

COLORADO SUPREME COURT BOARD OF LAW EXAMINERS
1560 Broadway Street, Suite 1820
Denver, Colorado 80202
(303) 866-6626
www.coloradosupremecourt.us

**INSTRUCTIONS FOR FILING AN APPLICATION TO THE STATE BAR OF
COLORADO FOR ADMISSION ON MOTION (WEB VERSION)**

These instructions apply to persons who wish to file an application for admission **ON MOTION** under Rule 201.3, C.R.C.P. using application forms obtained from the Board's web site. **In accordance with Rule 201.3(1), C.R.C.P., eligibility for on motion admission in Colorado is restricted to those who have been admitted and who have "actively and substantially" practiced law in a jurisdiction(s) that accept(s) Colorado attorneys for admission without examination. It is the applicant's responsibility to check with the jurisdiction(s) in which you are admitted to ensure reciprocity exists with Colorado.**

Persons who file an on motion application, but who are not eligible to do so, may (1) transfer the application to the next scheduled bar exam and receive a refund of the difference between on motion and exam fees, or (2) withdraw the application and receive a 50% refund. No full refunds will be given.

These instructions and forms are designed for individuals who are computer proficient. The Colorado Board of Law Examiners is unable to provide technical support.

- A. **READ** these instructions, the entire questionnaire and all supplementary forms thoroughly before proceeding.
- B. Your completed application must be typewritten and submitted in printed (hard copy) form. Applications completed in pen or pencil or which are submitted on diskette in lieu of a hard copy will not be accepted for processing and will not be deemed timely filed for purposes of meeting MPRE score deadlines.
- C. **After printing these instructions and all supplementary forms, review the documents to ensure you have obtained the following:**
 1. **Application Questionnaire including:**
 - a. **Statement of Verification.** This document must be signed, dated and notarized, no more than 30 days prior to the date your application is filed. *It must be filed with your completed application and fees.*
 - b. **Authorization and Release.** This document must be signed, dated, and notarized no more than 30 days prior to the date of application filing. *It must be filed with your completed application and fees.*
 2. **Cover Page.** Attach this document to the front of your completed application. *It must be filed with your application and fees.*
 3. **Affidavit of Law Practice Activity.** *This affidavit must be completed for ALL periods of law practice activity.*
 4. **Amendment to Application.** *Retain this document to report changes to your pending application.*

D. Absolute and complete candor is required. FAILURE TO BE COMPLETELY CANDID MAY RESULT IN DENIAL OF ADMISSION. If you are uncertain whether your situation falls within the scope of a particular question, assume that it does.

E. APPLICATION AMENDMENTS.

1. This is a continuing application. If the information provided in your application changes, (such as your address, employment or any other change relating to application information) you must report these changes, **IN WRITING, WITHIN THIRTY DAYS** of occurrence using the amendment form included with this packet. You must continue to update your application until you are admitted to practice law in Colorado.
2. To report changes to your application make photocopies of the Amendment Form. **Retain the original** to report future changes as they occur. **BE CERTAIN TO INCLUDE YOUR APPLICATION NUMBER, DATE, SIGNATURE AND NOTARY EXECUTION** on all amendments.
3. Address changes must be promptly reported in writing and will not be taken over the telephone.
4. Your application is confidential. Therefore, if you wish the Board to communicate with someone other than yourself concerning questions which might arise during the course of the background investigation or concerning the current status of your application, you must submit a letter naming the individual with whom we may communicate.

F. MORAL CHARACTER. A background investigation will be conducted on every person who applies for Colorado admission to practice law. Under Rule 201.6, C.R.C.P. all applicants must be certified to the Supreme Court as morally and ethically fit for admission to practice law in Colorado.

1. As part of the background investigation a credit history will be obtained from a local credit bureau on every applicant. An additional fee has been added to the amount due when the application is filed to cover the Board's cost for this report. See Section S. for more information.
 - a. If your residence is currently, or has been in the past 5 years, in a country other than the United States, you must also submit a credit history from your country of residence.
2. To avoid delay in the completion of the investigation be certain to provide all information requested on the application, including:
 - a. Complete and accurate mailing addresses for employers and references.
 - b. Complete and detailed accounts of all circumstances where explanations are required, including dates, location and final outcome. All explanations must be substantiated by appropriate documentation.

