



Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
110 EAST MAIN STREET, SUITE 715
P.O. BOX 2748
MADISON, WI 53701-2748
TELEPHONE: (608) 266-9760

INFORMATION AND FILING INSTRUCTIONS – ELECTRONIC APPLICATION 2018 Wisconsin Bar Examinations ([SCR 40.04](#))

Read this information carefully and retain it for future reference. All deadlines identified below, except application deadlines, refer to the date of receipt at the Board of Bar Examiners (BBE) during regular business hours (7:45 a.m.-4:30 p.m., Monday-Friday, except holidays). The deadlines are firm and will not be extended. Other than applications and forms filed through the electronic application system, facsimile or e-mail transmissions are not accepted.

Applications are timely filed pursuant to [SCR 40.14](#). An application will not be considered filed until proper payment is received. RETAIN A COPY OF THE APPLICANT QUESTIONNAIRE AND AFFIDAVIT FOR YOUR RECORDS. There is a fee for extra copies of an application should one be needed at a later date. It is advantageous to file as early as possible to avoid late fees and possible delays in processing your application. Processing takes an average of three to six months.

February 2018

July 2018

Fri., Dec. 1, 2017	Initial Deadline for filing application, authorization and release form, and \$450 fee. If all three items are not submitted by this date, a \$200 late fee will be assessed. Deadline for receipt of forms necessary to support a request for special testing accommodations.	Tues., May 1, 2018
Mon., Jan. 1, 2018	Final Deadline for filing application and \$650 fee.	Fri., June 1, 2018
Mon., Jan. 8, 2018	Deadline for receipt of MBE scores transferred from other jurisdictions <u>and</u> proof of bar exam passage.	Fri., June 8, 2018
Thurs., Feb. 1, 2018	Deadlines: <ul style="list-style-type: none"> • Submission of Exam Eligibility Materials. (See Step Two) • Upload Photo to online application account. • Application Withdrawal with Partial Refund. (Written Request Required) 	Sun., July 1, 2018
Mon., Feb. 26, 2018	MANDATORY Examination Registration 1:00-4:00 PM An orientation program will be conducted at 4:00 PM	Mon., July 23, 2018

February & July 2018 Examination Site:

Marriott Madison West
1313 John Q. Hammons Dr.
Middleton, Wisconsin

Tues., Feb. 27, 2018	Wisconsin Bar Examination (essay) 9:00 a.m. - 4:30 p.m.	Tues., July 24, 2018
Wed., Feb. 28, 2018	Wisconsin Bar Examination (MBE) 9:00 a.m. - 4:30 p.m.	Wed., July 25, 2018
Wed., Apr. 4, 2018	Tentative date for release of examination results.	Wed., Aug. 29, 2018

STEP ONE: BEGINNING THE APPLICATION PROCESS

In order for your application to be considered filed, the following items must be received by the final filing deadline:

- (1) **Online admissions site:** By using the electronic application program, the Applicant Questionnaire will be generated. The Applicant Questionnaire is an affidavit signed electronically with your PIN. When you create your application account a PIN will be assigned to you by email. The BBE will address any omissions and misrepresentations under its character and fitness rule, [SCR 40.06](#). **You may wish to bookmark the site to more easily check the status of your application once it has been submitted.**

In response to Question 3(b), please provide a NCBE number. All Wisconsin Bar Exam applicants are **required** to obtain and provide a NCBE number. To obtain your individual number, please visit the National Conference of Bar Examiners website at www.ncbex.org. Failure to provide an NCBE number prohibits applicants from sitting for the bar exam.

