

FEBRUARY 2024 COLORADO ATTORNEY BAR EXAMINATION APPLICATION INSTRUCTIONS AND DOCUMENT REQUIREMENTS

Attorney Bar Examination Application Filing Deadlines:

February Exam:

November 1st

Late deadline - December 1st

In no case will the electronic application and fees be accepted if filed later than December 1st.

July Exam:

April 1st

Late deadline - May 1st (late filing fee applies)

May 31st ONLY for unsuccessful applicants from the most recent February exam.

Fees:

Bar Exam \$710

Bar Exam Late Fee +\$200

*ALL FEES ARE NONREFUNDABLE.

*Application fees are subject to change without notice.

No applications or payments will be accepted after the late filing deadline. Unsuccessful applicants will be assessed the current full fee. Reduced fees apply ONLY to applicants who properly withdrew from the previous exam (refer to [Withdrawing an Application](#)).

Bar exam application fees submitted electronically and rejected as unpaid for “insufficient funds, closed account, or stop payment” will be deemed not timely filed.

If declined or dishonored payments are resubmitted after the application filing deadline but no later than the late application filing deadline, a \$200 late fee (in addition to a service charge) will be added to the amount due. Fees that are declined or dishonored and not resubmitted by the last day of the late application filing period will not be accepted and the application will be denied as not timely filed.

All application fees must be paid online when the electronic application is submitted. All fees, including the late fee, are assessed according to the date the application is submitted.

Attorney Admission Requirements for a Bar Examination Applicant:

To be authorized to take the oath of admission by the Office of Attorney Admissions, the following must be complied with:

- Passing the Colorado Bar Examination
- Character and Fitness clearance (find additional information [here](#))
- Meet MPRE requirements - (find additional information [here](#))
- Completion of the Professionalism Course - (find additional information [here](#))

Testing Accommodation Requests:

DO NOT delay in requesting a testing accommodation; the request should be completed in tandem with your submission of your exam application.

For instructions on requesting an accommodation requiring a *non-standard testing schedule*, click [here](#).

For instructions on submitting a courtesy request that *does not require a change to a testing schedule, location, or administration* click [here](#). Courtesy requests should be submitted in tandem with your application; however, if a situation arises prior to the exam that may require a change in your testing environment, please submit a request for a courtesy request as soon as possible.

Taking the Bar Examination:

Laptops: If you are taking the exam using a laptop, registration and software download is required. Laptop registration will be open for a limited period. Applicable registration dates will be posted in the document “Laptop Use Requirements and Instructions” under the February 2024 Bar Exam Information section at: <https://www.coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>

Test Method: You must verify the accuracy of your test method (computer or handwriting). If your test method is incorrect, notify the Office of Attorney Admissions immediately. For deadlines to request a test method change, please refer to “Test Method Change Request” under the February 2024 Bar Exam Information section at: <https://www.coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>

Admission Badge: An Admission Badge will be issued to each examinee at the testing site for each day of the exam in order to enter the test room.

Identification: A valid, government-issued, unexpired photo identification (such as a driver’s license, the address does not need to match the current address in your Profile) is required to gain entry into the exam.

General Information about the Bar Exam: Click [here](#).

Grading of the Bar Exam: Click [here](#).

Frequently Asked Questions: Click [here](#).

Exam Day Procedures: Prior to the bar exam, OAA holds a virtual webinar to discuss exam procedures. Additionally, applicant should review and keep a copy of the Applicant Agreement which includes very specific information about personal items, conduct, and computer requirements. Please consider reviewing the Applicant Agreement prior to the webinar. OAA staff will answer questions during the webinar about exam day procedures. Any questions about character and fitness should be directed to your assigned Licensure Analyst.

Submission of Application Process:

Once your application fee paid has been paid and your application submitted, your application is assigned through the application database known as CiviCore to a Licensure Analyst. Any questions you have about the exam or your documentation should be directed to your Licensure Analyst through the online application Messaging Center. Questions prior to submission of your application may also be submitted via the online

application Messaging Center and will be answered by staff members. We cannot discuss specific applicant-related issues over the phone due to confidentiality and security requirements.

