

## Tips and Frequently Asked Questions – Exam Applicants Reapplying

### **Basic Info**

*You will want to begin the application process as early as possible. If you file on or immediately prior to the deadline and there is no time to correct errors or missing information you may not be eligible to sit for the exam.*

*You should review all instructions in your results letter as well as your previously submitted application and any updates.*

*If you have not already done so, add “@ncbex.org”, “@courtsv.gov”, and “@westvirginia.ilgexam360.com” extensions to your email address book and check your “junk” or “spam” folder to make sure you don’t miss any correspondence. Monitor your email address(es) to avoid delays and confirm you are responding promptly, and within deadlines, to all requests.*

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

A. Detailed information on filing can be found under the website instructions and in your results letter.

### **Q. What do I need to submit to reapply?**

A. If you are retaking an exam immediately following a West Virginia exam administration, follow the instructions to reapply as listed on your most recent results letter. Carefully review your previously submitted application, and updates if applicable, and check the applicable changes on the *Application Update Form* (found under SEVENTH in the Application Instructions at <https://www.courtsv.gov/legal-community/bar-admissions/bar-applications#wvbarexam>); if you have no changes, don’t check any boxes. Provide an attachment with the detailed change information which must be the same as requested in the original application. 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 with your *Application Update Form* by the filing deadline.

If your results letter is more than a year old, you will want to contact [melissa.menefee@courtsv.gov](mailto:melissa.menefee@courtsv.gov) regarding the required filing materials.

### **Q. Do I have to fill out a new National Conference of Bar Examiners (NCBE) Character & Fitness application?**

A. The NCBE character & fitness application you submitted for a prior exam is valid in this jurisdiction for three years from the date in the bottom right-hand corner of the application for application by bar examination. If the application is current, you need only complete the Application Update Form and provide supporting documentation for any changes.

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

A. The fee schedule can be found under the Fee Schedule and Other Requests tab on the WVBLE website.

If you are applying for a July exam administration immediately following a February West Virginia exam administration you sat for but did not pass (this does not include withdrawn/no show applications), you do not have to include the late fee for your application postmarked April 2<sup>nd</sup> through May 1<sup>st</sup> due to the timing of the February scores release.

If your previously submitted West Virginia NCBE Character Report is less than three years old you do not need to submit additional payment to the NCBE. If the report has expired, you may wait for a successful

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bar examination score to upload your application, and payment, to the NCBE for an updated character and fitness background investigation.

The laptop fee must be paid for each exam administration.

**Q. I've sat for the exam several times but have not been successful in passing and would like to sit again for the bar exam ...**

A. Applicants who have failed to pass their first, second, or third examination in this and/or another jurisdiction may apply so long as they meet all other applicable Rules requirements. An applicant who has failed a total of four or more examinations, in this or any other jurisdiction, *shall not again be admitted to an examination except upon permission of the Board of Law Examiners for good cause shown. The Board so granting the permission may, as a condition to the granting of another examination, prescribe a further course of study.* Applicants requesting permission to sit will want to provide scores (total score along with essay and MBE breakdown) from other jurisdictions, from all prior examinations as well as MPRE score(s), in support of their request. You must file a complete application according to the Rules and instructions for the Board to review your request; the application fee will not be deposited unless the Board grants your request.

Once you have received a receipt for your application, go to your NCBE account and, if it is not already there, add the current exam for which you are sitting and *West Virginia* under "Bar Exams" in the dashboard.

**Q. My MPRE score is from three years ago, can I use this again?**

A. Prior to admission on examination, an applicant, in addition to passing the bar examination, must have successfully completed (passed) the MPRE with a scaled score of at least 80 on an administration (date on which the exam was taken) of the MPRE within twenty-five (25) months of successful completion (passed) of the bar examination administration (date on which the exam was taken). Details on MPRE registration and dates are available on the National Conference of Bar Examiners' website.

**Q. Since previously sitting in West Virginia, I have transferred my UBE to another jurisdiction, do I need to report this?**

A. Any changes to your application on file with this office must be submitted using the Application Update Form. Additionally, copies of applications filed to other jurisdictions must be submitted, along with Certificates of Good Standing (according to the link in the instructions on the website) if you have been admitted.

**See the Tips and FAQs – Exam Applicants for additional information**