

STATE BAR OF NEVADA

Admissions Department
3100 W. Charleston Blvd., Suite 100
Las Vegas, NV 89102

Website: www.nvbar.org
Email: admissions@nvbar.org

INSTRUCTIONS TO APPLICANT

1. GENERAL INSTRUCTIONS:

- (a) Read the application carefully. Applications that are not complete will be subject to the late fee schedule described in Section 2 below. Applications will not be deemed submitted until all required fees are fully paid (including the computer fee and late fee, if applicable).
- (b) Answer all parts of each question. Do not leave any question unanswered. ***If you answer yes to any question, you must provide the corresponding supplemental responses for that question.***
- (c) Applications will be accepted by on-line submission ONLY. **After you submit your on-line application, all other documents must be mailed to the Admissions Department.**
- (d) Payment will be accepted by on-line submission via credit or debit card ONLY. This payment is required at the time you submit the application. **There are no exceptions.**
- (e) This application has been tested in Chrome, Firefox, Safari, and Internet Explorer. Your browser must support javascript (as most browsers do). **If you need to leave your computer or need time to think over an answer, save your work. At the bottom of each screen are navigation buttons. Clicking Previous, Next, or Save for Later Editing automatically saves your work.**
- (f) Clearly identify clients, references, employers, associates, and partners as such wherever their names are used and avoid use of abbreviations unless they are self-explanatory or explained. If you are uncertain how to answer a question, answer to the best of your ability in the space provided.
- (g) Provide complete dates (month, day and year).
- (h) Provide complete addresses (street name and number, city and state, and zip codes).
- (i) Once your online application is submitted, you will receive a **Supplemental Application Packet** with all of the materials that must be submitted by mail to the Admissions Department at the State Bar of Nevada within **21 days** after the date the Supplemental Application Packet is mailed by the Admissions Department. **Failure to return the items contained in the Supplemental Application Packet to the Admissions Department within this 21 day period will result in a rejection of your application.** These materials will include, but are not limited to, two (2) Application Verification Forms, Exam Acknowledgement Form, Authorization & Release Form, ExamSoft Registration Affidavit, Amendment to Application Form, Bar Exam Parking & Lodging Information, Accommodations Packet (if requested), one (1) table card, one (1) exam identification card and two (2) FBI Fingerprint Cards. Also enclosed will be a Certificate of Good Standing and Discipline History Form for those applicants who have been either admitted to another bar or have passed a bar exam in another jurisdiction, and instructions for photographs. **These materials are different from the document requirements detailed in Paragraph 5 below.**
- (j) All required documentation must be submitted on letter-size paper and mailed directly to the State Bar of Nevada, 3100 W. Charleston Blvd., Suite 100, Las Vegas, NV 89102. **No documents are to be uploaded. Please mail all required documents as instructed above.**

2. **FEES:** For fee purposes, an attorney applicant is any applicant who is admitted to practice in another jurisdiction or who has taken and passed a bar exam in another jurisdiction. Any applicant who has not been previously admitted in any jurisdiction or has not previously passed a bar exam is considered a student applicant. **APPLICATION AND/OR COMPUTER FEES WILL NOT BE REFUNDED NOR HELD IN ABEYANCE FOR SUBSEQUENT BAR EXAMS FOR ANY REASON.**

February 2016

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| (a) Applications submitted on or before October 1: | \$ 700.00 Student; \$1,000.00 Attorney |
| (b) Applications submitted between October 2 and December 1: | \$1,250.00 Student; \$1,550.00 Attorney |
- Note: Applications may not be submitted after December 1. No exceptions.**

July 2016

- (a) Applications submitted on or before March 1: \$ 700.00 Student; \$1,000.00 Attorney
(b) Applications submitted between March 2 and May 1: \$1,250.00 Student; \$1,550.00 Attorney
Note: Applications may not be submitted after May 1. No exceptions.
- (c) **Computer User fees (Payment is required at the time you submit the on-line application. No exceptions)** \$ 120.00 for all users

Please Note: Timely applications must be submitted by the deadlines listed above. Late applications must include the \$550.00 late filing fee and be submitted before the final deadline or they will be rejected. **The deadlines shall not be waived for any reason.** See Supreme Court Rule 52.