Submitting Required Documentation: Note that in Step 4 below, those are the minimum documents required in order for the “submit” button to appear in your CiviCore application so that you may submit your application and pay the fee. Third-party documentation is not required in order to *submit* your application; do not delay the submission of your application waiting on all the documentation that may be needed for your character and fitness review. Most third-party documentation such as a driving record can be submitted later, as the initial focus of your Licensure Analyst is reviewing applications to ensure that an applicant can be cleared to take the bar exam. Your Licensure Analyst will let you know if there are outstanding documents either for clearance to sit for the exam or for the character and fitness review. **Please approve @csc.state.co.us** as an approved sender for your email; calendar to check your application in CiviCore a few times a month to ensure you are not missing important communications about your application or the exam.

Applicant Agreement: Once you have followed the directions below and timely submitted your application to sit for the bar exam, you must READ and SIGN the Exam Applicant Agreement. This is an online agreement, although a PDF of the Agreement is available on the website. You NEED to read and review this Agreement as it contains information about items allowed into the testing area as well as important testing protocols. Please refer to “**MANDATORY Applicant Agreement**” under the February 2024 Bar Exam Information section at: <https://www.coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>

APPLICATION INSTRUCTIONS

Step 1 – Determine Your Eligibility:

Applicants who are ineligible to apply as an On-Motion or UBE Score Transfer Applicant are required to pass the Colorado Bar Examination. To be eligible to submit an application for admission to practice law in Colorado as an exam applicant, you must meet the following criteria outline in C.R.C.P 203.4 ([Colorado Legal Resources \(lexis.com\)](#)).

Foreign Law School Graduates: Eligibility guidance can be found on our website [here](#). Please contact our office for guidance on application submission by emailing bleinfo@csc.state.co.us if you have any questions. You will be assigned to an Analyst during your eligibility determination time period, which must be done *prior* to you submitting an application through the CiviCore system.

Step 2 - File a Bar Examination Application:

The online application requires that you obtain a unique NCBE number. This number may be obtained by going to: <https://www.ncbex.org/exams/ube>. The following must match exactly what you enter in the Profile of your online application for admission:

- Name
- Date of Birth
- Social Security Number
- NCBE Number

It is not necessary to complete your entire application in one sitting. You can save your progress. Before electronically submitting your completed application, print and save a copy of the completed application and retain for future reference. Save a copy of all forms and documents you file in connection with your application.

Completed applications and forms become the property of the Colorado Supreme Court Office of Attorney Admissions once filed. Similarly, any application prepared and/or submitted using the CiviCore Application Management System (AMS) is the property of the Colorado Supreme Court Office of Attorney Admissions.

Applications must be submitted within two years. After two years, all entered data will be deleted and you will have to start the process again from the beginning.

Step 3 - Documents and Information Required to *Submit* your Application:

All applications must be completed and submitted through the **CiviCore™ Application Management System (AMS)**.

For general instructions and instructions for Reapplications to take the bar exam in Colorado, click [here](#).

Your online bar exam application will be deemed timely filed only if you electronically submit your application by the applicable application filing deadlines. In order to submit your application, you must upload the completed:

- Signed Fingerprint Requirement Information Form;
- Photograph;
- Signed and Notarized Statement of Verification (SOV);
- Signed and Notarized Authorization and Release (A&R); and
- All Question Forms associated with affirmative answers to the following questions are required:
 - 18;
 - 22 - 35; and
 - 38 - 41.

These question forms are your PERSONAL narrative in response to your “Yes” answer to the corresponding question. Applicants are still required to upload supporting or substantiating/supplemental documentation in a timely manner *after* they have submitted their application. This includes documentation in your possession or that must be obtained from third-parties.

