



**Pennsylvania Board of Law Examiners
Bar Application
204 Motion for Admission**

Applicant Name: FirstName MiddleName TwoOfFour Sr.

Applicant ID: XXXXXXXXXX

Personal Information - Name, Social Security Number, Date of Birth

Please provide the personal information below. For more information, please review the instructions for this page by clicking on the Instructions link or visit the Pennsylvania Board of Law Examiners web site at pabarexam.org. Enter your name EXACTLY as you would like it to appear on your admission certificate/license. The name as it appears on your admission certificate will be the name used for your admission to, and recognized by, the Supreme Court of Pennsylvania.

First Name:	FirstName	Last Four SSN:	0204
Middle Name:	MiddleName	NCBE Number:	
Last Name:	TwoOfFour	Date of Birth:	04/28/1973
Generation:	Sr.	State/Country of Birth:	Alabama

Personal Information - Other Names

Have you ever been known by or used a different name? (Does not include nicknames.)

☒ **Yes** ☐ **No**

Please complete a name entry for each name by which you have been known. NOTE: If you have been known by several names, start with your birth name and work forward toward your current name. For each name you enter, provide the reason you changed your name.

Prior Name:	FirstNameOne MiddleNameOne LastNameOne Jr.	Change Reason:	Adoption
Prior Name:	FirstNameTwo MiddleNameTwo LastNameTwo Sr.	Change Reason:	Court Order
Prior Name:	FirstNameThree MiddleNameThree LastNameThree II	Change Reason:	Criminal
Prior Name:	FirstNameFour MiddleNameFour LastNameFour III	Change Reason:	Divorce
Prior Name:	FirstNameFive MiddleNameFive LastNameFive IV	Change Reason:	Gender Change
Prior Name:	FirstNameSix MiddleNameSix LastNameSix V	Change Reason:	Marriage
Prior Name:	FirstNameSeven MiddleNameSeven LastNameSeven VI	Change Reason:	Religion

Personal Information - Current Address

Please provide your current address. All communications from the board office will be mailed to the address listed on your application. Reapplicants, if your address has changed since your last application, please click the link below.

Address:	Current Address 1 Current Address 2 Current City, PA 99999	Begin:	01/01/2014	End:	
Home Phone:	(111) 111-1111 *Primary	Email Address:	204barapp@gmail.com		
Mobile Phone:	(222) 222-2222				
Work Phone:	(333) 333-3333				

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Personal Information - Prior Addresses

Please enter your previous residence address information for the past five (5) years. Include all addresses and/or temporary addresses (over 90 days) used for schooling, business, military, etc. Include the time period that those addresses were used. Also, if you have a permanent address in addition to that specified in the previous question, enter it here. NOTE: If any address is a post office box, a street address must also be provided for that time period.

Address:	Prev Address 5 Line 1	Begin: 01/01/2010	End: 01/01/2014
	Prev Address 5 Line 2		
	Prev Address 5 City, AR 55555		
	Prev Address 4 Line 1	01/01/2008	01/01/2010
	Prev Address 4 Line 2		
	Prev Address 4 City, VEN 44444		
	Prev Address 3 Line 1	01/01/2002	01/01/2008
	Prev Address 3 Line 2		
	Prev Address 3 City, AZ 33333		
	Prev Address 2 Line 1	01/01/2000	01/01/2002
	Prev Address 2 Line 2		
	Prev Address 2 City, AK 22222		
	Prev Address 1 Line 1	01/01/1980	01/01/2000
	Prev Address 1 Line 2		
	Prev Address 1 City, AL 11111		

☐ Check this box if you have never had a prior address.

Personal Information - Residency

Please list every state and country (permanent or temporary) in which you have lived, worked, attended school or served in the military for more than 6 months (cumulative) since the age of 16.

Alabama

Official Records - Criminal Records

Please list every state and country in which you were arrested, charged, cited, accused or prosecuted in, but did not live, work, attend school or serve in the military for more than 6 months.

Alaska

Pennsylvania

☐ Check this box if you have never had a criminal record in any state/country in which you did not reside for over 6 months.

Official Records - Driving Records

Please list every state and country in which you were issued a driver's license. Additionally, if you were arrested for Driving Under the Influence (DUI) or any serious traffic violation (i.e.; fleeing the scene of an accident, homicide by vehicle, fleeing and eluding police, excessive speed (100+ mph), etc.), but did not hold a driver's license from that state or country, you must list that state or country as well.

Colorado

Pennsylvania

☐ Check this box if you have never been issued a driver's license.