- (2) **Authorization and Release Form (BE-002):** Applicants must complete this form, print it, and have it notarized. Applicants will then need to scan and upload the completed, notarized form into their electronic application.
- (3) **Filing Fee:** The applicable filing fee (See the fees on Page One) must be remitted by electronic payment, or by check or money order, payable to the **Board of Bar Examiners**. Electronic payment may be made through the electronic application program. Payment made by check or money order may be sent to the Board of Bar Examiners, P.O. Box 2748, Madison, WI 53701. If paying by check or money order, applications will not be considered filed until payment is received by the BBE. **Checks and money orders must include the applicant's name.** Checks and money orders that do not have the applicant's name on them will be returned, thereby delaying the filing of the application. **Veterans Fee Waiver:** A fee waiver exists for qualified veterans applying for admission to the Wisconsin Bar. Eligibility for this fee waiver is determined by the Wisconsin Department of Veterans Affairs. Go to <http://dva.state.wi.us/Ben-FeeWaiver.asp> (external link) for more information and to apply for the eligibility code. You must upload a copy of the email (.pdf format) containing your eligibility code in the Document upload section of the online admissions application.

STEP TWO: EXAM ELIGIBILITY

To be eligible to sit for the bar exam all of the following are required:

- (1) Each of the three items in Step One must be submitted;
- (2) A final law school transcript **OR** a Dean's Certificate must be submitted; and
- (3) A recent photo must be uploaded to your online application account

Approximately six weeks prior to the bar examination, applicants will receive a letter or email advising them as to whether they are eligible to sit for the exam.

Transcript/Dean's Certificate Requirements:

The final law school transcript and the dean's certificate must be sent directly to the BBE by the law school.

NOTE: If you are a graduate of a non-ABA-approved law school and are otherwise eligible to sit for the examination, you **must** also arrange to have a good standing certificate (or sometimes called a "certificate of admission") sent directly to the BBE.

Photo ID Requirements: You are required to upload a recent (taken within the last six months) passport style or “head shot” photo by February 1st for February bar examinees and July 1st for July bar examinees. The photo must meet the following requirements:

- The photo must be a “JPEG” file and no larger than 10 MB.
- The photo must be clear and in color with appropriate brightness and contrast.
- The photo must be taken with uniform lighting and not show shadows or flash reflections.
- The photo must show you facing squarely into the camera with your eyes open and face clearly visible (no hair across your eyes).
- The photo must show a neutral facial expression or a natural smile.
- The photo must be taken with a plain light-colored, solid background.
- The photo must show you alone.
- Photos with red eyes will not be accepted.
- The Square Camera Mode on a cell phone may be used. Photos should be taken 14 to 16 inches away from your face. (No Selfies)
- Eyeglasses may be worn but the photo must show your eyes clearly with no flash reflection; tinted lenses are not allowed.
- No hat or head covering may be worn except for religious purposes.
- If you wear a hat or head covering for religious purposes, submit a signed statement that verifies that the hat or head covering in your photo is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public.
- If you wear a hat or head covering for medical purposes, submit a signed doctor's statement verifying the hat or head covering in your photo is used daily for medical purposes.
- Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.
- No headphones or wireless hands-free devices may be worn in the photo.

The BBE reserves the right to request additional photos if the above requirements are not met or if difficulties with the photo upload occur.

STEP THREE: MULTISTATE BAR EXAMINATION TRANSFER POLICY

For those candidates wishing to transfer an MBE score from another jurisdiction, the following **two (2) documents** must be submitted by the corresponding deadline. (See Items 1 & 2 below)

The BBE will accept a scaled MBE score of **135 or better** if the score is no more than thirty-seven (37) months old at the time of the Wisconsin Bar Examination AND was obtained as part of a successful bar examination in another jurisdiction that was taken no more than 60 days before the J.D. was conferred.

- (1) Proof of Score: Many jurisdictions use the National Conference of Bar Examiners (NCBE) for score transfers. For those that do, please log in to your NCBE Account at www.ncbex.org and go to the Score Services section to complete and submit an MBE Score Transfer Request. The NCBE will send those scores directly to the BBE. If a jurisdiction does not use the NCBE score service, you must use the Multistate Bar Examination Request & Release Form (BE-172 - *generated within the application*).
- (2) Proof of Bar Exam Passage: This can be fulfilled by submitting a Good Standing Certificate or by using the Multistate Bar Examination Request & Release Form (BE-172 - *generated within the application*). (Please note: The NCBE score transfer does not indicate the outcome of your bar exam.)

