

## Frequently Asked Questions – Exam Applicants

### Basic Info

#### **Q. When is the application due?**

A. Priority deadline for the February exam is November 1 of the previous year; late applications postmarked between November 2 and December 1 must include the regular application fee plus the additional \$200 late fee. Applications postmarked after December 1 will not be accepted. We will not accept applications for the February exam before August 1 of the preceding year.

Priority deadline for the July exam is April 1; late applications postmarked between April 2 and May 1 must include the regular application fee plus the additional \$200 late fee. Applications postmarked after May 1 will not be accepted. We will not accept applications for the July exam before March 1.

#### **Q. Should I send the application and all of the supporting documents at the same time or may they arrive separately?**

A. Supporting documents, listed under SIXTH in the application instructions, may be sent to our office after receipt of your application at any time. If you are sending these documents separately, include a cover letter notifying us if your name has changed (i.e. your last name differs on your transcript or prior application to another jurisdiction from your current West Virginia application). Your original law school transcript must be received in our office before you sit for the exam. Your character interview will not be conducted until we have received all of your credentials.

#### **Q. How much is the application fee?**

A. The fee schedule is available under the Fee Schedule and Other Requests tab on the WVBLE website. Those not admitted in any jurisdiction, or admitted for less than a year at the time the application will be received in the WVBLE office must pay the Bar Exam Application Filing Fee; those admitted for one year or more in any jurisdiction must pay the Attorney Bar Exam Application Filing Fee. In addition, all applicants must pay the NCBE separately for preparation of a Character Report. This separate fee schedule is listed on the NCBE's website.

#### **Q. I will be moving after graduation ... what address/contact information should I provide?**

A. Try to provide a mailing address that will be good for the next six months; if you move within that time, you must update your application with our office (use the Application Update Form under SEVENTH in the Application Instructions) and the NCBE (follow their instructions). Do not use your college/university email, as your account may be canceled after graduation. Use an email address that will remain available to you and which you will access regularly for at least the next six months. Check your "junk" or "spam" folder as emails from our office have been known to end up here.

#### **Q. What general concerns should I be aware of?**

A. Make sure you are familiar with the Rules for Admission to the Practice of Law. You will be expected to understand and abide by these requirements throughout the application process.

**You must link your application under your NCBE account to the current *Bar Exam Date Month and Bar Exam Date Year* in West Virginia's *Testing Jurisdiction* for which you are sitting.**

## **Application Information**

### **Q. I don't know the exact dates/details ... I was employed, lived at a residence, received a traffic citation, etc.... What do I do?**

A. Fill out the application to the best of your recollection, estimating dates, place names, etc., if you are unable to track down the exact information required. Create as accurate a timeline as possible. If you cannot recall details of traffic citations, contact your insurance provider or the DMV for your driving history. If you cannot recall past residences, check your old tax returns, e-mails, and old addresses saved by online shopping sites. Failure to provide complete information about prior employment, residences, and other matters will delay processing of your application, so be as thorough as possible in answering the questions.

### **Q. I lived at my parents' home during summer break and returned to the same apartment while attending college/law school. Do I have to list these each time?**

A. Yes. List any address where you lived for more than a month; going home over the winter break generally won't have to be listed separately.

### **Q. What if the place I was employed is no longer in business or I'm unable to identify a contact at a former employer?**

A. Find someone (who is unrelated by blood or marriage) willing to accept the correspondence from the NCBE who will verify your employment. You should contact all the references you list to notify them they should expect this correspondence from the NCBE. The ideal contact is a supervisor who knew you while you worked at an organization, but if that person is not available, try the human resources or records department. Include the contact information for your reference if different from the required employer information.

### **Q. Must I list all civil actions I have been a party to, including large class actions?**

A. Yes. List everything you've been a party to, including class actions, divorces, and custody disputes, and attach a copy of the required documents as listed on the application.

### **Q. I recently passed the bar examination in another jurisdiction and am not yet admitted but will be before the exam for which I'm applying in West Virginia ... how do I respond to this application request?**

A. The information you provide in your application must be current at the time you fill it out. You must file an amendment form with the NCBE and an update form with the WVBLE noting any changes to your application.

