

**APPLICATION
FOR TRANSFER OF UBE SCORE
AND ADMISSION TO THE BAR OF ARKANSAS**

Return the original application; only original legible applications will be accepted.

Name: _____

First

Middle

Last

Suffix

(Print your full name)

Social Security Number: _____

(Furnishing your social security number is voluntary pursuant to the Federal Privacy Act of 1974. Your SSN will be used for purposes of investigation and verification and will help avoid errors of identity.)

NCBE NUMBER: N _____

Mailing Address for all official correspondence:

(Street or Box Number Address)

(City, State & Zip Code)

(Daytime Telephone Number)

(Email Address)

Uniform Bar Examination (UBE) Information:

Date UBE Taken: _____

Jurisdiction in which UBE taken: _____

UBE Score: _____

You must contact the National Conference of Bar Examiners (ncbex.org) to request that an official UBE score transcript be sent directly to the Arkansas State Board of Law Examiners.

Fee: Make cashier's check or money order payable to the "Clerk, Arkansas Supreme Court". The Cashier's Check or money order in the amount of \$1500 must be submitted with the UBE Score Transfer application.

Date of Birth: _____ Birthplace: _____

Attach additional pages, if necessary, to respond fully to the following questions.

Have you ever been known by any other name or surname? ____ If so, explain fully, including exact dates. If your name or surname has been changed by court order, attach a copy of the order.

Driver's License Number _____

State of Issuance _____

PART ONE: RESIDENCES

PREVIOUS RESIDENCE ADDRESSES: List in chronological order every residence address you have in the last ten (10) years other than your current one. Give the dates you lived at each address, paying careful attention not to include any gaps in time.

From MO/YR to MO/YR	STREET & NUMBER	CITY & STATE

NOTE: IF YOU NEED ADDITIONAL SPACE, ATTACH PAGES TO THE END OF THIS DOCUMENT.

PART TWO: EDUCATION

List all colleges/universities you have attended, and the degree granted (excluding JD)

College/University	Location	Dates of Attendance	Degree	Date Granted

List all law schools you have attended, including postgraduate law studies. List the law school where you received your Juris Doctorate degree first.

ABA Accredited Law School	Location	Dates of Attendance	Degree	Date Granted

PART THREE: EMPLOYMENT

When answering these questions, follow these instructions:

- Employment encompasses all part-time and full-time employment, including self-employment, externships, internships (paid and unpaid), clerkships, military service, volunteer work, and temporary employment. If you were employed by a temporary agency, provide the name, mailing address, and telephone number of the temporary agency and note the name of the firm/company to which you were assigned.
- Account for all periods of unemployment (i.e. attending law school, studying for the bar examination, seeking employment, etc.).

EMPLOYMENT OTHER THAN THE PRACTICE OF LAW: List all full-time and part-time permanent employment, self-employment, internships, and associations with businesses and professionals you have had since age 18 in chronological order. Exclude the practice of law, but include employment as a law clerk, etc. **DO NOT ATTACH A RESUME.**

From (MO/YR) to (MO/YR)	Employer Name & Mailing Address	Nature of Business	Position	Reason for Leaving

NOTE: IF YOU NEED ADDITIONAL SPACE, ATTACH PAGES TO THE END OF THIS DOCUMENT.

PART FOUR: MILITARY SERVICE

Are you presently serving or have you ever served in the Armed Forces of the United States? _____

If yes, attach a detailed statement including:

- a) Branch of Service;
- b) Identification Number;
- c) Rank;
- d) Inclusive dates of your service;
- e) Whether you received less than an honorable discharge; (If yes, give complete details)
- f) Whether you were ever court martialled or subject to any court martial proceedings. (If yes, give complete details.)

If discharged, attach a copy of your separation or discharge papers.

PART FIVE: PREVIOUS APPLICATIONS, EXAMINATIONS or ADMISSIONS

Have you ever previously applied for admission in Arkansas? _____

Applicants who have failed the Arkansas Bar Exam within the last five (5) years are not eligible for admission via UBE Score Transfer.

