

Application Types and Fees

1. **On Motion (*admission without examination*)**. Those who have been admitted in a reciprocal jurisdiction and primarily engaged in the active practice of law for at least three of the most recent five years.
2. **UBE (*Uniform Bar Exam*) Score Transfer**. Those who have achieved a uniform bar exam score at least equal to the passing score required for the Colorado Bar Examination. A UBE score may be transferred for a period of three years from the date the UBE score was achieved. UBE scores achieved more than three but less than five years preceding application to Colorado may qualify with additional law practice.
3. **Bar Examination**: Those persons applying to take the Colorado Bar Exam.
4. All application types must be submitted within two (2) years. After two years, all entered data will be deleted and you will have to start the process again from the beginning.
5. **Application fees** are subject to change without notice. Current fees are:

| Application Type | Application Fee* |
|-------------------------|-------------------------|
| On Motion | \$1800 |
| UBE Score Transfer | \$810 |
| Bar Exam | \$710 |
| Bar Exam Late Fee | \$200 |

***ALL FEES ARE NONREFUNDABLE**

Unsuccessful applicants will be assessed the current full fee. Reduced fees apply **ONLY** to applicants who withdrew from the previous exam (refer to the Bar Exam Application Withdrawal Policy below).

Bar Examination Application Filing Deadlines

1. Exam application filing deadlines are November 1 for February examinations and April 1 for July examinations. Late applications may be filed no later than December 1 for February examinations and May 1 for July examinations.
2. All application fees must be paid when the electronic application is submitted. All fees, including the late fee, are assessed according to the date the application is submitted. In no case will the electronic application and fees be accepted if filed later than December 1 for February examinations and May 1 for July examinations. The receipt of hard copy documents has no effect on the application fee assessed.
3. 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.

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 Fingerprint Requirement Form, your photo, completed sworn and notarized Statement of Verification (SOV) and Authorization and Release (A&R) Forms and all Forms associated with affirmative answers to character and fitness questions. Mail or hand deliver a hard copy of the executed SOV and A&R to the Office of Attorney Admissions, after you have uploaded the documents and submitted your application electronically.

Bar Exam Application Late Filing Fees

1. If the bar exam application and fees are electronically submitted after the application filing deadline but no later than the late application filing deadline December 1 (*for February exams*) or May 1 (*for July exams*), **add \$200**.
2. No applications or payments will be accepted after December 1 for the February examinations and May 1 for July examinations.
3. Late fees will not be waived in the event an application is filed late as a result of technical problems.

Document Requirements

1. Upload documents **only** in Word (DOC or DOCX) or PDF format. **Do NOT** upload documents in JPG, IFF, GIF, PNG or other file formats, with the exception of the photograph **required for Exam applicants**. **See Photo Requirements discussed later in this document.**
2. Do not upload photographs of required documents. Submitting a photograph of a document taken with a cell phone or other photographic device **will NOT** be accepted.
3. Document placeholders are intended only for the document described in the placeholder. These placeholders should not be used for blank documents or to provide explanations of why a document has not been submitted. If the document is not yet available, leave the placeholder empty until you have access to the document required. Extra document placeholders that may have been added inadvertently will be deleted once your application is reviewed.
4. Applications and supporting documentation **will NOT** be accepted by facsimile (FAX) machine.
5. Detailed instructions and information for specific documents is available under the **“Doc Info”** button located in the Documents Required section of the online application.
6. Documents will be reviewed and flagged with a status once your application is submitted and application fees have been paid. You will **NOT** incur late application filing fees if a document is marked “Insufficient.”
7. Hard copies of the following documents must be mailed or hand-delivered to the Office of Attorney Admissions after they have been uploaded to your application (**DO NOT** submit hard copies of your application or any document not listed below.):
 - Statement of Verification
 - Authorization and Release
 - Law School Graduation Certificate*