You only need your PERSONAL question form filled-out and uploaded to your application so that you may timely *submit* your application. Please DO NOT submit blank question forms; this may be considered a character & fitness issue if you do not properly fill-out the question forms.

Fingerprint Processing and Fingerprint Requirement Form: All applicants must sign and upload the Fingerprint Requirement Form to your application and it is required for each new application submission. This form is required for submission of your application, and is required by the CBI and FBI. It is a notice of your rights in regards to criminal history reports OAA receives from the FBI and CBI.

Having your fingerprints processed in order for OAA to receive a copy of your criminal history from the CBA and FBI is not required to be done prior to submitting your application. Only the Fingerprint Requirement Form is required in order to submit. OAA does not have access to former criminal history reports or the FBI database to review background checks formally completed on applicants for admission in another jurisdiction or former employment. You must have your fingerprints process electronically by one of the State of Colorado’s approved vendors. Instructions are posted on our website under “Fingerprint Submission Requirement” at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>. You must have your fingerprints processed at one of the State’s approved vendors each time you apply to take the exam.

Photograph:

A photograph, in compliance as outlined by the US Department of State Passport Photo web page, is required. Review the <https://travel.state.gov/content/travel/en/passports/requirements/photos.html> to see examples of acceptable and unacceptable photos.

A current photograph of yourself is required for submission of your application – it will be used for identification purposes during the bar examination. Your photo must be recent; taken in the last three (3) months to reflect your current appearance. If you previously sat for the bar exam and your photo is deemed to be too old, you will be notified by your licensure analyst to upload a new photo. This will delay clearance for you to sit for the exam if you do not upload a current photo.

Format: MUST be in jpeg, jpg or png format ONLY! (Photos in PDF format will NOT be accepted.)

🕒 Size of Photo

✓ 600 x 600 PIXELS (not dpi). Please refer to Google or another search engine for instructions on how to save, crop and resize an image file. You can also open and resize a photo in Microsoft Paint.

Statement of Verification: A completed Statement of Verification is required to submit your application.

By completing the Statement of Verification you affirm:

- All statements and representations in your application are true and correct, and
- You understand and will comply with your obligation to report any changes to your application within ten (10) days of occurrence, and
- You understand and will comply with the confidentiality requirements of taking the Multistate Bar Exam (MBE).

Notary execution must be no more than 30 days prior to the date the application is electronically submitted and must appear on the same page as the form itself. Remote notarization is acceptable. Please keep the original document in your file; you do not need to mail in the hardcopy to OAA, but if the original is required your Licensure Analyst will reach out to you.

Authorization and Release: A completed Authorization and Release is required to submit your application.

By completing the Authorization and Release you allow the Office of Attorney Admissions to conduct a background investigation relative to your character and fitness for admission to practice law.

Notary execution must be no more than 30 days prior to the date the application is electronically submitted and must appear on the same page as the form itself. Remote notarization is acceptable. Please keep the original document in your file; you do not need to mail in the hardcopy to OAA, but if the original is required your Licensure Analyst will reach out to you.

Employment History and Reference Requirements:

Employment History: Beginning with your current or most recent, you are required to list in chronological order, all periods of employment or self-employment, within the last ten (10) years or since you were first admitted to practice law in any jurisdiction (whichever is longer but in no case prior to your 18th birthday). Employment encompasses all part-time and full-time employment, including self-employment, externships, internships (paid and unpaid), clerkships, military service, volunteer work and temporary employment. Account for any unemployment period of more than three months (i.e., attending law school, studying for the bar examination,

seeking employment, etc.) ALL EMPLOYERS WILL BE CONTACTED. DO NOT include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application (Questions 9 or 10).

Termination: If your reason for leaving employment was the result of being terminated, disciplined or resignation in lieu of termination, include this period of employment in this section for ANY position **even if the time period for the position was shorter than 60 days**. Complete a separate **FORM 26** as part of your response to Question 26 for EACH incident.