If yes, complete the following:

Date of Application	Disposition (Withdrawn, Failed, Passed)

Have you ever applied for admission in any other jurisdiction? If yes, complete the following: _____

Jurisdiction	Date of Application	Type of Application (Bar Exam, Reciprocal Motion, UBE)	Date of Exam (if applicable)	Disposition (withdrew, rejected, denied, failed, admitted)

Please note: If you apply for admission in another jurisdiction after submitting this application, you must update your application giving each jurisdiction, date of application and disposition.

PART SIX: LAW PRACTICE

List the jurisdiction(s) where you have been admitted to the practice of law. If you have not been admitted to the practice of law in any jurisdiction, skip to the Character and Fitness portion of the Application.

Jurisdiction	Date of Admission

Please note: If you are admitted to practice law or are denied admission in any jurisdiction subsequent to filing this application, you must submit an addendum to your application giving the name of the jurisdiction and the date of admission or denial.

You must request that a current Certificate of Good Standing from the licensing authority of each jurisdiction (state or territory) where you have been admitted containing the following information be sent directly to the State Board of Law Examiners:

- a) The date you were admitted to practice law in that jurisdiction.
- b) That you are a member in good standing and are entitled to practice law in that jurisdiction;
- c) That there is not now nor has there ever been pending any complaint, grievance, disciplinary proceeding, or disciplinary action against you except as is specifically stated in this certificate; and,
- d) As to each such complaint, grievance, disciplinary proceeding or action: the nature of the charge and full facts, including documents verifying the disposition of the matter and the name and address of the person in possession of any records.
- e) If you are inactive, submit a statement from the jurisdiction to that effect along with a discipline report for the years you were active.

Certificates that do not contain the above information will not meet the requirements of this question. Certificates must be dated no more than ninety (90) days prior to the date you submit your application.

List the city (ies) and jurisdiction(s) where you have practiced law.

Jurisdiction	City	Dates

Attach a statement in the following format and providing the following information for each state or jurisdiction in which you currently practice or have practiced since first being admitted to the practice of law:

- a) The name and exact address of each office or place at which you are or have been engaged in the practice of law and the full names of your employer, supervisor, and the names of any partners and/or associates with whom you worked, specifying their relationship to you;
- b) Each period during which you were engaged as an attorney at each employment with exact dates;
- c) A complete statement describing your practice of law (include nature and extent of your duties and/or practice) with each employment (including any temporary or part-time work);
- d) The reason for termination or discontinuance of each employment period;

- e) If you are currently employed by a law firm or law department located in Arkansas, describe your responsibilities in detail.

PART SEVEN: CHARACTER AND FITNESS

If you fail to provide full and complete details to the following questions, your application may be delayed or denied.

Have you ever been arrested, served a summons, cited, questioned, indicted, taken into custody, charged, tried, or investigated for a felony, misdemeanor, infraction (including traffic tickets), or probation violation? _____

In answering this question, include all incidents as a juvenile or adult, no matter how minor the charge, whether guilty or not, whether exonerated or not, whether sentencing was withheld, excluding only non-moving traffic violations which resulted in a penalty not exceeding \$25.00. Criminal and / or juvenile matters that have been expunged must be included.

If yes, for each incident (including traffic tickets), regardless of the disposition, you must attach a supplemental sheet specifying in detail the following information:

- a) A detailed description of the charge;
- b) The date the charge was made;
- c) The name, address, and telephone number of each person or entity bringing the charge;
- d) The name, address, and telephone number of each attorney you retained to assist you in defending the charge;
- e) The reason why the charges were brought against you (the factual basis for the charge);
- f) The final disposition of the charge, including probationary conditions. Any asserted probation violations must be detailed.
- g) Include copies of the dispositive order of the tribunal sufficient to describe the substantive resolution of the proceeding. If the matter is pending, submit a copy of the original complaint and documentation sufficient to describe the proceeding. For traffic tickets and infractions, if no record of the ticket itself exists, you may submit a driving record report from the state(s) in which any ticket or infraction was issued.

Have you ever, in any capacity, been a party to, named, or described in any civil proceeding, action, or suit, including divorce, any court case, bankruptcy, or administrative proceeding? _____

If yes, attach a supplemental sheet specifying in detail:

- a) The nature of the proceedings (state the underlying facts in detail and list all parties involved);
- b) The tribunal, court, or administrative agency conducting the proceedings;
- c) The date of the proceedings;
- d) The case number, if any; and,
- e) The disposition of the proceedings.