G. COVER PAGE.

1. The Cover Page may be completed in pen. It must be submitted with your completed application questionnaire and fees.
2. The Cover Page identifies the appropriate routing of your application, thus ensuring

fewer delays in processing. Should you fail to submit this document with your application, it will not be deemed timely filed to meet MPRE deadlines.

3. Print your name legibly in the space provided.
4. Indicate whether you have ever filed an application for admission in Colorado previous to this application.
5. Indicate whether you have taken the Multistate Professional Responsibility Examination (MPRE), the date of the exam, and your scaled score. You must arrange to have an official notice of your MPRE scores sent directly to this Board from ACT in order to meet the MPRE requirement. See V. MPRE for more information.
6. If you have not yet taken the MPRE you should do so at the next scheduled administration. Indicate the date on which you anticipate taking this exam.
7. Indicate whether the law school from which you received your first professional law degree (JD or LLB) was accredited by the American Bar Association. If your school was not ABA accredited at the time of your graduation, **YOU ARE NOT** eligible for Class A application. Contact the Board for further instructions.

H. STATEMENT OF VERIFICATION. This document is your sworn verification that all statements and representations made to the Board in your application are true and correct. It is also your sworn statement that no alterations have been made to the wording or text of the application questions. See J.1. below for penalties related to the submission of altered questionnaires. This document must be signed and notarized no more than 30 days prior to the date your application is filed.

I. AUTHORIZATION AND RELEASE. This document authorizes the Board to conduct a background investigation relative to your character and fitness for admission to practice law. Sign and have notarized no more than 30 days prior to the date your application is filed.

J. FORMATTING AND COMPLETING THE APPLICATION.

1. Absolutely no modifications may be made to the wording of the questions in the application. Should such alterations be noted in your submissions, your application will be denied and your fees forfeited. Should you then still wish to pursue admission in Colorado, you will be required to complete the board's standard forms and pay the full fees in force at that time. If questions arise concerning the specific language of a question, deference will be given to the Board's official printed application forms, rather than language appearing in Board's web site forms.
2. Enter the data relative to each question immediately following the item to which your response pertains.
3. Please note that the questionnaire is divided into SECTIONS I through V. Each section is delineated with a HARD PAGE-BREAK. Do not delete these page-breaks, as they are intended to ensure that each of the five sections begins at the top of a new page. When printing the hard copy of your completed questionnaire, you may use as many pages as necessary to print your responses, but be certain that each of the five sections

begins on a new page, regardless of where on the previous page your last response ended.

4. Once your application is complete, number your pages, print a **HARD COPY** and thoroughly **PROOFREAD** your responses. Retain a copy of your completed application and all supplementary documents for future reference. **Photocopies of completed applications are not available at any time following submission.**
5. Printed applications will not be accepted in script or italics. A font of 12 is preferable but should be no smaller than 10. Applications that do not conform to these standards will not be accepted and will not be deemed timely filed for purposes of meeting filing deadlines.
6. Assemble the documents as follows:
 - a. **Application Fee** (*Attach to the front of your application, followed by*)
 - b. Cover Page;
 - c. Application Questionnaire;
 - d. Affidavit of Law Practice Activity;
 - e. Oath (*signed and notarized*);
 - f. Authorization and Release (*signed and notarized*);
 - g. Applicable supplementary documentation

Under no circumstances will your application be accepted for processing or deemed timely filed if submitted in hand written form or if a diskette is submitted in lieu of the hard copy.

7. ALL questions must be fully answered. Provide specific answers to each part of all questions. **LEAVE NO QUESTIONS BLANK.** (If the application is not substantially completed, it will not be accepted.) If a particular question does not apply or the answer is "none," so state.
8. **DETAILED EXPLANATIONS.** If the question calls for an explanation, provide a detailed narrative of all circumstances and events leading up to and surrounding the incident(s) described in your response.
9. **DATES.** Unless otherwise noted in the application, all dates must include both month and year.
10. **ADDRESSES.** All addresses must be complete. All reference and employer addresses must be current and include zip codes.