Acceptance of the transferred MBE score has the effect of waiving that portion of the Wisconsin bar examination. You will be notified in writing of your MBE transfer acceptance or denial.

STEP FOUR: EXAM PREPARATION & MATERIAL TO BE TESTED

- (1) **Exam preparation:** There is no official bar review course for applicants. The BBE does not endorse any review course and does not act as a clearinghouse for bar review information. Many individuals find that their own law school texts and notes, together with sample questions and other information available on the National Conference of Bar Examiners (NCBE) website, provide an ample basis for preparation when combined with a review of recent Wisconsin case law and relevant Wisconsin statutes. **Samples of past Wisconsin-based essay questions (10 questions with analyses) can be ordered by mail from the BBE at a charge of \$25.00.**
- (2) **Material to be tested:** The essay portion of the Wisconsin bar examination may include parts of the Multistate Essay Examination (MEE), and Multistate Performance Test (MPT) both of which are prepared by the NCBE. It may also include questions prepared by the Wisconsin Board of Bar Examiners. Examples of past MEE and MPT examinations can be ordered directly from the NCBE at www.ncbex.org. Questions may be designed to incorporate more than one subject area. The BBE and its staff will not provide additional interpretation or definition of the topic areas to be covered. Essay questions will be drawn from the following subject areas:
 - Agency and Partnership
 - Business Organizations (Corporations, Partnerships, Associations and Sole Proprietorships)
 - Civil Procedure (Pleading and Practice, and Jurisdiction of Courts)
 - Commercial Law (including Sales, Secured Transactions, and Negotiable Instruments)
 - Conflicts of Laws
 - Constitutional Law (Federal)
 - Contracts
 - Criminal Law & Procedure
 - Evidence
 - Family Law (Domestic Relations)
 - Limited Liability Companies
 - Professional Responsibility (Ethics and Legal Responsibilities of the Profession)
 - Property (includes Real Estate)
 - Taxation (Federal)
 - Torts
 - Trusts & Estates

The Multistate Bar Examination (MBE) tests on seven subject areas: Civil Procedure, Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Real Property, and Torts. MBE Information booklets are available from the National Conference of Bar Examiners (NCBE) through its website at www.ncbex.org.

STEP FIVE: REGISTRATION & TAKING THE EXAMINATION

- (1) **Registration** is mandatory. Applicants who fail to attend Monday's registration should not expect to sit for the bar examination. At registration, applicants must present one current and valid (not expired) form of identification bearing your signature **and** photograph. This identification must be either a driver's license, government issued photo ID card, or a passport. The identification must show the name under which you have applied to take the bar examination. If you have changed your name, your identification must reflect your new name. At registration, applicants will receive their identification badge which is required for entry into the examination.
- (2) **Laptop Computer Testing**
Ordinarily, applicants use their own laptop computers for the essay portion of the bar exam. The software vendor charges a fee of \$110 for this purpose, payable directly to the vendor when you register and download the software. Applicants will receive a communication from the BBE with instructions for how to register and download the software.

The Extegrity Exam4 software has a well-established reputation as exceptionally stable and trouble-free exam software. More than one million law school and bar exams have been taken with Exam4 nationwide since 2001. It has been available for the Wisconsin bar exam since February 2008. Examinee work is protected by an auto-save every ten seconds and automatic backups every two minutes. Experienced technical staff will be in the exam room to respond immediately to any questions or concerns. Additional information can be found at www.exam4.com.

In the very unlikely event that the software or your laptop fails and the technicians are unable to restore its use, the director has discretion to grant you a reasonable extension of time to complete your exam by hand.