For bankruptcy cases, submit the Statement of Affairs, the Court Docket Sheet, all schedule and final orders, a list of debts not discharged in bankruptcy, and indicate the current status of any plan of reorganization.

Include copies of the dispositive order of the tribunal sufficient to describe the substantive resolution of the proceeding. If the matter is pending, submit a copy of the original complaint and documentation sufficient to describe the proceeding. Delay in providing relevant documents may result in denial or delay of your application.

Have you ever been subject to any grievance, complaint, or proceeding which either sought or resulted in your admonition, reprimand, censure, suspension, discipline, citation for contempt, or fine as a member of any profession or occupation, or as the holder of public office? _____ This includes attorney disciplinary or grievance proceedings in other states.

If yes, attach a supplemental sheet specifying in detail:

- a) The nature of the proceedings;
- b) The tribunal, court, regulatory body, or administrative agency conducting the proceedings;
- c) The date of the proceedings;
- d) The case number, if any; and
- e) The disposition of the proceedings.
- f) Include copies of the dispositive order of the tribunal sufficient to describe the substantive resolution of the proceeding. If the matter is pending, submit a copy of the original complaint and documentation sufficient to describe the proceeding. Delay in providing relevant documents may result in denial or delay of your application.

Have you ever been terminated from employment or requested to resign by an employer? _____

If yes, attach a supplemental sheet specifying in detail as to each incident:

- a) The name, address, and telephone number of the employer;
- b) The name of the person causing your dismissal or resignation;
- c) The date of your dismissal or resignation;
- d) The reason for such dismissal or request for resignation.
- e) Include copies of any written notice of dismissal.

Have you ever been charged, formally or informally, with misrepresentation, fraud, misapplication, perjury/false swearing, or misappropriation of property, either individually or in a representative capacity (i.e. as an officer of a business entity, partner, or other fiduciary relationship)? _____

If yes, attach a supplemental sheet specifying all details, including the person or entity making the charge, the circumstances surrounding the charge, and the disposition of the charge.

Have you ever been investigated, suspended, expelled, or disciplined, formally or informally, by any school, college or university above the high school level? _____ This includes academic probation.

If yes, attach a supplemental sheet specifying all details, including the custodian of the records of such incidents.

Have you ever held a bonded position? _____

If yes, has anyone sought to recover on or cancel such a bond? _____

If yes, attach a supplemental sheet specifying all details, including the name and address of the bonding company.

Have you ever been declared a ward of any court or adjudicated an incompetent person? _____

If yes, attach a supplemental sheet specifying all details, including the date and the nature of the proceedings and the court in which they were held.

Have you ever applied for a license or certificate requiring proof of good moral character? _____ This includes any applications for admission to the practice of law.

Have you ever been denied any license or certificate requiring proof of good moral character? _____

If yes, attach a supplemental sheet specifying all details, including the nature of the license or certificate and the issuing authority's name, address, and telephone number.

Have you ever been denied admission or readmission to any school, college, law school or professional organization? _____

If yes, attach a supplemental sheet specifying the details including the nature of the denial and name, address and telephone number of the organization.

Are you presently in default on or past due for more than ninety (90) days on any indebtedness? _____

If yes, attach a supplemental sheet specifying all details, including the nature of the indebtedness, the nature of default or delinquency, the name, address, and telephone number of the creditor, and the reasons for the default or delinquency.

Are you in default in any way in the performance or discharge of any duty or obligation imposed on you by decree of any court, including but not limited to alimony, maintenance or child support? _____

If yes, attach a supplemental sheet specifying all details, including the nature of the default, the name, address and telephone number of the court and the reasons for the default.

Within the past five (5) years, have you asserted any condition or impairment as a defense, in mitigation, or as an explanation for your conduct in the course of any administrative or judicial proceeding or investigation; any inquiry or other proceeding; or any proposed termination by an educational institution, employer, government agency, professional organization or licensing authority? _____

If yes, attach a supplemental sheet specifying all details, including pertinent names, addresses, dates and references to records, as appropriate.