****** SECTION I ******

K. IDENTIFYING DATA.

1. Provide your **full name, including middle name** (no abbreviations). Your full name will be used for application processing only. You may register any variation of your full name with the Office of Attorney Registration at the time you are admitted to practice

law in this state.

2. Complete all personal data in Section I.

****** SECTION II ******

L. ADMISSION TO PRACTICE LAW

1. Include all information called for in each part of each question, including your attorney registration number for each jurisdiction in which you are admitted to practice law.
2. Obtain an original Certificate of Good Standing, issued by the appropriate court agency(ies), reflecting your date of admission, current status and standing. Certificates may be dated and submitted after the date your application is filed, but may not be dated more than 30 days prior to the date of filing.
3. Obtain a letter from the appropriate disciplinary agency stating that there are no pending complaints against you, and that in the past you have not been the subject of any disciplinary actions or sanctions. If there have been actions for which discipline has been imposed, the letter must set forth the date, complainant, nature and final disposition of each.
4. If you answered "YES" to Questions 2, 3, or 5, provide a detailed narrative of all circumstances surrounding your response. Also include applicable documentation substantiating your explanations.
5. If you answered "Yes" to Question 5, you must provide the beginning and ending dates during which your license to practice law was "inactive," "non-resident," or "limited," in addition to the information referenced in the paragraph above.

M. EMPLOYMENT. (See M.11. titled, Addendum to Question 8, for information regarding eligibility for Class A admission based upon 5 of 7 years legal employment.)

1. All employment information must reflect both the complete mailing address of the business and the full name and complete mailing address of your supervisor or employer. All employers will be contacted in writing by this office. To avoid delays in the application process make certain that all addresses are current and include zip codes.
2. Account for each time period. If you were unemployed during a particular time frame, so state.
3. Periods of private or solo practice during which you may not have had a supervisor or associate must be verified by a third party, such as a judge or other professional colleague who is familiar with and able to verify your legal activities during the time in question.
4. Periods of non-legal self-employment that are not private or solo law practice may be verified by someone (other than your relative, employee, or former employee) who is familiar with and will verify your self-employment activities.
5. For periods of self-employment (which are not specifically private or solo law practice) include a brief description of the general nature of the employment.

6. **DO NOT** include, as individuals who will verify your employment, the names of persons related to you by blood or marriage, or persons whom you have employed.
7. For employment terminated under adverse circumstances, provide a detailed narrative of the circumstances under which you left.
8. If you were employed under a name other than that provided in Section I of the application, include that name in () parentheses for each listing to which it applies.
9. **LAW CLERKS.**
 - a. Eligibility under Rule 201.3(2)(d) is subject to verification of employment requirements.
 - b. If such employment is to be considered for Class A eligibility, include a current letter (no photocopies) from the judge for whom you clerked, stating:
 - (1) the beginning and ending dates of the clerkship,
 - (2) whether a first professional law degree or admission to the bar was required for the position, and
 - (3) whether this specific position was/is ever available to those still attending law school.
10. **CONCURRENT LEGAL/NON-LEGAL EMPLOYMENT.**
 - a. For temporary, part-time or self-employment of a non-legal nature performed concurrently with periods of law practice; provide an explanation detailing:
 - (1) the average number of hours per week devoted to each endeavor,
 - (2) specifically for each endeavor, whether duties and responsibilities are carried out during regular weekdays, evenings, or weekends, and
 - (3) how your law practice activities are carried out in relation to your non-legal employment.
11. **ADDENDUM TO QUESTION 8.**
 - a. You **MUST COMPLETE SECTION V.** of this application, if any portion of your 5 out of 7 years law practice is:
 - (1) not the solo or private (law firm) practice of law. This includes, but is not limited to, employment for corporations, banks, state, federal and local government agencies, etc.
 - (2) a **dual position** wherein your responsibilities include(d) both activities requiring a law license and responsibilities not requiring such licensure.

Detail both your legal and non-legal functions indicating the approximate percentage of time devoted to each.

(3) less than full time. Indicate the number of hours and days per week these activities were performed.

b. Provide a detailed description of your exact duties and responsibilities for each period of employment, meeting the above criteria. Eligibility for Class A application cannot be determined without this information.