- Certificates of Good Standing
- Letters of Disciplinary history

**Your law school may prefer to send this document directly to the Office of Attorney Admission.*

Certificates of Standing

1. If you are currently, or in the past have been, admitted to practice law in one or more jurisdictions (including foreign and federal courts) you must submit a Certificate of Standing issued by the highest court(s) in which you are or have been admitted to practice law.
2. This document must reflect your full name, date of admission to practice law, current status and standing and dates for any periods you may have been registered as “inactive” or the equivalent thereof.
3. This document may be dated NO MORE THAN 30 days prior to the date your application is submitted.
4. The executed hard copy original must be BOTH uploaded to your application and mailed to the Office of Attorney Admissions. Once received, the original will be used to authenticate the document uploaded to your application.
5. DO NOT upload Photographs of required documents. They will not be approved.

Letters of Disciplinary History

1. If you are currently, or in the past have been, admitted to practice law in one or more jurisdictions (including foreign and federal courts) you must submit a letter from every attorney/judicial disciplinary agency(ies) in which you are or have been admitted to practice law.
2. If there is no disciplinary history, the certificate or letter must so indicate.
3. This document may be dated NO MORE THAN 30 days prior to the date your application is submitted.
4. The executed hard copy original must be BOTH uploaded to your application and mailed to the Office of Attorney Admissions. Once received, the original will be used to authenticate the document uploaded to your application.
5. DO NOT upload Photographs of required documents. They will not be approved.

Requirements for References

Employment

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).

1. All employment information must reflect both the complete mailing address of the business and the full name and complete mailing address and email of your supervisor or employer. To avoid delays in the application process make certain that all addresses, including zip codes are complete and accurate. Employers or employment supervisors will be, whenever feasible, contacted by email, or alternatively in writing by this office. **DO NOT** list yourself as a supervisor or reference for any period of self-employment.
2. 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 name, mailing address and email address of a judge or other professional colleague who is familiar with and able to verify your legal activities during the time in question.
3. Legal internships should be included under Employment even though you may not have been monetarily compensated for your activities.
4. For periods of self-employment (which are not specifically the private or solo practice of law) provide a detailed narrative of the exact nature of the business in which you were engaged and provide the name and complete mailing address and email address of at least one individual for whom services were rendered.
5. Do not include, as individuals who will verify your employment, persons related to you by blood or marriage, persons who are employees or who work under your supervision, anyone who resides at your current residential address or anyone listed in your answers to Questions 9 or 10.
6. For employment ending under adverse circumstances, including being terminated, suspended, disciplined, or permitted to resign in lieu of termination, complete a separate Form 26 for EACH incident and include a detailed explanation of the circumstances surrounding each termination.
7. If you were employed under a name other than that provided in this application, include that name in the field, "Your name at the time of leaving if different" for each listing to which it applies.
8. 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 (3) attorneys who know you. If you are not admitted to practice law and you do not know three (3) attorneys, substitute law school professors or other professionals. **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 (6) people, preferably persons who have known you for at least five (5) years, including one person from EVERY location where you have lived or been employed during the last ten (10) years or since you were first admitted to practice law in any jurisdiction (whichever is longer, but not prior to your 18th birthday) with whom you are personally

acquainted. **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).

1. References listed as Attorney References or Personal References will be contacted by email, or alternatively in writing, directly by this office.
2. DO NOT solicit letters of reference from individuals listed in this section for submission with your application.
3. DO NOT include persons who are employees or who work under your supervision, who are related to you by blood or marriage, who reside at your current residential address, or who have been listed in answers Questions 8 or 9 of the application.
4. DO include complete and accurate email and mailing addresses, including zip codes for each reference listed.
5. Locality in Personal References refers to general geographic region. One may assume that clusters of cities and/or suburbs within an approximate radius of 300 miles constitute one locality. However, the Board may request additional references from more than one locality if deemed appropriate.

Fingerprint Requirements

1. Fingerprints are required of all applicants using the [Colorado Applicant Background Service \(CABS\)](#). A new set of fingerprints are required with each new application submission.
2. All applicants must 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.
3. Instructions are posted on our website under “Fingerprint Submission Requirement” at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>.