Has your conduct ever been called into question with reference to the unauthorized practice of law in Arkansas or any other jurisdiction? _____

If yes, attach a supplemental sheet specifying all details, including the nature of the charges, the accuser, the name, address and telephone number of the investigative body and the disposition of the charges.

Have you ever engaged in conduct which might be regarded as evidencing an inclination to be dishonest, to take unfair advantage of others or to be disloyal to those to whom a loyalty is legally owed? _____

If yes, attach a supplemental sheet specifying all details.

Have you ever supported or advocated the overthrow of the U.S. government by force? _____

If yes, attach a supplemental sheet specifying all details.

Have you ever had a record sealed which contained facts relating to you? _____

If yes, attach a supplemental sheet specifying in detail the precise description of the record that was sealed, the name and address of the person or entity having custody of those records and the reasons a request was made for sealing those records.

Are there any facts not disclosed by your answers concerning your background, history, experience or activities which may cause one to question your character, fitness or ability to practice law? _____

If yes, attach a supplemental sheet specifying in detail all relevant facts.

INCOME TAX RETURNS: Have you filed federal and state income tax returns for all years when your income warranted such filings? _____

PART NINE: GENERAL REFERENCES

- a) Give the names of five (5) people who are able and specifically authorized by you to provide a factual, accurate and reliable appraisal of your moral character and general fitness to practice law.
- b) These people must not be related to you by blood or marriage. List persons who have known you for a minimum of four (4) years.
- c) Make certain that no two persons listed are members of the same household.
- d) You must send the Reference Form to these individuals. List your name on the top of each reference form and request that references mail all original forms directly to the State Board of Law Examiners.

Name	Occupation	Nature and Length of Acquaintance (Months/Years)

As is noted on the reference form, it is your responsibility to alert references that delay in returning the forms could delay completion of your application.

PART TEN: VERIFIED STATEMENT

State of _____

County of _____

I, _____, being first duly sworn, depose and say that:

I am the applicant named in and who has signed this application for the transfer of my UBE score and admission to practice law in the State of Arkansas and fully understand no refund will be made, in whole or in part, of any application or investigation fee and that the deadlines for providing supplementary material for this application cannot be extended or waived by the staff or Board of Law Examiners of the Arkansas Supreme Court.

I fully realize that the determination as to whether I am admitted to practice law in Arkansas may depend largely on the truth, falsity, or completeness of my answers set forth in this application and the statements attached.

I will give any further information, including fingerprints, as requested.

To my knowledge, the answers that I have given to the questions are true and complete.

I hereby authorize the Supreme Court of the State of Arkansas and the State Board of Law Examiners, or any agent or authorized representative thereof, to conduct a complete investigation of my character and fitness to practice law in Arkansas and of the completeness and truthfulness of my answers. I hereby release and exonerate those authorized to conduct that investigation.

I have read the Arkansas Supreme Court Rules Governing Admission to the Bar of Arkansas related to admission to practice law in Arkansas.

Date

Applicant's Signature

Subscribed and sworn before me this _____ day of _____, 20_____.

SEAL

Notary Public for _____

My Commission Expires _____

APPLICATION FOR TRANSFER OF UBE SCORE AND
ADMISSION TO THE BAR OF ARKANSAS
AUTHORIZATION AND RELEASE FORM

I, _____, born at _____
(Name) (City and State)

on _____, having filed an application for admission to the Bar of Arkansas, hereby consent to have an investigation conducted as to my moral character, professional reputation and fitness for the practice of law.

I authorize and request every person, firm, company, corporation, governmental agency, professional admission or licensing agency, hospital or medical facility or institution having control of any documents, records and other information pertaining to me, including records pertaining to any drug or alcohol treatment, to furnish to the State Board of Law Examiners any such information, including documents, records, reports, disciplinary files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the State Board of Law Examiners or its agents to inspect and make copies of such documents, records and other information. I further authorize the State Board of Law Examiners to release information pertaining to my application as necessary to conduct and complete its investigation.

I hereby release, discharge and exonerate the State Board of Law Examiners, its agents and representatives and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation conducted by the State Board of Law Examiners.

I have read the foregoing document and hereby agree to its terms.