3. **GRADUATION FROM AMERICAN BAR ASSOCIATION APPROVED LAW SCHOOL:** Applicants must have a Bachelor of Laws or equivalent law degree from a law school which was on the approved list of the American Bar Association on the date the applicant graduated therefrom. See Supreme Court Rule 51(1) (c). No refunds will be granted to those applicants failing to meet this requirement.
4. **OTHER REQUIRED DOCUMENTATION:** Once the application is submitted, all applicants are required to submit the following documentation:

- a. **SCHOOL TRANSCRIPTS:** Applicants must mail, or cause to be mailed, **certified** transcripts from all law schools attended **and** from colleges and universities from which a degree was received. If an applicant is filing an application prior to graduation from law school, the applicant is required to furnish a transcript showing a law degree conferred as soon as available upon graduation (SCR 55). Re-applicants are not required to re-submit transcripts.

Please note: Proof of receipt of Juris Doctor must be received by our office no later than the 10th day of the month in which the bar examination will be taken, or the applicant will not be permitted to sit for the bar exam. (SCR 51 and SCR 55).

- b. **DEPARTMENT OF MOTOR VEHICLES REPORTS:** Applicants must mail a Department of Motor Vehicles Report from every state in which they were licensed to drive during the past five (5) years. (SCR, Addendum 1, Paragraph 11) The driving report must be validated by the DMV or you must provide a confirmation number or transaction number to prove authenticity.
- c. **LETTERS OF REFERENCE:** Applicants must mail at least two (2) letters of reference from the list of references provided in the application (SCR, Addendum 1, Paragraph 11). **RE-APPLICANTS PLEASE NOTE:** If your previously submitted references are more than one year old at the time of the present application, you are required to submit two (2) new reference letters. It is the applicant's responsibility to make sure that the State Bar has current references.
- d. **CERTIFICATE OF GOOD STANDING AND DISCIPLINARY HISTORY: (Attorneys only):** Every attorney applicant who has been admitted in any other jurisdiction **must** contact either the Executive Director of the State Bar or the Clerk of the Supreme Court or highest admitting court of each state in which admitted and mail directly to the Admissions Department, **BOTH** a certificate certifying that the applicant is a member in good standing **AND** a disciplinary history report specifying any disciplinary proceedings affecting the applicant (SCR 52 and Addendum 1, Paragraph 11). It is the responsibility of the applicant to determine the proper authority to forward the above required requests. **APPLICANTS MUST USE THE FORMS PROVIDED IN THE SUPPLEMENTAL PACKET TO REQUEST EACH CERTIFICATE OF GOOD STANDING AND DISCIPLINARY HISTORY REPORT.**
- e. **DD214 OR MILITARY DISCHARGE:** Applicants who have served in the military or armed forces for any country must mail a photocopy of his/her DD214 or Military Discharge papers.

5. **CHANGE OF ADDRESS:** Applicants **must** keep the State Bar of Nevada informed of their current address, telephone number(s) and email address **at all times** during the application and examination process. You must provide the changes in writing to the Admissions Department. Failure to keep the Admissions Department

informed of your current address, telephone number(s) and email address will result in you not receiving mandatory documentation. The Change of Address Form can also be found on our website www.nvbar.org.

6. **CHARACTER & FITNESS OR APPLICATION UPDATES:** In the event of any incident or occurrence that would change the information provided with your original application, (i.e., change of employment, traffic citation, arrest, disposition of pending litigation), you must complete and mail the Application Amendment Form. The Application Amendment Form can be found in the Supplemental Packet or on www.nvbar.org.
7. **RETAIN A COPY OF YOUR APPLICATION:** Print and retain a copy of both your completed application and your completed Authorization & Release Form. You will need the application as reference for future inquiries from the Admissions Department, for safeguard against loss, and for use when applying to other jurisdictions. You will be required to pay \$35.00 for a copy of your application if you do not retain a copy. Please note that the Admissions Department retains files only for those applicants who do not pass the exam for three (3) years from the exam date.
8. **BAR EXAMINATION TIME AND PLACE:** The February 2016 Bar Examination will be held in Las Vegas only; the July 2016 Bar Exam will be held in Las Vegas and Reno. **For the July 2016 exam, you must select a location when you complete your application and you will not be permitted to change the location after you submit your application.** The examination schedule is listed below. Applicants will be notified of the time and place of registration and the exam via a Notice to Appear approximately 30 days prior to the exam. All subjects to be tested are listed in Supreme Court Rule 66.