Photo Submission Requirements for Exam Applications

This requirement is for Bar Exam applicants only.

A current photograph of yourself is required for submission of your application – it will be used for identification purposes during the bar examination. It must follow exactly the requirements listed below.

PASSPORT PHOTO:

- May be taken at many retail locations that offer passport photo services (ex: Walgreens);
- Take your own photo via a phone app such as <http://www.passportbooth.com/> or [Passport ID Photo Maker Studio](#)

REQUIREMENTS:

- Upload a single color photo. No boarder or paper should be part of the uploaded image.
- 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.

✓ 2 x 2 inches (51 x 51 mm) in size.

- If this is your **first application** your photo must be recent, taken in the **last three (3) months** to reflect your current appearance.
- If you are **reapplying** and there is no significant change in your appearance, you may use the previously submitted photo (no older than one year) for the **next consecutive application** before you must submit a new photo.
- Eye glasses may be worn, but there must not be any glare.
- Background must be plain white or off-white.
- Headshot (from bottom of chin to top of the head) must be directly facing the camera with your full face in view (**No other people should be in the photo**).
- Taken with a neutral facial expression or a natural smile, with both eyes open.
- Taken in clothing you normally wear.
- No hats or head coverings, unless you wear it daily for religious purposes. Your full face must be visible and your head covering cannot cast shadows on your face.
- No headphones or wireless hands-free devices.

RESOURCES:

Photo examples may be found on the [US Department of State Passports](#) website.

Want to take your own photo? It must conform to the specific requirements set forth on the [US Department of State Passports](#) website.

INSUFFICIENT PHOTOS:

Review requirements set forth above (and/or outlined on the US Department of State Passport Photo web page.

Upload a new photo to your application no later than **January 1** (for February exams) or **June 1** (for July exams).

Review the <https://travel.state.gov/content/travel/en/passports/requirements/photos.html> to see examples of acceptable and unacceptable photos. Photos copied or digitally scanned from driver's licenses or other official documents are not acceptable. In addition, selfies (unless taken using one of the apps listed above), snapshots, glamour shots, low quality vending machine photos or full-body photographs are not acceptable.

Statement of Verification

This form is required for submission of your application. Print a hard copy of this form as a single page and complete the information in pen. Leave no sections blank. This is your sworn verification that:

1. all statements and representations in your application are true and correct, and
2. that you understand and will comply with your obligation to report any changes to your application within ten (10) days of occurrence, and
3. if you are an exam applicant, you understand and will comply with the confidentiality requirements of taking the Multistate Bar Exam (MBE).

Signature and date required. **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.** This completed document must be uploaded to your application in order to submit your application and pay the applicable fees. Exam applications will be deemed not timely filed should a candidate fail to submit this document by the applicable filing deadline. Mail a hard copy of the executed document to the Office of Attorney Admission after it has been uploaded to your application.

Authorization and Release

This form is required for submission of your application. This document authorizes the Office of Attorney Admissions to conduct a background investigation relative to your character and fitness for admission to practice law. Print a hard copy of this form as a single page, complete the information in pen and have the document notarized. Leave no sections blank. **Notary must be completed on the same page. Signature and date of notary execution must be no more than 30 days prior to the date of filing and must appear on the same page as the form itself.** This completed document must be uploaded to your application in order to submit your application and pay the applicable fees. Exam applications will not be deemed timely filed should a candidate fail to submit this document by the applicable filing deadline. Mail a hard copy of the executed document to the Office of Attorney Admission after it has been uploaded to your application.

Ethnic Survey

Print a hard copy of this form as a single page and complete the information in pen. This document is used to track bar examination passage rates by ethnicity. This document is not required to sit for the exam.

Certificate of Law School Graduation

Domestic Law School Graduates: Submit this form for completion 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.**

- **We DO NOT accept certificates from the National Student Clearinghouse.**

1. 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 at least 15 days prior to the date exam admission badges are mailed. Admission badges are mailed on or about February 1 for February exams and July 1 for July exams. All law degree requirements must be met, your degree conferred and graduation certified by the law school prior to the bar examination.
2. 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:
 - a. Submit a formal written request seeking relief 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.