Signature of Applicant

Subscribed and sworn to before me
this the ____ day of _____, 20____

SEAL

Notary Public

My Commission Expires _____

APPLICATION FOR TRANSFER OF UBE SCORE AND
ADMISSION TO THE BAR OF ARKANSAS
CONSENT TO RELEASE STUDENT RECORDS

Full Name: _____

Last Four Digits of Social Security Number: _____

I give the _____ Law School permission to release the following documents:

- Any application to the Law School, including the “Personal Information Form” and the “New Student Application” or equivalent documents.
- Any other information maintained in the institution’s records, including but not limited to those of the Law School, which would be relevant to my general character and fitness, including any information that bears upon my character and fitness for admission to the practice of law. This consent includes, but is not limited to, any proceedings or disposition alleging academic misconduct, dishonesty, or other violations of applicable student codes of conduct.

to the Arkansas State Board of Law Examiners for the purpose of examination of my character and fitness to be admitted to the practice of law in the State of Arkansas.

Signature of Applicant

Subscribed and sworn to before me

this _____ day of _____, 20____

SEAL

Notary Public

My Commission Expires _____

APPLICATION FOR UBE SCORE TRANSFER AND ADMISSION REFERENCE FORM

The applicant named below has applied for UBE score transfer and admission to the Bar of Arkansas as an attorney licensed to practice law in Arkansas. Please complete this questionnaire and return it immediately to the State Board of Law Examiners by email to Nancie Givens at Nancie.givens@arcourts.gov, by mail to 2100 Riverfront Drive, Suite 110, Little Rock, AR 72202, or by fax (501) 374-1853.

Applicant: _____

Reference Name: _____

Reference Address: _____

Reference Telephone Number: _____

The information you provide on this form is confidential, except as provided by the Arkansas Supreme Court Rules Governing Admission to the Bar.

Nature of acquaintance / relationship: _____

How long have you known the applicant? _____

Please answer the following questions based on your personal knowledge:

1. Do you feel that you know the applicant well enough to make an accurate appraisal of the applicant's character and fitness to the practice of law in the State of Arkansas? _____
2. Are you related to the applicant in any way? _____
If yes, describe the relationship. _____
3. Do you represent the applicant in any capacity? _____
If yes, describe the representation. _____
4. To your knowledge has the applicant ever been convicted of a crime? _____
5. To your knowledge has the applicant ever engaged in any conduct involving the following?
 - a. Dishonesty _____
 - b. Taking unfair advantage of others _____
 - c. Being disloyal _____
 - d. Being irresponsible in business or professional matters _____
 - e. Supporting or advocating the overthrow of the US government by force _____
 - f. Engaging in the practice of law while not being licensed _____
 - g. Violating reasonable rules of conduct in any activity _____

- h. Failing to exercise self-control, including excessive and continuing violation of traffic rules, the improper use of drugs, and the excessive use of alcohol _____
- i. Being mentally or emotionally unstable
- 6. To your knowledge has the applicant ever been disciplined by any authority?

- 7. Do you know any reason the applicant should not be licensed as an attorney in Arkansas? _____
- 8. Are there any facts not previously disclosed by your answers concerning the applicant's background, history, experience, or activities, which may have a bearing on his/her character, fitness, or eligibility to practice law in Arkansas?

- 9. Do you have any reason not to trust the applicant with your money? _____
- 10. Do you have any reason not to trust the applicant with other people's money?

If you answered yes to questions 2 through 10, please explain below.

Question #	Explanation
_____	_____

_____	_____

_____	_____

Comments:

I swear / attest that the information provided herein is true and factual to the best of my knowledge.

Date: _____ Signature: _____

SUPREME COURT OF ARKANSAS
Office of Professional Programs
State Board of Law Examiners
Arkansas Continuing Legal Education Board

To: Arkansas State Board of Law Examiners
2100 Riverfront Drive, Suite 110
Little Rock, AR 72202

Law School: _____

Address: _____

Re: _____
Graduate's Full Name

Last Four Digits - Social Security Number

Date of Graduation

The graduate noted above received the Juris Doctor Degree from this institution on the date shown above. The graduate's records do not indicate any honor code violations or any other derogatory information bearing on the graduate's character or fitness to practice law. This graduate is recommended for admission to the Bar of Arkansas.

This law school was fully accredited by the American Bar Association in

_____.

(S E A L)

Signature

Title

Date _____