### **Q. What documents must I include in my Character & Fitness Application copy to West Virginia?**

A. In addition to the items listed under the instructions on the West Virginia website, you must provide all required attachments as listed on the application (legal proceedings, financial responsibility, military, etc.), if applicable; if you no longer have these materials, contact the issuing agency and if they no longer have copies of these available to you provide their response in writing (these required attachments must be provided to the WVBLE and NCBE with your application submission).

### **Q. I want to transfer my MBE score from a test I took in another jurisdiction. How do I do this?**

A. Review Rule 3.2(e) to confirm that your MBE score is eligible to be transferred, then follow the steps as noted under the Bar Examination Application Instructions in the final bullet under "Fourth" by completing and submitting the MBE TRANSFER CERTIFICATION REQUEST, and answer the MBE-related question on your application with the appropriate information. As the rule indicates, you may

not transfer an MBE score that was achieved on an exam held more than 13 months before the exam for which you are applying. You may not transfer an MBE score from an exam you did not pass in its entirety, and you may only transfer an MBE score the first time you sit for the West Virginia bar examination. If you use a transferred MBE score to calculate your total bar examination score, you will not achieve a UBE score; your bar exam score will be valid only for admission in West Virginia.

## **Interview Process**

### **Q. When will I be interviewed?**

A. The interview will typically occur upon successful completion of the bar examination, completed NCBE report, and submission of all required credentials.

### **Q. Where will I be interviewed?**

A. You will be interviewed in or near the county you enter on your application. This county should be the one where you will primarily practice or where you will reside, as interviews are typically conducted during the work week. If you will be living out of state and have no immediate plans to practice here, choose the county that is most geographically convenient. If you need to update your interview county, you should notify our office immediately/prior to the release of scores as interviews will be scheduled at that time.

## **MPRE**

### **Q. How long is my MPRE score valid?**

A. You must achieve a passing score on the MPRE within 25 months of the date of your successful bar examination. The relevant date is the day on which the MPRE was administered, not the date you received your score.

## **Taking the Bar Exam**

### **Q. May I use my laptop on the exam?**

A. Yes. You must pay an additional fee to ExamSoft to utilize your laptop for the essays administered on day one of the exam. You must check this option on your application and you will receive instructions by email approximately ten weeks prior to the exam date. Laptops are prohibited during the MBE portion of the exam on day two. Applicants must pay the ExamSoft licensing fee (amount available at [examsoft.com/wvbar](http://examsoft.com/wvbar)) each time they sit for the exam, even if they have used ExamSoft previously.

### **Q. What am I allowed to bring to the exam?**

A. (This information may change and you must review the material sent to you prior to the specific exam for which you are sitting.) The only items allowed in the testing room are:

- eyeglasses (no cases), if applicable
- laptop / powercord / mouse pad / external mouse or keyboard, if applicable, Tuesday only
- government-issued photo ID
- cash/credit card, key(s) (no keychains)

Items, excluding laptop and components, must be in a clear bag (maximum size one gallon / 3.79 liters). Nothing else is allowed. The WVBLE will provide exam items as well as, ear plugs, tissues, and first aid and feminine hygiene products.

## **Admission**

### **Q. Do I have to attend the Supreme Court of Appeals Admission Ceremony?**

A. Yes. You must be physically present in the courtroom before the Supreme Court of Appeals for the entry of your license and admission order. Attorneys are sworn in only during scheduled admission ceremonies, which are typically held every couple of months from January through June and from September through November. Exceptions are allowed for military emergencies only.

### **Q. Are guests allowed to attend the admission ceremony?**

A. Yes. Seating in the Court is limited but guests are welcome. Your friends and family may view admissions proceedings remotely on the Court's website at <http://www.courtswv.gov/supreme-court/calendar-docket.html> or listen by phone at (304) 558-1313.

## **Post Exam/Admission**

### **Q. How do I transfer my UBE score from West Virginia to another jurisdiction?**

A. For questions regarding UBE score portability and score services, go to [ncbex.org](http://ncbex.org) and access UBE under NCBE Exams. NCBE performs UBE score services for all UBE jurisdictions. All requests to have UBE scores sent to another jurisdiction must be submitted to the NCBE and not to the testing jurisdiction.

### **Q. How do I obtain a copy of my application, MBE Score, MPRE Score, Certificate of Good Standing, etc., for application to another jurisdiction?**

A. Review the Fee Schedule and Other Requests page on the WVBLE website for information on these requests.