FEBRUARY 2016 BAR EXAMINATION

Monday, February 22 nd	Mandatory Registration – All applicants
Tuesday, February 23 rd	Nevada Essays and MPT's
Wednesday, February 24 th	MBE
Thursday, February 25 th	Nevada Essays

JULY 2016 BAR EXAMINATION

Monday, July 25 th	Mandatory Registration – All applicants
Tuesday, July 26 th	Nevada Essays and MPT's
Wednesday, July 27 th	MBE
Thursday, July 28 th	Nevada Essays

9. **PASSING GRADE, ADMISSION BY SUPREME COURT:** An adult applicant of good moral character having a total scale score of not less than 75 on the bar examination and passing no less than three essays with a scale score of 75, and a scale score of not less than 85 on the Multistate Professional Responsibility Examination, and who otherwise fulfills the requirements of admission, is eligible to be recommended by the Board of Bar Examiners to the Supreme Court of Nevada for admission.
10. **MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM:** Pursuant to Supreme Court Rules 65.5 and 69, an applicant shall take and pass the MPRE with a scale score of at least 85 no earlier than three years preceding the year in which the applicant passes the Nevada Bar Examination and no later than three years after the year in which the applicant passes the Nevada Bar Examination. The exam is administered three times a year in April, August, and November. To register for the MPRE exam or request your score to be transferred to Nevada, please visit www.ncbex.org. Applicants must mail a copy of their MPRE score if available.
11. **APPLICANTS REAPPLYING FOR ADMISSION:**
Applicants reapplying for admission must submit:
 - (a) The application, the application fee, the computer registration fee (if taking the exam by computer) and the \$550.00 late fee, if applicable. **NOTE: Re-applicants from the immediately preceding bar exam ONLY are not required to pay the \$550.00 late fee. All other re-applicants (meaning those re-applicants who did not sit for the immediately preceding bar exam) are required to pay the \$550.00 late fee if the application is submitted on-line after the first deadline.**
 - (b) Re-submit two (2) letters of reference if the previously submitted letters are more than one year old at the time you submit the present application. It is the applicant's responsibility to make sure that the State Bar has current references;
 - (c) Photographs, an original handwritten statement, original signatures, and proper notarization on each Application Verification Form;
 - (d) Identification card (with photograph attached); Examination badge (with photograph attached);

- (e) An ADDITIONAL PHOTOGRAPH in a standard envelope with your name written on the envelope and on the back of the photograph;
- (f) TWO completed FBI fingerprint cards;
- (g) ONE original and four copies of the Authorization and Release form;
- (h) ONE original Exam Acknowledgement Form;
- (i) **Current** Certificates of Good Standing and Discipline History Reports; and
- (j) **Current** DMV report.

APPLICANTS REAPPLYING FOR ADMISSION WHO SAT FOR THE IMMEDIATELY PREVIOUS BAR EXAM MUST PURCHASE, FULLY COMPLETE AND SUBMIT A NEW BAR EXAM APPLICATION.

Please Note: Applicants reapplying for the July Bar Exam following the immediately preceding February Bar Exam will have two weeks after the day that test results are released to submit an application for admission. Applicants reapplying for the February Bar Exam following the immediately preceding July Bar Exam will have until the final February application deadline of December 1st to submit an application for admission.

- 12. SUPREME COURT OF NEVADA RULEBOOK:** Applicants are responsible for reading all rules and information regarding admission to practice law in Nevada. Please see the Supreme Court of Nevada Rules regulating admission and the Policies & Procedures for applicants on our website at www.nvbar.org.