Multistate Essay Examination (MEE) questions are given on Tuesday afternoon in a three-hour session. Information about the subjects tested on the MEE and study guides for the MEE and the MPT can be found on the National Conference of Bar Examiners (NCBE) website at www.ncbex.org.

Multistate Bar Examination (MBE): The Multistate Bar Examination (MBE) is a six-hour, two hundred question multiple choice examination covering contracts, torts, constitutional law, criminal law and procedure, evidence, civil procedure, and real property and is administered on Wednesday morning and afternoon. Information and study guides for the MBE can be found on the National Conference of Bar Examiners website at www.ncbex.org.

Transferring Uniform Bar Examination (UBE) Scores: Beginning with the February 2020 administration, the Arkansas Bar Examination has been given according to the standards established by the NCBE and therefore qualifies as the Uniform Bar Examination (UBE). Applicants will receive a UBE score that is transferrable to other UBE jurisdictions according to that jurisdiction's score transfer requirements.

Transferring Multistate Bar Exam (MBE) Scores: Arkansas no longer allows applicants to retain or transfer MBE scores from one Exam to the immediately succeeding Exam.

Multistate Professional Responsibility Examination (MPRE):

The Multistate Professional Responsibility Examination is a sixty question, two hour and five-minute multiple-choice examination administered three times each year. Arkansas requires that all applicants receive a minimum scaled score of 85. Applicants must have obtained a minimum scaled score within three (3) years prior to the date of the Exam in which they pass or within one (1) year after the date of the Exam in which they pass. Information, test dates, online registration, study guides and score transfer information can be found on the National Conference of Bar Examiners website at www.ncbex.org.

Laptop Computers:

The State Board of Law Examiners offers the opportunity to take the essay portion of the Exam using a personal laptop computer utilizing ExamSoft software. The laptop usage form is the final page of the FEBRUARY 2022 Application. For general software information, access ExamSoft at www.examssoft.com/arbar.

INSTRUCTIONS FOR COMPLETING THE APPLICATION AND FORMS:

GENERAL INSTRUCTIONS:

1. Your application must be a legible, original FEBRUARY 2022 Arkansas Bar Exam Application. Only original applications printed from the Arkansas Judiciary Website will be accepted. Copies or scanned applications will not be accepted. **Do not print on both sides of the pages.**
2. Read the entire application and all supplementary forms carefully before making any entries. Give complete answers. Do not leave spaces blank. If a question is not applicable, indicate with “Not Applicable”.
3. You must respond completely and provide all relevant details and documents for each question on the application. If the question asks you to provide names, dates, numbers, details, or documents, you must provide them with the application. If no response is given or if insufficient information is provided in response to any question, processing of your application may be delayed.
4. Be sure to sign and have notarized the application and all forms which require a notarized signature.
5. You must update your application if anything occurs after submission that would change or alter any of your answers to any question on the application. Your application must be kept current to the date of admission.
6. You must promptly notify the State Board of Law Examiners of any address or name changes. To notify of changes, email the change to BarExamApplicants@arcourts.gov.
7. If supplemental sheets are used to complete answers, provide all the requested information asked for in the question and label each supplemental sheet with the relevant question number. Submit all relevant documents with the application.

SPECIFIC QUESTION INSTRUCTIONS:

- **Questions concerning Residences and Employment:** Submit the requested information for each residence or place of employment. There should be no gaps in dates between residences or between places of employment. List all dates of unemployment in the required format. Follow the format in the application and complete supplemental sheets as necessary.
- **Certificates of Good Standing –**Request a Certificate of Good Standing from each jurisdiction where you have been admitted containing all information requested in the application be sent directly to the Board of Law Examiners. Certificates must be dated no more than ninety (90) days prior to the date you submit your application. A discipline history must also be provided. You may need to request the discipline history from a different agency than the agency responsible for the Certificate of Good Standing. Check with each jurisdiction where licensed.
- **Character and Fitness Questions:** If you fail to provide full and complete details to these questions and all the documentation required by each question, processing of your application may be delayed. You may also have to sit for the Exam under acknowledgment with additional Character and Fitness review occurring after you obtain a passing score. Be sure to attach all supplemental sheets and supporting documentation for each question answered in the affirmative. If you are unable to submit the supporting documentation with your application, include a statement indicating when it will be received by the Board.