12. **AFFIDAVIT OF LAW PRACTICE ACTIVITY.**

a. **YOU MUST COMPLETE THIS AFFIDAVIT** for ALL periods of law practice activity, listed in Question 8, which will be considered in calculating your eligibility under Rule 201.3(1) C.R.C.P.

N. REFERENCES. All references listed in questions 10 and 11 WILL BE CONTACTED, in writing, directly by this office.

1. **DO NOT** solicit letters of reference from individuals listed in this section for submission with your application.
2. **DO NOT** include persons whom you have employed, who are related by blood or marriage, or who have been listed in the employment section, questions 8 or 9.
3. **DO** include current and complete mailing addresses for these individuals.
4. Locality in question 11, refers to general geographic region. Clusters of cities and/or suburbs within an approximate radius of 300 miles constitute one locality. However, the Board may request additional references from various localities if deemed appropriate.

O. CITIZENSHIP. If you are not a U.S. Citizen include your Alien Registration or Visa number in response to Question 21 and include a photocopy of both sides of your Alien Registration Receipt Card (green card) or Visa.

**** SECTION III ****

P. QUESTIONS 23-43. If you answer "YES" to any of questions 23 through 43, provide a detailed narrative immediately following your response of all events and circumstances leading up to and surrounding the incident(s) described and obtain any supplementary documents relative to each question.

**** SECTION IV ****

Q. LITIGATION. If you answer "YES" to question 41 (have been named as either a plaintiff or defendant in a civil lawsuit) complete SECTION IV, Record of Civil Actions, providing all information requested.

1. Duplicate Section IV as necessary and provide details for each lawsuit in which you have been named.

2. Include a copy of the original complaint and final executed order of disposition filed in connection with each proceeding.

R. SUPPLEMENTARY DOCUMENTATION.

1. **DRIVING RECORD.** Obtain an **OFFICIAL** copy of your driving record from the Department of Motor Vehicles or Public Safety in each jurisdiction where you have been licensed to drive in the last three years. Driving records must be dated no more than 30 days prior to the date submitted to this Board.

If you are submitting a driving record from the **State of Texas** you must request a driver abstract reflecting your driver's history over the past five years. (*Texas Abstracts reflecting only a three year period will not be accepted.*)

2. **MILITARY SERVICE:** If you have ever been an active duty member of the armed services and are now separated from such service, provide a copy of Separation from Active Duty (DD214). You may obtain this form by contacting: Military Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132.
 - a. The DD214 must reflect both the “**character of service**” and “**reason for discharge.**” If your copy of this document does not reflect this information, you must obtain a copy of your DD214 that does reflect this information from the above referenced address. If you are advised by the records center that no such document exists, furnish a copy of the letter so stating. If you are currently an active duty member of the armed forces, provide your most recent Evaluation Report.
 - b. Persons who served in the National Guard must provide a copy of Separation and Record of Service, NGB Form 22.
3. **DIVORCE DECREE.** If you have been separated or divorced obtain a photocopy of the separation agreement and final decree of divorce for each instance. If you are obligated to pay support or alimony pursuant to Court order provide a notarized statement of compliance from the individual to whom payments are made or a record of payment from the Court Registry through which payments are made.
4. **NAME CHANGE.** If you have had your name changed, provide a copy of the petition for name change and the final executed court order for such change.

S. APPLICATION FEES.

1. Applications submitted without applicable fees will not be processed and qualifying law practice activity will be calculated from the date fees are subsequently received.

Application fees are as follows:

Class A application fee	\$800.00
Add Credit Report fee	<u>+7.25</u>
Amount due upon filing	\$807.25

Processing fees are assessed to recover the cost charged to this Board for a credit report.

2. Make checks payable to Colorado Board of Law Examiners (*cash will not be accepted*).

3. Personal checks returned for "non-sufficient funds" will not be reprocessed. Fees must be resubmitted in guaranteed funds (Money Order, Cashier's Check or Certified Check) and will be assessed a \$25.00 service charge. Applications submitted with non-sufficient funds ***will not be accepted*** or ***deemed timely filed*** for purposes of meeting any applicable deadlines.