Unemployment: Account for any unemployment period of *more than 90 days* (i.e., attending law school, studying for the bar examination, seeking employment, etc.) DO NOT include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application (Questions 9 or 10).

Solo-Practitioner: For persons admitted in another jurisdiction(s) and who have engaged in private or solo law practice during which there was no supervisor or partner, provide the contact information of a judge or other professional colleague who is able to verify your legal activities.

In addition, once you have submitted your application, provide an Application Amendment Form for Question 8. List the state or jurisdiction of law practice, the exact dates that you were engaged in private or solo law practice, and description of your law practice activities. You can find the Application Amendment Form on your Candidate Home Page where it says, "Click here to AMEND your application." You will then need to go to the Documents Required section of your application, click on the Doc Info button, and download the form for completion.

Self-Employment: DO NOT list yourself as a supervisor or reference for any period of self-employment. For periods of self-employment provide a detailed narrative of the exact nature of the business in which you were engaged. Provide a reference that can attest to your status of being self-employed (e.g. a client, cohort, vendor).

Military: If your employment includes periods of military active duty, provide copies of your evaluation reports for each period listed. These may be submitted as supplementary documents.

Attorney References:

Provide the names and addresses of three attorneys who know you. If you are not admitted to practice law and you do not know three attorneys, substitute law school professors or other legal professionals.

Exclusions: DO NOT include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application (Questions 8 or 10).

Personal References:

Provide the names and complete addresses for at least six people with whom you are personally acquainted.

Exclusions: DO NOT include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application (Questions 8 or 9).

Step 4 - Substantiating/Supplemental Documentation:

Substantiating and Supplemental documentation is NOT required at time of application submission. In order to complete the review of your file, however, they are required. Because most Substantiating and Supplemental documentation relies on a third-party to provide, you are encouraged to begin requesting and collecting these documents as soon as possible. Please do NOT wait to submit your admission application until you have these documents. Again, please proceed with submitting your application with the required documents as listed above.

A Document Status will be set by a Licensure Analyst after the submission of your application. You will NOT incur late application filing fees if a document is marked "Insufficient."

Law School Graduation Certificate: Domestic Law School Graduates: Send the Law School Graduation Certification Form to the Registrar or Dean of the law school from which you received, or will receive, your J.D. Also arrange for the law school to provide a copy of your complete law school application, including any amendments and/or addendums, directly to the Office of Attorney Admissions. A law school representative may send the Law School Graduation Certificate directly to the Office of Attorney Admission by mail or using the online law school portal at: [here](#). Please note that individuals attending CU and DU should submit the required school document to their registrar's office to ensure the required documents is submitted to our office by the school.

OAA DOES NOT accept certificates from the National Student Clearinghouse.

If you will complete all law school academic requirements prior to the bar examination, but your law degree (J. D.) will not be conferred until after the application filing deadline, your completed Law School Certificate should be submitted to the Office of Attorney Admissions by the following deadlines:

- February Examination - February 1st
- July Examination - July 1st

If you will complete all law school academic requirements prior to the bar exam; but, your law degree (J. D.) will not be conferred until after the bar examination as a result of law school policies relative to timing of graduation ceremonies, you must obtain authorization to sit for the exam prior to graduation from the Office of Attorney Admissions. Follow the procedures outlined below:

1. Submit a formal written request seeking relief via the online application Messaging Center from the educational requirements of C.R.C.P. 203.4(3)(a). Requests must be accompanied by written verification from the law school dean or registrar that all academic requirements will be completed prior to the date the bar examination is to be administered, and stating the specific date upon which your degree will be conferred.
2. After your degree has been formally conferred, arrange for the registrar or dean to complete the Certificate of Law School Graduation and submit it to the Office of Attorney Admissions. Failure to submit the final Certification of Graduation will result in nullification of your bar examination scores.

Foreign Law School Graduate: Please contact our office for guidance on application submission by emailing bleinfo@csc.state.co.us if you have any questions. You will be assigned to an Analyst during your eligibility determination time period, which must be done prior to you submitting an application through the CiviCore system.