(3) **Passing Score**

Candidates must achieve a combined score of **at least 258** on the MBE and the essay examination to pass the Wisconsin bar exam.

(4) **Testing Accommodations**

The BBE makes reasonable accommodations for testing disabled applicants. The test facility is accessible for persons with mobility restrictions. Applicants who have other special testing needs should be aware that the Special Testing Accommodation Information and Forms (BE-180 through BE-187 – *generated by answering the corresponding application questions*) and supporting documentation must be received in the BBE office **no later than the first filing deadline**. Facsimile or email transmissions are not accepted. NOTE: Do NOT submit a request for special accommodations BEFORE submitting your actual application. Applicants may submit the forms by scanning the completed forms and supplemental materials into one PDF document. This document may be uploaded to the applicant's electronic application file by filing an Amendment to Application (see Step Eight: Changes/Amendments to an Application). The request for special accommodations forms may also be filed by mailing the necessary forms and supplemental documents to the BBE office.

STEP SIX: COMPLETING YOUR FILE FOR ADMISSION

Applicants must submit all of the following items for their file to be complete:

- (1) **Dean's Certificate** (Form BE-171 - *generated within the application*): Every applicant must arrange to have the dean of the law school conferring the J.D. provide a certificate of character and fitness. A form for this purpose is available from the list of available forms in your electronic application account after you have submitted your application. The Dean's Certificate must be sent directly to the BBE by the certifying official at the law school where your J.D. was or will be conferred.
- (2) **Official Transcripts**: The BBE now accepts electronic transcripts that originate directly from educational institutions that are located in the United States and from certain recognized vendors. Electronic transcripts will only be accepted directly from a U.S. education institution or from vendors approved by the Board. Electronic transcripts are to be sent to april.ashley@wicourts.gov. Educational institutions that do not currently issue electronic transcripts must instead mail them directly to the Board of Bar Examiners. Transcripts are required for the following:
 - a. Undergraduate transcript: The BBE requires an official transcript from undergraduate schools (including College Level Examination Program (CLEP) examinations) that conferred a degree.
 - b. Law school transcripts: The BBE requires an official transcript from all law schools attended that indicates that the J.D. degree has been conferred.
 - c. Other transcripts: The BBE requires a transcript from all schools attended after an undergraduate degree was conferred, including other law schools you may have attended, summer schools, foreign study (including foreign exchange programs), technical schools, graduate schools, medical schools, etc.

- (3) **Military Discharge Certificate:** If you served in the Armed Forces, it will be necessary for you to provide the BBE with a copy of your most recent DD-Form-214 (Report of Separation). If you served in the National Guard, provide your most recent NGB-Form 22. This document may be uploaded into your electronic application.
- (4) **Character Reference Questionnaires:** Select as character references (Question 36) persons who have known you for no less than two years and who are familiar with your character and fitness. Do not include any family members, in-laws, fiancé/fiancée, significant other(s), or anticipated future family members. You are **required** to provide a valid email address for each character reference. A questionnaire will be emailed to your references after the BBE has determined that your application is filed. The email sent to character references will contain a link to a survey that they must complete and submit. The survey link will only work once for each reference and the survey may only be completed by the references listed in your application.

The BBE must be able to correspond with all applicants and their character and employment references by mail, phone, and email. Please verify that all contact information supplied in your application is current and accurate. In order to receive important timely email notifications from the Board of Bar Examiners, please verify that your spam filters are not blocking emails from bbe@wicourts.gov or eCourts.Administration@wicourts.gov. If you or your references experience other problems receiving emails from the Board of Bar Examiners, please contact the office at (608) 266-9760.

- (5) **Employment Verifications:** If you are legitimately unable to locate an email address for an existing or prior employer, please enter the following email address: unknown@unknown.com, AND then provide an explanation under the “reason you left job and sought another” section as to why you are unable to provide an email address. Please be aware that failing to include an email address for an employer may slow the application process.
- (6) **Other Requested Items:** Typical items include criminal history reports and driving abstracts.