- b. Following your successful completion of all academic requirements for graduation, but prior to the bar examination, arrange for the law school registrar or dean to certify in writing that you have completed all degree requirements and indicating the specific date on which your degree **will be conferred**. This certification must be received by the Office of Attorney Admissions **prior to the bar examination**. Failure to submit this document prior to the examination will preclude you from sitting for the examination.
- c. **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. This certificate **may not be executed** until **after the date your degree is conferred**. Failure to submit the final Certification of Graduation will result in nullification of your bar examination scores.

Foreign Law School Graduates: If your law degree was received from a law school located in a common law, English-speaking nation other than the United States:

1. You must submit to the Office of Attorney Admissions, a written Request for Determination of Eligibility under C.R.C.P. 203.4(3)(c) accompanied by a personal check or money order in the amount of \$100.00.
2. If your request is granted, this fee will be credited to your application-filing fee. Although you may begin completing an application on line, your petition must be approved prior to submitting your application and paying the applicable filing fees.
3. Your law degree will be verified by the documentation accompanying your Petition for Determination of Eligibility; therefore in this instance, a Certificate of Law School Graduation is not required when you submit your Colorado bar exam application.
4. Please refer to the Instructions for Filing a Petition for Consideration of a Foreign Law Degree at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>. Select Foreign Law School Graduates.

Officially Filing an Exam, On Motion or UBE Score Transfer Application

1. Before electronically submitting your completed application, **print and save** a copy of the completed application and retain for future reference.
2. **Print and save** all forms and documents you file in connection with your application.
3. **Completed applications and forms become the property of the Colorado Supreme Court Office of Attorney Admissions once filed. Photocopies are not available at any time following submission.** 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.

4. The online application requires that you obtain a unique NCBE number. This number may be obtained by going to: <http://www.ncbex.org/>. It takes only a few moments to obtain an NCBE number. The following must match exactly what you enter in the Profile of your online application for admission: Name, Date of Birth, Social Security Number and NCBE Number.
5. If you have not already done so you will be directed to the NCBE website when you begin your application. This number will be displayed on your application account dashboard. Retain this number for your records, as you will be required to provide it when making inquiries about your application and when you apply for score transfer information or when applying for admission in other jurisdictions.
6. **Amending Your Application.** This is a continuing application and once submitted, all changes (**including employment and residences**) to the information provided in your original application must be reported using the Application Amendment Form available for download from your online application account. Changes must be reported using a signed and dated Application Amendment Form within ten (10) days of occurrence. Refer to the applicable question number for which the change applies and provide all the information requested in that question. You must continue to update your application until you are **admitted** to practice law in Colorado. Be certain to save copies of all amendments and supporting documents prior to submitting them to the Office of Attorney Admissions.
7. **Application Amendment Form.** Use this form to report changes to information in your application. Download and complete a separate form for each item or question you are amending. The Application Amendment Form requires: Your name, NCBE number, the question number being amended, your signature, the date and a detailed explanation of the information you are amending; ex: a detailed explanation of a new character and fitness issue and/or all the information requested for a particular Question 1-21. *This form may not be used to register for a future exam or other application type.*
8. Changes to your address, telephone number and email must be recorded directly in your application account.
 - Login and go to your Profile.
 - Click Edit and add your current contact information.
 - Click Submit to save your changes.
 - If a change to your current mailing address is also a change in your residence, you will also need to complete, sign and date, and upload an Application Amendment Form for Question 14 regarding your residences. Include the date you left your previous residence and all the information requested in Question 14 for your new residence.

Requesting Test Accommodations

1. If you are temporarily or permanently disabled, and require testing accommodations and/or special seating, or if you have a condition which necessitates the use of medically prescribed devices or aids, (ex: orthopedic chair; neck, wrist, or leg braces; wheelchair, crutches, etc.), you must file an **Applicant Request For Test Accommodations** using the Office of Attorney Admissions' forms. These forms and instructions are available on the office's website under "General Bar Exam Information." See ADA Testing Accommodations at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>. Print a hard copy of these forms and complete the information in pen.

