

**FEBRUARY 2020 ARKANSAS BAR EXAMINATION
APPLICATION FILING INSTRUCTIONS AND INFORMATION**

These instructions apply to persons submitting an application for the February 2020 Arkansas Bar Examination. 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 2020 LOCATION AND EXAMINATION DATES:

The February 2020 Arkansas Bar Exam will be administered at the Statehouse Convention Center in Little Rock, Arkansas.

Multistate Performance Test (MPT)	Tuesday Morning, February 25, 2020
Multistate Essay Examination (MEE)	Tuesday Afternoon, February 25, 2020
Multistate Bar Examination (MBE)	Wednesday, February 26, 2020

FEBRUARY 2020 APPLICATION DEADLINE AND FEE:

Applications must be received in the Office of Professional Programs no later than 5 p.m. on November 15, 2019. 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. Pursuant to Arkansas Supreme Court Rule, the fee is non-refundable and non-transferrable.

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 2020 Arkansas Bar Exam, email a request to Nancie.Givens@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 2020 Bar Exam must be received by 5 pm on November 15, 2019.

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 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 will be 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: Beginning with the February 2020 Bar Exam, Arkansas will no longer accept transferred MBE scores.

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 2020 Application. For general software information, access ExamSoft at www.examsoft.com/arbar.

INSTRUCTIONS FOR COMPLETING THE APPLICATION AND FORMS:
(This application can be only submitted for the February 2020 Arkansas Bar Examination).

GENERAL INSTRUCTIONS:

1. Your application must be legible and an original. Only original applications printed from the Arkansas Judiciary Website will be accepted. Copies or scanned applications will not be accepted. The State Board of Law Examiners charges a \$25.00 fee to obtain a copy of a previously submitted application.
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 and every 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, your application may be delayed or denied.
4. Be sure to sign and notarize the application and all forms that 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 the questions on the application. Your application must be kept current to the date of admission.
6. You must notify the State Board of Law Examiners of any address or name changes.
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. Note that if you do not submit complete information for these questions, your application will be delayed.
- 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, approval of your application may be delayed or denied. 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 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 under each question. These forms must be sent directly from the reference to the Board of Law Examiners.
- Authorization and Release Forms – Complete and submit two (2) notarized original forms.
- Consent to Release Forms – Complete and submit two (2) notarized originals for each law school attended. The Board will submit these to the law schools, if there are Honor Code or other issues to be investigated.
- 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 this office immediately following graduation.
- Fingerprint Card – You must obtain this card from the Board. Be sure to follow the instructions listed in the section for the Fingerprint Card when completing your fingerprint card to avoid delay in processing your application.

FINGERPRINT CARD:

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” filed. If you attend one of the two Arkansas Law Schools, the Board has provided fingerprint cards to those law schools for your use. To request a fingerprint card, email a request to Nancie Givens at Nancie.Givens@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 2020 Bar Exam. Fingerprints must have been taken within ninety (90) days before the date you submit your application.

If the following information 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.

Complete the following information on the top half of the card in black ink:

- Name
- Signature
- Address
- Employer name and address
- Aliases: Enter all names by which you may been known (maiden, etc)
- Citizenship
- Sex: M or F
- Race: Optional
- Height
- Weight
- Eye color
- Hair color
- Date of birth
- Place of birth
- Social Security Number

You must complete all the above information to avoid a delay in processing your card and application. Contact a local law enforcement agency for completion of the fingerprint card. Some agencies have set hours for fingerprinting. Be sure that the official taking your fingerprints signs and dates the card, as well as the Verification Form which will accompany the fingerprint card when requested from the Board.

Return this card and verification form with your application.

APPLICATION MATERIALS CHECKLIST:

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

1. Completed Original Application
2. Correct Application Fee
3. Completed Fingerprint Card with Verification Form
4. All Supplemental Sheets
5. Two Authorization and Release Forms
6. Consent to Release Student Records
7. Law School Verification Form
8. All Character & Fitness documents.

Order the following to be submitted directly to the State Board of Law Examiners:

1. MPRE scaled score
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)