T. REFUNDS.

1. Partial refunds will be granted ***ONLY*** to those applicants who are determined ***not eligible*** for Class A application (see refund schedule below).
2. Refunds will be issued only upon written request. Indicate in your request whether you wish to withdraw your application and receive a refund of ***one-half*** of the application fee; or whether you wish to transfer your application to the next scheduled exam, in which case, the difference between the Exam and On Motion fees will be refunded.
3. Applications denied on the basis of character and fitness are not subject to refund policies.
4. Applications withdrawn for reasons other than Class A ineligibility are not subject to refund.
5. Credit report processing fees are non-refundable.
6. Refunds and credits will apply for a period of two years from the date the application was filed.

U. APPLICATION FILING.

1. **Make a photocopy of the hard copy of your questionnaire and each completed form and document before filing your application with this office. Retain these copies for your files.**

If questions arise about your application you will then have a complete record to which you can refer. **Neither the application, nor a photocopy of the application, is available at any time after it is filed with the Board.**

2. Mail the completed application certified mail (return receipt) including appropriate fees to:

**Colorado Supreme Court Board of Law Examiners
1560 Broadway Street, Suite 1820
Denver, Colorado 80202**

3. **FACSIMILES.** Applications and supporting documentation will not be accepted by facsimile (FAX machine).
4. Shortly after your application has been received by the Board, an application number will be assigned to your file and a letter of confirmation will be mailed to you reflecting preliminary application information, as well as, the name and telephone extension of the

staff person assigned to your file. This confirmation *is not* an advisement of your eligibility under Rule 201.3, C.R.C.P.

Included with your confirmation letter will be:

- a. Fingerprint Card and Declaration Verifying Your Identity. These documents must be completed by a local law enforcement agency and returned immediately. Failure to comply with this requirement will suspend the processing of your application.
5. After your application has been preliminarily reviewed to determine your eligibility for admission on motion, you will be sent a letter advising you that you do or do not qualify for Class A application. Provided that your application is accepted for processing, you may receive additional inquiries from this office relative to the completion of specific application documentation and/or the background investigation.

**V. MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE).
Rule 201.5(3), C.R.C.P.**

1. All applicants are required to successfully complete the MPRE with a passing score of 85 scaled. An information booklet describing the MPRE is available by contacting National Conference of Bar Examiners, MPRE Application Department, 2255 N. Dubuque Road, P. O. Box 4001, Iowa City, IA 52243-0451, telephone (319) 341-2500.
2. A passing MPRE score will only be recognized as valid if achieved on an exam taken no more than two years prior to the date of acceptance of an application for admission in Colorado.
3. Individuals need not have taken the MPRE prior to filing an application; however, the MPRE must be successfully completed before an applicant may be admitted to the bar. *(See Rule 201.14, C.R.C.P. regarding time constraints for taking the oath of admission.)*
4. Persons who have not submitted valid MPRE scores at the time the character and fitness investigation is completed will have six months to submit valid scores. Persons who fail to do so within six months will be required to submit an update application and additional fees of \$100 to cover the cost of an update investigation. If more than two years pass from the date of original filing, a new application and the full fee in force at that time will be required.
5. MPRE scores must be received directly from ACT to be considered valid. You will be asked to designate on your answer sheet the state to which you wish your scores certified at the time the MPRE is administered.

Additional score certifications may be requested by contacting:

**ACT, MPRE Records
P. O. Box 451
Iowa City, IA 52243
(319) 337-1287**

W. MANDATORY CONTINUING LEGAL EDUCATION REQUIREMENTS (CLE).

1. Colorado is a mandatory CLE state. In accordance with Rule 260 C.R.C.P. All actively registered Colorado attorneys must complete 45 general and 7 ethics CLE credits every

three years.

2. In accordance with Rule 201.14(3) C.R.C.P., prior to taking the oath of admission all Class B (examination) applicants must attend a six-hour course on professionalism jointly sponsored by the Colorado Bar Association and the Office of Attorney Regulation Counsel. Upon successful completion of the Colorado Bar Exam, six units of general CLE credit will apply toward the first three-year compliance period. (*See Rule 201.14 C.R.C.P. for details regarding time constraints for taking the oath of admission.*)
3. In accordance with Rule 201.14(4) C.R.C.P. Class A applicants who are admitted on motion pursuant to Rule 201.3 and single-client applicants who are admitted pursuant to Rule 222 shall have six months following admission to take the required course on professionalism required by Rule 201.14(3).