- a. Submit the completed accommodation forms at the same time you submit your completed application to take the exam. **Current supporting medical documentation must accompany all requests.**
- b. You must indicate in your application when it is submitted that you are disabled and are requesting accommodations.
- c. **Completed forms must be mailed or hand delivered to the Office of Attorney Admissions in accordance with application filing deadlines.**
- d. **All forms and supporting documentation must be complete when filed. They must be filed no later than the application filing deadline of December 1 for February examinations or April 1 for July examinations to allow sufficient time for a thorough evaluation and review of your request before reaching a decision.**
- e. In no case will accommodation requests submitted after December 1 for February examinations or May 1 for July examinations be granted. Petitions for non-standard test accommodations must be complete when filed, including all transcripts, standardized test scores, forms and objective medical evidence of a disability. Incomplete petitions submitted on the last filing deadline date will be denied.
- f. ADA Test Accommodations Forms and Instructions are posted on our website at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>.

After Application Submission

1. **On motion and UBE Score Transfer:** The application will be reviewed to preliminarily determine whether you qualify for admission without taking the Colorado Bar Exam.
 - a. You will receive a notice of eligibility indicating that your application has been “Accepted for Processing” or “Not Accepted for Processing.” Allow approximately three to four weeks for the application eligibility notice.
 - b. You will receive a notice explaining the next steps in the process.
 - c. Please do not inquire about the status of your application or whether certain documents have been received. Due to the volume of such inquiries, we are unable to respond to them on an ongoing or routine basis.
2. **Exam:** The application will be reviewed to determine whether you qualify to sit for the Colorado Bar Examination.
 - a. You will receive an exam status notice indicating that either 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.

- 1) If the application is incomplete, you will be directed to the “Application Information” tab of your application dashboard, then click the “Documents Required” tab. The documents required to sit for the bar exam will be specifically identified as “Application Docs.” A status will indicate whether the document is “Approved,” “Insufficient,” “Awaiting Original Doc” or “Not submitted – No File.”
 - 2) You must log into your application account and review the “Documents Required” section to determine the status of each document required.
 - 3) You must also verify the accuracy of your seating assignment (computer or handwriting). If your seating is incorrect, notify the Office of Attorney Admissions immediately.
 - 4) For deadlines to request seat changes, please refer to “Seat Change Requests” at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>
 - 5) **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 are posted in the document “Laptop Testing” and listed under “Upcoming Dates” at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>
- b. An examination admission badge is required for each day of the exam in order to enter the test area. Admission badges will be issued approximately three weeks prior to the exam to those persons whose applications are complete. Badges will not be available at the door the day of the examination.
 - c. 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 also required during each examination session.
 - d. The Examination Schedule and Instructions will be posted on our website at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp> on or about the beginning of January for the February examination and June for the July examination.
 - e. The Schedule contains important details about test timing, location, mandatory procedures and warnings. **Reading the instructions and schedule prior to the first day of the exam is mandatory.**
3. **All Application Types:**
- a. Review your online application account frequently. System generated notices will inform you of your application eligibility determination.
 - b. Notices will also inform you of the need for additional information and documentation, as well as other important information, such as application status, upcoming deadlines, and additional admission requirements.

