

UBE SCORE TRANSFER APPLICATION

FILING INSTRUCTIONS AND INFORMATION

These instructions apply to persons who wish to file an application for UBE Score Transfer and Admission to the Bar of 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 at: <https://rules.arcourts.gov/w/ark/rules-governing-admission-to-the-bar>.

QUALIFICATIONS FOR ADMISSION

In order to be admitted to the practice of law in Arkansas via UBE Score Transfer Application, the Applicant must:

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. Have not failed the Arkansas Bar Exam within the five (5) years immediately prior to submitting the application for admission via UBE score transfer.
5. Have obtained a scaled score of 270 or better on an UBE Exam **administered** within thirty (36) months of the date the application is received by the Arkansas Supreme Court Board of Law Examiners.
6. Be in good standing in all jurisdictions in which the applicant is currently admitted.
7. Not be currently subject to lawyer discipline or the subject of a pending disciplinary matter in any other jurisdiction.
8. Have earned a scaled score of not less than 85 on the Multistate Professional Responsibility Examination.

Mail or Deliver all applications to:

**State Board of Law Examiners
Office of Professional Programs
2100 Riverfront Drive, Suite 110
Little Rock, AR 72202**

INSTRUCTIONS FOR COMPLETING THE APPLICATION AND FORMS:

GENERAL INSTRUCTIONS:

1. Your application must be a legible, original printed from the Arkansas Judiciary website. You may use Adobe or another program to type your responses to the questions or you may hand-write your responses on the application. Do not print the application on both sides of the paper.
2. You should refer to these instructions during the application process if you have any questions.
3. Read the entire application and all supplemental forms carefully before making any entries. Give complete answers. Do not leave spaces blank. If a question is not applicable, indicate with “Not Applicable”.
4. You must respond completely and provide all relevant details and documents to every question on the application. If the question calls for you to provide names, dates, numbers, details, or documents, you must provide them. If no response is given or if insufficient information is provided in response to any question, your application may be delayed.
5. Be sure to sign and notarize the application and any other forms that require a notarized signature.
6. 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, to include any change in employment status. If you undertake employment for a law firm or other legal entity in Arkansas prior to your licensure, you must supplement your application with that information. Your application must be kept current to the date of admission.
7. You must notify the Board of Law Examiners of any address or name changes. You may provide the information via email to BarExamApplicants@arcourts.gov.

8. If supplemental sheets are used to complete answers, provide all requested information for the question and label each supplemental sheet with the relevant question number. Submit all relevant documents with the application or include explanation when they will be forthcoming.
9. Once you have completed the application, double check to make sure all inquiries are answered. Sign at the required places in the presence of a Notary Public. Finally, mail or hand-deliver the completed application and required fee to the State Board of Law Examiners, Office of Professional Programs, 2100 Riverfront Drive, Suite 110, Little Rock, AR 72202. The office hours are 8 am to 5 pm Monday through Friday.

APPLICATION FEE

The application fee of \$1500, **in the form of a Cashier's Check or Money Order**, made payable to Clerk, Arkansas Supreme Court, will be processed at the time the application is submitted by you. No cash will be accepted. No personal or business checks will be accepted for the fee. The application must be submitted with the required fee before the State Board of Law Examiners will begin processing and evaluating the application.

SPECIFIC QUESTION INSTRUCTIONS

- 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, processing of 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 included. You may need to request the discipline history from a different agency

responsible for the Certificate of Good Standing. Check with each jurisdiction.

- **Character and Fitness:** If you fail to provide full and complete details to these questions and all the documentation required by each question, your application may be delayed. Be sure to attach all supplemental sheets and supporting documentation for any 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 providing the 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.
- **Completed Authorization and Release Form**
- **Completed Consent to Release Form** - The Board will submit these to the law schools if additional information is found to be needed. The Board is not ordering your law school transcripts with the Consent to Release Form that you submit with this application.
- **Completed Law School Verification Form**
- **Completed Arkansas State Police CBC Identity Verification Form Instructions**

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. 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 submitting a UBE Score Transfer Application. 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.