



# Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS  
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## **INFORMATION AND FILING INSTRUCTIONS – ELECTRONIC APPLICATION**

Admission on Proof of Practice Elsewhere ([SCR 40.05](#))

[Supreme Court Rule \(SCR\) 40.05](#) sets forth limitations to admission based on proof of practice elsewhere that applicants should consider before filing an application. We recommend that you read those rules before proceeding.

### **STEP ONE: BEGINNING THE APPLICATION PROCESS**

Pursuant to [SCR 40.14](#), applications are considered filed when the following items are submitted:

- (A) **[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.**
- (B) **[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. The authorization and release form may be used to confirm information contained in the application and to examine law school records.
- (C) **Filing Fee**: The amount of **\$850.00** must be remitted by electronic payment, or by check or money order made payable to the [Board of Bar Examiners](#). Electronic payment may be made through the electronic application program and must be made at the time of submission. Electronic payment cannot be made after the submission of an application. 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.

All deadlines, except application filing deadlines, are related to the date that the items required are received at the Board of Bar Examiners office during regular business hours (7:45 a.m. - 4:30 p.m., Monday-Friday, except holidays). Other than the application and forms that are filed through the electronic application system, facsimile or email transmissions will not be accepted.

### **STEP TWO: EXPEDITING THE PROCESS**

**The average interval between filing the application and admission is three to six months.** To avoid delays in processing, comply with the following instructions and recommendations:

- (A) Applications that are carelessly or incompletely prepared cause delays in processing. Answer all portions of all questions completely. Provide as many details and as much information as possible to avoid delay in processing your application. If you are unable to recall necessary details, you must offer an explanation in your response as to why the required information was not provided. State "not applicable" if appropriate. Account for any gaps as instructed on the application itself.

- (B) Supply complete and valid email addresses, mailing addresses, including zip codes, and phone numbers where requested.
- (C) Notify references and past employers that prompt responses to inquiries are helpful. **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](mailto:bbe@wicourts.gov) or [eCourts.Administration@wicourts.gov](mailto: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. 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](mailto: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.**
- (D) 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. Although you may choose lawyers as references who are employed by your firm, lawyers who have worked with you in the role of opposing counsel often supply more useful references. Do not include any family members, or in-laws, or 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 questionnaire that they must complete and submit. The questionnaire link will only work once for each reference and the questionnaire may only be completed by the references listed in your application. Please ask all references to verify that their spam filters are not blocking emails from [bbe@wicourts.gov](mailto:bbe@wicourts.gov) or [eCourts.Administration@wicourts.gov](mailto:eCourts.Administration@wicourts.gov).
- (E) DO NOT PROVIDE DOCUMENTS NOT SPECIFICALLY REQUESTED IN THE APPLICATION FORM OR IN THIS INSTRUCTION SHEET.
- (F) Applicants are responsible for checking the status of their applications by calling the BBE office or by reviewing their electronic application file.
- (G) The BBE will communicate its actions in writing to applicants at their last mailing address and/or email 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.

### STEP THREE: REQUIRED PROOFS

You must arrange to have the following information **mailed directly to the Board of Bar Examiners by the source:**

- (A) **Undergraduate transcript:** The BBE requires an official transcript from all undergraduate schools that conferred a degree.
- (B) **Other transcripts:** The BBE requires an official transcript from all schools attended after your undergraduate degree was conferred, including law schools you may have attended, summer schools, foreign study (including foreign exchange programs), technical schools, etc.

At this time, the BBE is unable to accept electronic transcripts.

- (C) **A current good standing certificate:** This certificate must be issued by the Clerk of the highest court (normally the Supreme Court) in all admitting jurisdictions.

(D) **Disciplinary history letter** from the bar disciplinary agency in each jurisdiction you are admitted, setting forth your disciplinary history, including the disposition of all complaints filed against you.

**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):**

<b>CA</b>	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"
<b>IL</b>	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
<b>MI</b>	GSC	Michigan Supreme Court Clerk's Office, P.O. Box 30052, Lansing, MI 48909
	DHL	Attorney Grievance Commission, Buhl Building, Suite1700, 535 Griswold, Detroit, MI 48226
<b>MN</b>	GSC	Minnesota Lawyer Registration Office, Suite 950, 180 East 5 <sup>th</sup> St., St. Paul, MN 55155
	DHL	Lawyers Professional Responsibility, 1500 Landmark Towers, 345 St. Peter Street, St. Paul, MN 55102-1218
<b>NY</b>	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 FOUR: TYPICAL PROCESSING PROCEDURE**

The usual processing procedure is as follows:

- (A) The application materials and fee are filed with the BBE. The BBE staff reviews the application to determine if the applicant practiced for the required number of years immediately preceding the date on which the application was filed based on the facts supplied by the applicant. Within that five-year period, the applicant must have been primarily engaged in the active practice of law for three years.
- (B) Once the BBE staff confirms on the application that the three-year requirement has been met, notice is sent to the applicant with specific requests for driver's records and criminal history reports. (We recommend that you wait until instructed to do this by the BBE.)
- (C) The completed application is then reviewed by the Character and Fitness Investigator who will request additional information as necessary.
- (D) On completion of the character and fitness investigation, the BBE will certify the applicant for admission, or the file will be referred to the BBE for consideration at its next available meeting.
- (E) The BBE staff notifies the applicant in writing of any action taken.
- (F) Applicants receiving BBE certification are sent swearing-in instructions.

**NOTE:** The name you provide in response to Question One on the Applicant Questionnaire and Affidavit that you file with the BBE is the name under which the BBE will certify your admission to the Supreme Court of Wisconsin. 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.

## ADDITIONAL INFORMATION

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.

The authorization and release forms you submit to the BBE may be used to confirm information contained in your application, and to obtain any supplemental information deemed necessary to complete the application process. Applicants are responsible for checking the status of their pending files. The BBE will notify all applicants 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.

Applicant files are confidential pursuant to [SCR 40.12](#). Therefore, the BBE and its staff will discuss the contents of an application only with the applicant.

For applicants who wish to file a paper application in lieu of using the electronic application program to file an application, please contact BBE staff at (608) 266-9760.

## CHARACTER AND FITNESS SCREENING

The BBE specifically directs applicants to review [SCR 40.06](#) and [SCR 40.07](#), a copy of which can be found online at [www.wicourts.gov](http://www.wicourts.gov).

## COPIES OF APPLICATIONS

We recommend that you print a copy of your completed application for reference purposes especially since the BBE staff may need to contact you with questions about the information you provided. You will be able to access your application and any amendments made in your electronic application file until you have been admitted to practice law in Wisconsin. After you have been admitted you will no longer have access to your electronic application file. If you need a copy of your application and amendments after your admission, copies are available upon receipt of a written request and payment of \$10 for a copy or \$12 for a certified copy. Copies of information obtained by the BBE from third parties will not be released to applicants.

## RULES & FORMS

The following rules and forms are available online at [www.wicourts.gov](http://www.wicourts.gov).

[SCR Chapter 40](#)

[SCR Chapter 40 Appendix](#)

[Online admissions site](#)

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