Multistate Professional Responsibility Exam (MPRE) Requirement

1. All applicants are required to successfully complete the MPRE with a scaled score of 85, on an exam taken not more than two years prior to the date of submission of an application for admission to practice law in Colorado. See *C.R.C.P. 203.2(5)* On Motion Applications; *C.R.C.P. 203.3(3)*, UBE Score Transfer Applications; and *C.R.C.P. 203.4(5)*, Exam Applications.
2. The MPRE need not have been taken prior to filing an application; however, the MPRE must be successfully completed prior to admission to the bar. See *C.R.C.P. 211.3 regarding time constraints for taking the Oath of Admission*.
3. Multistate Professional Responsibility Exam (MPRE) information is available directly from the National Conference of Bar Examiners (NCBE) at <http://www.ncbex.org/>. Applications to take the MPRE may be filed online through the NCBE website. The MPRE is only administered three (3) times each year.
4. MPRE scores are valid only if transferred to this Office of Attorney Admissions directly from NCBE. MPRE score transfers may be requested through the National Conference of Bar Examiners at: <http://www.ncbex.org/>. Contact NCBE for information regarding appropriate fees and procedures.

Mandatory Professionalism Course Requirements

1. In accordance with *C.R.C.P. 203.4(6)* prior to taking the oath of admission, exam applicants must attend a six-hour course on professionalism presented by the Colorado Supreme Court Office of Attorney Regulation in cooperation with the Colorado Bar Association. See *C.R.C.P. 211.3 for details regarding time constraints for taking the oath of admission and expiration of bar exam results*. **Note: Courses taken in law school DO NOT satisfy this requirement.**
2. In accordance with *C.R.C.P. 203.2(6)* On Motion and *C.R.C.P. 203.3(4)* UBE Score Transfer applicants shall have six months following admission to take the required course on professionalism.

Bar Exam Application Withdrawal Policy

1. If you wish to withdraw your application, you **must do so in writing by using the Messaging Center within your online application account**. You must **specifically state that you are withdrawing from the current examination**. Messages in which you inquire about withdrawal policies, indicate that you are “*thinking about withdrawing*,” or stating that you “*may withdraw*” your application will not be deemed “*formal notice*,” and the policies and fees referenced below will be applied accordingly.
2. **Application fees are nonrefundable.**
3. If your application is **withdrawn from the previous exam (by using the Messaging Center prior to close of business, 5:00 p.m. MT, the Monday before the exam)** and reapplication is made within 12 months from the date the original application was filed, and provided you paid the full application fee within the past 12 months, a reapplication fee of \$400 will be assessed. If reapplication is made after 12 months from the date the original application was filed the current full application fee will be assessed.

4. If you are **absent** from the exam and **did not submit written notification** to the Office of Attorney Admissions of your anticipated absence using the Messaging Center (*prior to close of business, 5:00 p.m. MT, the Monday before the exam*) the **current full application fee** will be assessed.
5. Notifications of withdrawal received in the Messaging Center **after close of business** will be deemed received the next business day and the policies and fees listed above will be applied accordingly.
6. **Reapplication:** The application system automatically assesses the current full fee at the time an application is submitted. Therefore, additional steps are required in order to timely file an application under the reduced fee structure.
 - a. Log into your application account.
 - b. Click the “Click here to Reapply” button.
 - c. Select the application type (Exam) and the applicable Exam Date.
 - d. Review your Profile, make necessary changes, save and continue.
 - e. **Once you have completed Steps a-d, send a message using the Messaging Center, located at the bottom of your Candidate Home Page, requesting a fee override.**
 - f. When your message is received, a fee override will be entered into your current application and will be confirmed via the Messaging Center. **Note:** Do not request a fee override until you have started the reapplication process.
 - g. **Please allow approximately 48 hours for the override to be processed. Deadlines will be enforced and late fees assessed according to the date your application is submitted.**
 - h. **DO NOT WAIT UNTIL THE FILING DEADLINE DATE to begin your reapplication and request the fee override. In the event an override is not requested in sufficient time for staff to process your request, you will be assessed a late filing fee or miss the deadline altogether. If you find it necessary to submit your reapplication without a fee override in order to meet the filing deadline, you are encouraged to submit your application by the deadline date, pay the full fee and subsequently request a refund of the difference. Late fees are nonrefundable.**

Official Mailing Address

Send all hard copy documents to:

**Ralph L. Carr Judicial Center
Colorado Supreme Court
Office of Attorney Admissions
1300 Broadway, Suite 520
Denver Colorado 80203**