

**SUPREME COURT OF ARKANSAS
Office of Professional Programs
State Board of Law Examiners
Arkansas Continuing Legal Education Board
2100 Riverfront Drive, Suite 110
Little Rock, Arkansas 72202
Tel. (501) 374-1855
Fax. (501) 374-1853**

**ADMISSION ON MOTION
COVER MEMORANDUM**

**From: Nancie Givens, Executive Director
Arkansas State Board of Law Examiners**

The admission on motion application follows this cover memorandum. I offer this cover memorandum as a source of additional guidance and information to applicants seeking admission on motion to the Bar of Arkansas.

Understand that processing of your application and completion of the admission on motion process is likely to take at least four months, perhaps more depending upon the circumstances of each individual application. Be aware that upon receipt of your application and filing fee, an initial review will be done, which generally takes a few weeks. After the initial review, you will receive acknowledgment of receipt of your application with further instructions, including fingerprinting. We offer no expedited service.

Remember the burden is on the applicant to establish he or she meets the requirements of "active practice of law". When completing the response to the question about previous employment, you should elaborate upon the nexus between your employment and one of the various categories which qualify as "active practice of law."

Finally, for those periods during which you were engaged in the private practice of law either as a solo practitioner or as a member of a law firm, you must complete the certificate of practice contained in this application. The Certificate of Practice requires a signature of a Judge and 2 attorneys.

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ADMISSION ON MOTION

INSTRUCTIONS TO APPLICANTS FOR PREPARING CHARACTER
QUESTIONNAIRE AND ATTACHMENTS

FIRST: THE CHARACTER QUESTIONNAIRE

1. Mail or deliver the original completed Admission on Motion to:

State Board of Law Examiners
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2. The answers must be typed or handwritten in such a manner that the answers may be easily read;
3. The answers must be full and complete; and,
4. The format of the application cannot be altered in any manner, to include printing on both sides of the pages.

SECOND: THE FEE

1. FEE FOR APPLICATION - A single MONEY ORDER OR CASHIER'S CHECK payable to the CLERK OF THE SUPREME COURT in the amount of \$1500.00. No cash, personal checks or business checks will be accepted.
2. The fee is nonrefundable. However, if it develops you are not eligible for admission on motion you may take the next Bar Exam being administered in Arkansas, at no cost, for which the application deadline has not passed.

THIRD: YOU ARE RESPONSIBLE FOR SEEING THAT YOUR LAW SCHOOL CERTIFIES YOU TO THE BOARD AS A GRADUATE. You must utilize the form which appears in the application. The certification form must be an original if attached to your application. If the Law School is only emailing such documents, it will have to be emailed directly by the Law School to the Board at BarExamApplicants@arcourts.gov.

You must be a graduate of a law school which was accredited by the American Bar Association at the time of your graduation.

FOURTH: It is your responsibility to provide sufficient evidence to establish that you meet the requirements for admission on motion pursuant to *Rule XVI of the Rules Governing Admission to the Bar of Arkansas*. In addition to your completed questionnaire and attachments, the Board, in its discretion, may require further evidence relating to your eligibility for admission on motion.