



Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
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INFORMATION AND FILING INSTRUCTIONS – ONLINE 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

If you experience any technical difficulties while completing the online application, please contact E-file Support at 800-462-8843 or ecourts.administration@wicourts.gov.

Filing of an application must be completed through the BBE online application system. Applications and other forms may not be submitted via facsimile or e-mail.

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

- (1) Online admission site:** By using the online application program, the Applicant Questionnaire will be generated. The Applicant Questionnaire is an affidavit signed electronically via a two-factor authentication process. The BBE will address any omissions and misrepresentations that are found under its character and fitness rule, [SCR 40.06](#). **You may wish to bookmark this site to more easily check the status of your application once it has been submitted.**
- (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 signed, dated, and notarized form into their online application. The authorization and release form may be used to confirm information contained in the application and to examine law school records.
- (3) Filing Fee:** The applicable filing fee (See the fees on Page One) may be paid using one of the following methods:

In conjunction with the submission of an application through the online portal.

- Online at <https://www.wicourts.gov/services/payment/paymentbbe.htm> if payment could not be made with the submission of an application.
- Check or money order made payable to the Board of Bar Examiners and sent to the Board of Bar Examiners, P.O. Box 2748, Madison, WI 53701. **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.

Applications will not be considered filed until payment is received by the BBE.

Veterans Fee Waiver: Eligibility for this fee waiver is determined by the Wisconsin Department of Veterans Affairs. For more information and details about how to apply for a fee waiver, go to <https://dva.wi.gov/pages/educationemployment/feewaiver.aspx>. Upon receiving written authorization of the waiver, please upload the document along with your application.

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:

- (1) 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.
- (2) Supply complete and valid email addresses, mailing addresses, including zip codes, and phone numbers where requested.
- (3) Notify references and past employers that prompt responses to inquiries are helpful. The BBE must be able to correspond with all applicants, character references, 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 wibbe.admissions@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, **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.
- (4) 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 wibbe.admissions@wicourts.gov.
- (5) **DO NOT PROVIDE DOCUMENTS NOT SPECIFICALLY REQUESTED IN THE APPLICATION FORM OR IN THIS INSTRUCTION SHEET.**
- (6) Applicants are responsible for checking the status of their applications through the online application system, or by contacting the BBE office.
- (7) The BBE will communicate its actions via email to the email address provided to the BBE within the online application file. Mailing address, email address, and telephone number changes must be completed within the online 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 online application program.

STEP THREE: REQUIRED PROOFS

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

- (1) **Undergraduate transcript:** The BBE requires an official transcript from undergraduate schools (including College Level Examination Program (CLEP) examinations) that conferred a degree.
- (2) **Law school transcripts:** The BBE requires an official transcript from all law schools attended that indicates that the J.D. degree has been conferred.
- (3) **Other transcripts:** The BBE requires a transcript from all schools you attended following high school, including, for instance, law schools, summer schools, foreign study (including foreign exchange programs), technical schools, graduate schools, medical schools, etc., regardless if a degree was conferred.

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. educational institution or from the institutions approved designee. Electronic transcripts are to be sent to BBE.WITranscripts@wicourts.gov. Educational institutions that do not currently issue electronic transcripts must instead mail them directly to the Board of Bar Examiners.

- (1) **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.
- (2) **Disciplinary history letter** from the attorney 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):

CA	GSC	California Supreme Court Certificate of Standing: https://www.calbar.ca.gov/Attorneys/For-Attorneys/About-Your-State-Bar-Profile/Certificates-of-Standing#4
	DHL	Complaint Check Certificate of Standing: https://www.calbar.ca.gov/Attorneys/For-Attorneys/About-Your-State-Bar-Profile/Certificates-of-Standing#4
IL	GSC	Certificate of Admission/Good Standing: https://www.illinoiscourts.gov/eservices/how-to-obtain-a-certificate-of-good-standing/
	DHL	Letter of Good Standing: https://registration.iardc.org/attyreg/Registration/
MI	GSC	Certificates of Good Standing: https://www.courts.michigan.gov/courts/supreme-court/clerks-office/attorney-certification/
	DHL	Certificate of Disciplinary History: https://www.adbmich.org/about-us/adb-fees-and-costs/certdischistory.aspx
MN	GSC	Certificate of Good Standing: https://www.lro.mn.gov/for-lawyers/order-certificate-of-good-standing/
	DHL	Disciplinary History: https://lprb.mncourts.gov/LawyerResources/Pages/DisciplinaryHistoryRequest.aspx
NY	GSC	Certificate of Good Standing: https://portal.nycourts.gov/CoGS/
	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:

- (1) 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.
- (2) Once the BBE staff confirms on the application that the three-year requirement has been met, the application is reviewed by the Character & Fitness Investigator who will email 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.)
- (3) 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.
- (4) The BBE staff notifies the applicant via email of any action taken.
- (5) Applicants receiving BBE certification are emailed 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 online 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. This also applies to applicants during the pendency of an appeal from an adverse determination from the Board.

Applicants wishing to augment or alter entries to their application affidavit, including name changes, are advised to file an Amendment to Application by logging into the online application system and following the steps to submit an amendment.

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.

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.

COPIES OF APPLICATIONS

We recommend that applicants print a copy of their completed application, particularly since the BBE may contact applicants about the information provided. You will be able to access your application and any amendments made in your online 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 online application file. To obtain a copy of your application and amendments, email a request to stuart.mooser@wicourts.gov and be sure to include the online payment confirmation number in the email request. Payments should be made online at <https://www.wicourts.gov/services/payment/paymentbbe.htm>. There is a \$10.00 fee for a regular copy or a \$12.00 fee for a certified copy.

RULES & FORMS

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

[SCR Chapter 40](#)

[SCR Chapter 40 Appendix](#)

[Online admissions site](#)

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