

## 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 support documents (credit report, transcripts, etc.) at the same time or may they arrive separately?

A. Supporting documents may be sent to our office at any time. If you are sending these documents separately, be sure to notify us if your name has changed (i.e. your last name differs on your school transcript from your application). Your original law school transcript must be received in our office before you sit for the exam; all other documents may arrive after the exam. Your character interview will not be conducted until we have received your credit report.

Q. How much is the application fee?

A. The fee schedule is available under Fee Schedule and Other Requests tab on the WVBLE website. The filing fee for students, graduates of law school who have never been admitted, and attorneys admitted less than one year is \$400. Attorneys admitted one year or more in another jurisdiction must pay \$600. 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 can (and must) update your application with our office [Link to Application Update Form under "Seventh" at <http://www.courtswv.gov/legal-community/Bd-of-Law/exam-instructions.html>] and the NCBE. Do not use your college/university email, as your account may be canceled after graduation. Use an e-mail address that will remain available to you and which you will access regularly for 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 (<http://www.courtswv.gov/legal-community/rules-for-admission.html>). You will be expected to understand and abide by these requirements throughout the application process.

## 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. Call and find someone (who is unrelated to you) willing to accept the correspondence from the NCBE who will verify your employment. You should contact all the organizations you list under employment 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. The address listed should be that of the contact, not the address of the location where you worked.

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 pleadings, judgments, and any substantive or dispositive court orders to the application.

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) (<http://www.courtswv.gov/legal-community/rules-foradmission.html#admission-3.2>) to confirm that your MBE score is eligible to be transferred, then follow the steps and pay the appropriate fee as noted under the Bar Examination Application Instructions (<http://www.courtswv.gov/legalcommunity/Bd-of-Law/exam-instructions.html>) in the final bullet under "Fourth" and complete question #31 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 have previously failed the WV bar exam, you must pass our exam in its entirety.

## Interview Process

Q. When will I be interviewed?

A. The interview cannot occur until we have received your background investigative report conducted by the NCBE, as well as your credit report. Most committees also prefer to wait until bar passage results are out. This will not delay your admission.

Q. Where will I be interviewed?

A. You will be interviewed in the State Bar district containing the county you entered in question #30 on your application. This county should be the one where you will primarily practice or where you will reside. 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 at a later date, you should notify our office immediately.

## 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 for which you sat was administered, not the date you received your score.

## Taking the Bar Exam

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

A. You are required to bring a valid government-issued photo ID on both exam days. Please do not bring a passport unless it is the only current ID you have. On day 1 you may bring your laptop if you are using it to take the exam. The WV Board of Law Examiners will provide pens, pencils, scratch paper, highlighters, and ear plugs, so you are not permitted to bring these items yourself. (No scratch paper, highlighters, or pens are permitted during the administration of the MBE on day 2.) You are prohibited from bringing all other items, including but not limited to the following, into the testing room(s):

- Anything with an on/off switch, including cell phones, pagers, text messaging devices, portable media players, personal digital assistants, handheld computers, wireless e-mail devices, audio or video recording devices, cameras, scanners, other picture-taking devices, language translators, radios, tape recorders.
- Backpacks, purses, briefcases, laptop cases, or carrying sleeves.
- Written materials, books, or notes. Applicants using laptops on day 1 may not access any study materials or bar review materials on their laptops in the exam room, even before testing has begun.
- Scratch paper. (**Note:** Scratch paper will be provided on Tuesday only.)
- Calculators or rulers.
- Highlighters. (**Note:** Highlighters will be provided on Tuesday only.)
- Pens, pencils, erasers, or pencil cases. Applicants will be provided pens on Tuesday and pencils with erasers on Wednesday.
- Hats or visors. Sweatshirts with hoods may be worn only with the hood down.

- Earplugs, ear buds, headphones, blue tooth devices, or sound mufflers. (**Note:** Earplugs will be provided.)
- Watches, fitness trackers, or alarms of any kind.
- Food, beverages, candy, or gum unless pre-approved for medical reasons.
- Weapons
- Eyeglass cases
- Alarms
- Fitness trackers

All prohibited items will need to be placed outside the exam room which is monitored by exam proctors; the WV Board of Law Examiners takes no responsibility for monitoring the security of these items placed outside the exam room, and applicants are strongly advised not to bring any valuable prohibited items from the list above. This list is subject to change and the WV Board of Law Examiners will contact you with any updates prior to the exam for which you have applied. The Board of Law Examiners recommends you bring only your ID, laptop/power cord (if applicable), keys and money/credit cards to the exam (the latter two items may be kept in your pockets).

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 1 of the exam. You must check this option on your application (question #32) and you will receive instructions by email approximately 10 weeks prior to the exam date. Laptops are prohibited during the MBE portion of the exam on day 2. 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.

## **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 once a month from January through June and from September through November.