REQUIRED FORMS:

- **Character and Fitness Reference Forms** – You are responsible for mailing or emailing your Character and Fitness Reference Forms to each reference and following up to make sure that each reference has returned a form to the Board of Law Examiners. Be sure that your name is listed on each form and that you have submitted references who qualify. These forms must be sent directly from the reference to the Board of Law Examiners via email to BarExamApplicants@arcourts.gov, by mail to 2100 Riverfront Drive, Suite 110, Little Rock, AR, or by fax to 501-374-1853.
- **Completed Authorization and Release Form**
- **Completed Law School Graduation Verification** - The form you must submit to your law school to certify graduation follows the Application. This form is not to be used by graduates of the University of Arkansas at Fayetteville Law School or the UALR William H. Bowen School of Law. Those two Law Schools will certify your graduation directly to this office. If you have not graduated by the application deadline, have the Certification completed by the Law School conferring your degree and have it mailed directly to the Board of Law Examiners at 2100 Riverfront Drive, Suite 110, Little Rock, Arkansas 72202 immediately following graduation.
- **Completed Arkansas State Police CBC Identity Verification Form.**

Pursuant to Arkansas Code Annotated *Section 12-12-211* (d) (1) The State Board of Law Examiners shall be deemed to be a regulatory agency having specific statutory access to the records of the Arkansas Crime Information Center as provided by subsection (a) of this section. (2) In that capacity, the State Board of Law Examiners shall require each applicant for admission to the Bar of Arkansas to be fingerprinted. (3) The center is authorized to accept fingerprints or other information provided to it by the State Board of Law Examiners and is further authorized to release to the State Board of Law Examiners any requested information, including state, multistate, and Federal Bureau of Investigation criminal history records, as they may relate to applicants for admission to the bar.

FINGERPRINTING PROCESS

In-State Applicants -- Upon receipt of your completed application, a State Background check will be completed on behalf of the Board. Once the State Background check is completed, the Board will be provided a search ID number specific to each applicant. A Fingerprint Harvester/Livescan Payment Confirmation with the search ID number listed on it will then be provided to you, along with a list of Fingerprint Harvester/Livescan Operators located in Arkansas. When you receive the form, you will be required to provide the form to the harvester/livescan operator when you are fingerprinted. Once you complete the fingerprinting, it is your responsibility to return the Fingerprint Harvester/Livescan Payment Confirmation Form to the Board. You may do so by emailing the completed form to BarExamApplicants@arcourts.gov. The results of the fingerprint background check will be entered into the Arkansas State Police Criminal Background Check system and then mailed to the Board of Law Examiners by the State Police Identification Bureau.

Out of State Applicants - The fingerprint card must be obtained from the Board of Law Examiners and stamped AR BAR APPLICANT SEC. 12-12-211 ACA in the "Reason Fingerprinted" field. To request a fingerprint card, email a request to Rosemary McFarland at BarExamApplicants@arcourts.gov and request that a card be mailed to you. Be sure to submit your name, complete mailing address and the fact that you are applying for the February 2022 Bar Exam. Fingerprints must be taken within ninety (90) days of the date you submit your application. If the information listed in the instructions for completing the fingerprint card is not on the card or if the fingerprints were taken more than ninety (90) days before the date the Board receives your application, a new fingerprint card will be sent to you.

APPLICATION MATERIALS CHECKLIST:

Submit the following documents and \$1,000 non-refundable fee:

1. Completed Original Application
2. All Supplemental Sheets
3. Completed Authorization and Release Form
4. Completed Law School Verification Form, unless attending one of the two In-State Law Schools
5. Completed CBC Identity Verification Form
6. All supplemental Character & Fitness documents

Have the following submitted directly to the State Board of Law Examiners:

1. MPRE scaled score. If you have already had it sent by the NCBE to Arkansas, we have it on file. If you are unsure, you can email BarExamApplicants@arcourts.gov and your records will be checked.
2. Certificates of Good Standing and a complete disciplinary history (if already licensed to practice law in another jurisdiction)
3. State Board of Law Examiners Reference Forms (Submitted by each reference. These forms may be submitted at any time, including before your application has been received. We will hold them until we have your timely application.)