These items, except military discharge certificates and reference questionnaires, must be sent directly to the BBE by the issuing institution or agency. Facsimile, email or other electronic transmissions are not accepted. Applicants should refrain from furnishing an addressed, stamped envelope to the institution, as this practice makes the origin of the documents unclear. If, however, certifying officials require that you supply a stamped envelope, use a plain white envelope, with a U.S. postage stamp affixed to it, and ask that the office from which it is being mailed rubber stamp or type its name and address on the envelope across the seal flap, as well as on the front.

Once an application is reviewed, staff will contact applicants in writing, including by email, to request any other required documentation. Any such additional documentation must be obtained by the applicant at the applicant’s expense. Applicants will not be certified for admission until all required documents are on file. The BBE will close an applicant’s file if it is not complete within six months after successful passage of the bar exam. Applicants are responsible for checking the status of their applications by reviewing their electronic application file by calling the BBE office.

STEP SEVEN: REQUIRED MATERIALS FOR APPLICANTS ADMITTED TO PRACTICE IN OTHER JURISDICTIONS

All applicants who are admitted to practice in other jurisdictions must submit the following items:

- (1) **Good Standing Certificate:** Applicants who have been or are currently admitted in other jurisdictions must have each jurisdiction in which they are admitted send directly to the BBE a current good standing certificate dated no earlier than the first filing deadline of the corresponding exam. This certificate must be issued by the Clerk of the highest court (normally the Supreme Court) in the admitting jurisdiction. Only original certificates are acceptable.
- (2) **Disciplinary History Letter:** Applicants who have been or are currently admitted in other

jurisdictions are required to have the bar disciplinary agency in each jurisdiction submit directly to the BBE a letter that sets forth the applicant's disciplinary history, including the disposition of all complaints filed against the applicant. **The letter must be dated no earlier than the first filing deadline of the corresponding exam.**

Note: Applicants admitted to practice in another jurisdiction after the first deadline of the corresponding exam are not required to supply a good standing certificate or a disciplinary history letter. This exception does not apply to graduates of non-ABA approved law schools or to those applicants wishing to transfer their MBE scores from another jurisdiction. Please refer to the Multistate Bar Examination Transfer Policy in these instructions for additional information concerning this requirement.

Because a high volume of applicants are also licensed in the following jurisdictions, addresses are supplied to assist in locating the proper agencies for good standing certificates (GSC) and disciplinary history letters (DHL):

- | | | |
|-----------|-----|---|
| CA | GSC | Clerk of the Supreme Court, 350 McAllister Street, Rm. 1295, San Francisco, CA 94102 |
| | DHL | State Bar of California, 180 Howard Street, San Francisco, CA 94105; specify "Good Standing Certificate including disciplinary history" |
| IL | GSC | Clerk of the Supreme Court, Supreme Court Building, 200 E. Capital Ave., Springfield, IL 62701 |
| | DHL | Attorney Registration and Disciplinary Commission, One Prudential Plaza, Suite 1500, 130 East Randolph Drive, Chicago, IL 60601 |
| MI | GSC | Michigan Supreme Court Clerk's Office, P.O. Box 30052, Lansing, MI 48909 |
| | DHL | Attorney Grievance Commission, Buhl Building, Suite 1700, 535 Griswold, Detroit, MI 48226 |
| MN | GSC | Minnesota Lawyer Registration Office, Suite 950, 180 East 5 th St., St. Paul, MN 55101 |
| | DHL | Lawyers Professional Responsibility, 1500 Landmark Towers, 345 St. Peter Street, St. Paul, MN 55102-1218 |
| NY | GSC | Contact the agencies in each appellate division in which you are admitted. |
| | DHL | Contact the agencies in each appellate division in which you are admitted. |

STEP EIGHT: CHANGES/AMENDMENTS TO AN APPLICATION

Applications must be kept current. All applicants are reminded of their continuing obligation to update a pending application. Applicants wishing to augment or alter entries to their application affidavit, including name changes, are advised to electronically file an Amendment to Application by logging into the electronic application file and following the steps to submit an amendment using your PIN.