Licensed Attorneys:

If you are or previously have been admitted to practice law in another jurisdiction as a licensed attorney – this does not include student practice – you must provide the following:

Certificate(s) of Standing:

A Certificate of Standing must reflect:

- Your full name
- Date of admission to practice law
- Current status and standing
- Dates for any periods you may have been registered as “inactive” or the equivalent thereof.

A Certificate of Standing CANNOT be dated MORE THAN 30 days prior to the date your application is submitted. Upload the completed document into the designated placeholder. Electronically-issued letters and certificates are acceptable.

Letter(s) of Disciplinary History:

If there is no disciplinary history, the certificate or letter must so indicate. A Letter of Disciplinary History CANNOT be dated MORE THAN 30 days prior to the date your application is submitted. Upload the completed document into the designated placeholder. Electronically-issued letters and certificates are acceptable.

Step 5 - Amending Your Application:

This is a **continuing obligation** application. Changes must be reported to OAA within ten days of occurrence. You must continue to update your application until you are admitted to practice law in Colorado.

Application Amendment Form - Use this form to report changes to information in your application.

Please follow these steps to complete and upload an Application Amendment form:

1. Log into CiviCore’s online application portal.
2. Navigate to the Candidate Homepage.
3. At the bottom of the Application Status, locate the icon “Click Here” to amend your application.
4. An instructional pop-up window will appear. Read and click “Okay.”
5. Go to Documents Required page if not automatically routed there.
6. Look under the Character and Fitness section for the Application Amendment placeholder.
7. Click “Doc Info” icon on the Applicant Amendment placeholder that was created.
8. Upload your Application Amendment Form.

Residence Update - Changes to your address, telephone number and email must be recorded directly in your application account.

1. Login and go to your Profile.
2. Click Edit and add your current contact information.
3. Click Submit to save your changes.
4. Submit an Application Amendment Form.

Employment Update – Changes to your employment need to be reported to OAA by completing and uploading an Application Amendment Form. Please reference Question 8, Employment History, for the required information. A sample of our application is located [here](#).

Step 6 – Application Processing:

Your application will be reviewed to determine whether you qualify to sit for the Colorado Bar Examination by your Licensure Analyst. You will receive an exam status notice indicating that your application is complete and you have been cleared to sit for the exam, OR incomplete and you have not been cleared to sit for the exam. This status can be set up to the day before the bar exam. Please do not delay in responding to notices from your Licensure Analyst regarding document deficiencies that may impact your ability to sit for the exam. Please note that other than the Law School Graduation Certificate, all other documents required for applicants to be “Cleared to Sit” for the exam need to be newly executed for each exam application submitted.

The documents required to be “Cleared to Sit” are:

- Fingerprint Requirement Form;
- Photo;
- Authorization and Release;
- Statement of Verification;
- Law School Graduation Certificate; and
- Applicant Agreement (located online under the February 2024 Bar Exam Information section [here](#))

Applicants will receive a second notice when the character and fitness review of their application has been completed. Please be advised that the character and fitness status can change up to, and including, the day you take the Oath of Admission.

Applicants completing the essay portion of the exam on a computer will need to follow directions for registering their laptop and downloading the testing software. Please do not ignore these notices and deadlines. Applicants who indicated in their application that they want to complete the essay portion of the exam on a computer but do not timely meet the deadlines for registering a laptop, will have their test method changed to handwriting.

Review your online application account frequently for notices, requests for additional documentation, upcoming deadlines, etc.

Withdrawing an Application: Applicants may request to withdraw an admissions application prior to the administration of the bar exam. For information on how to withdraw your application please click [HERE](#). Notice to withdraw from an exam must be in writing.

Discontinuing an Application: Applicants who do not wish to continue with the Admissions process after taking the exam should notify their Licensure Analyst via the CiviCore portal that they wish to have their application closed. Notification to discontinue the admission process must be received in writing.