Applicants who change their names for any reason during the pendency of their application must execute an Amendment to Application in the electronic application file, setting forth the former and present names, the reason for the change, and the effective date of the change. Applicants must upload any relevant documents, such as a marriage license, etc.

The BBE will communicate its actions in writing to applicants at their last email address and/or mailing address provided to the BBE within the electronic application file. Mailing address, email address, and telephone number changes must be completed within the electronic application file. Select "Update Current or Future Mailing Address" and follow the steps to submit the change of address. Written, facsimile, or email transmissions are not accepted for a change of address. Changes to contact information must be made in the electronic application program.

AVOIDING DELAY IN THE APPLICATION PROCESS

It is the applicant's responsibility to check the status of his or her pending file through the electronic application system, or by contacting the BBE. To expedite the processing of an application, use care in completing it. Applications that are carelessly or incompletely prepared cause delays in processing. Be sure to answer all portions of each question completely. Provide as many details and as much information as possible to avoid delay in processing your application. If unable to recall necessary details, applicants must offer an explanation as to why the required information was not provided. State "not applicable" if appropriate. Supply complete email and mailing addresses, including zip codes, where requested. Account for any gaps as instructed on the application itself. Do not provide documents not specifically requested in the application or in the filing instructions. If the BBE requires further documentation, its staff will make a request in writing. It is imperative that applicants use current and valid email contact information when creating their electronic filing account, and that they keep their electronic account current. The Board of Bar Examiners will communicate with applicants primarily by email and, if necessary, by U.S. Postal Service. Applicants must keep their electronic filing account and application current with any changes to email or mailing address.

The BBE must be able to correspond with all applicants and their character and employment references by mail, phone, and email. Please verify that all contact information supplied in your application is current and accurate. In order to receive important timely email notifications from the Board of Bar Examiners, please verify that your spam filters are not blocking emails from bbe@wicourts.gov or eCourts.Administration@wicourts.gov. If you or your references experience other problems receiving emails from the Board of Bar Examiners, please contact the office at (608) 266-9760.

WITHDRAWAL FROM EXAMINATION

Applicants who wish to withdraw from the examination must submit a written request setting forth their reasons. Applicants who fail to appear at the bar exam without first submitting a written request to withdraw will be officially recorded as a "no show" and will not be granted a refund.

HOTEL INFORMATION

Both the February and July 2018 administrations of the examination are scheduled to be held at the Marriott Madison West in Middleton, just west of Madison. Applicants interested in booking a room, must contact the hotel directly at (608) 831-2000. Maps, listings for other hotels, and additional test information will be included with the eligibility letter.

ADDITIONAL INFORMATION

Applicants are responsible for checking the status of their pending files. All applicants will be notified by the BBE by email when their files are complete and they are certified for admission. The BBE will communicate its actions via email and will send those communications to the applicant's last email address provided to the BBE. Applicants will be notified in writing through U.S. Postal Service of the bar exam results.

Application files are confidential under [SCR 40.12](#). Therefore, the BBE and its staff will discuss the contents of an application only with applicants.

RULES & FORMS

The following rules and forms are available online at www.wicourts.gov.

[SCR Chapter 40](#)

[SCR Chapter 40 Appendix](#)

[Application Form](#)

[Authorization and Release \(BE-002\)](#)

[Special Accommodation Information and Forms \(BE-180 through BE-187\)](#)

[Dean's Certificate \(BE-171\)](#)

[Multistate Bar Examination Transfer & Release \(BE-172\)](#)