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Education - Law School Degree(s)

Please list every educational institution (domestic or foreign) from which you attained a degree in law. Provide a Begin and End date of attendance and the type of degree. If you are nearing completion of a degree, indicate the date that you expect to attain the degree. If your law degree was from a foreign law school that does not appear in the list, please contact the Board office at (717) 231-3350.

School: University of Arkansas School of Law - Fayetteville	Begin: 01/01/2010	Degree: Other
State/Country: Arkansas		End: 01/01/2012

School: Universidad Santa Maria	Begin: 01/01/2008	Degree: LL.M
State/Country: Venezuela		End: 01/01/2010

School: University of Arizona James E. Rogers College of Law	Begin: 01/01/2005	Degree: LL.B
State/Country: Arizona		End: 01/01/2007

School: University of Arizona James E. Rogers College of Law	Begin: 01/01/2002	Degree: J.D
State/Country: Arizona		End: 01/01/2004

Education - Other Law Schools

Did you attend other law schools from which you did not graduate?

☒ **Yes** ☐ **No**

Please select the name of each law school and provide begin and end dates of attendance.

School: University of Arkansas at Little Rock, William H. Bowen School of Law	Begin: 01/01/2010	Degree: None
State/Country: Arkansas		End: 02/01/2010

Education - Higher Education Attendance

Please list every college or institution of higher education that you are or have attended, other than where you have pursued a degree in law, the dates of attendance, as well as any degree earned.

School: Higher Ed 5 School Name	Begin Date: 01/01/2001	
City: Higher Ed 5 City	End Date: 01/01/2002	
State/Country: Alaska	Degree Date: 01/30/2002	
Degree Title: Did not finish	Degree Level: None	
Did you earn the majority of class credits (more than half) through online courses?		Yes

School: Higher Ed 4 School Name	Begin Date: 01/01/2000	
City: Higher Ed 4 City	End Date: 12/12/2000	
State/Country: Alabama	Degree Date: 12/30/2000	
Degree Title: Doctor of Law	Degree Level: Doctor	
Did you earn the majority of class credits (more than half) through online courses?		Yes

School: Higher Ed 3 School Name	Begin Date: 01/01/1999	
City: Higher Ed 3 City	End Date: 01/01/2000	
State/Country: Alabama	Degree Date: 01/30/2000	
Degree Title: Master of Law	Degree Level: Master	
Did you earn the majority of class credits (more than half) through online courses?		No

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Applicant ID: [REDACTED]

School:	Higher Ed 2 School Name	Begin Date:	01/01/1995
City:	Higher Ed 2 City	End Date:	01/01/1999
State/Country:	Alabama	Degree Date:	01/30/1997
Degree Title:	Bachelor of Law	Degree Level:	Bachelor
Did you earn the majority of class credits (more than half) through online courses?			No

School:	Higher Ed 1 School Name	Begin Date:	01/01/1990
City:	Higher Ed 1 City	End Date:	01/01/1995
State/Country:	Alabama	Degree Date:	01/30/1995
Degree Title:	Associate of Law	Degree Level:	Associate
Did you earn the majority of class credits (more than half) through online courses?			No

Bar Related - Other Bar Applications

Please list, in reverse chronological order according to application date, each application in every jurisdiction or country in which you have ever applied to sit for a bar examination, for a character and fitness determination, for a limited license, and/or for admission or motion, including state, federal, district courts and/or administrative agencies. Include the result/current status.

<u>Jurisdiction</u>	<u>Application Date</u>	<u>Application Type</u>	<u>Result/Status</u>	<u>Admission Date</u>	<u>Bar Number</u>
Bankruptcy					
Alabama Middle	01/01/2009	Examination	Admitted-Conditional Admission	01/02/2009	3333333
Federal Appellate					
Court of Appeals for the First Circuit	01/01/2006	Motion	Admitted-After Interview/Hearing-License Active	02/01/2006	44444444
Federal District					
Northern District of Alabama	01/01/2010	Examination	Admitted-Limited License	01/02/2010	222222
Federal Specialized					
U.S. Court of Appeals for the Armed Forces	01/01/2005	Motion	Admitted-License Active	01/30/2005	5555555
Foreign					
Venezuela	01/01/2004	Motion	Admitted-License Administratively Suspended	01/30/2004	6666666
Not Listed					
Not Listed Jurisdiction	01/01/2003	Motion	Admitted-License Inactive	01/30/2003	7777777
State/Territory					
Arkansas	12/12/2014	Motion	Admitted-Court Does Not Issue License	12/13/2014	111111
Illinois- Central & Southern IL	01/01/2002	Limited License	Admitted-License Retired/Resigned	01/30/2002	88888888
Alaska	01/01/2001	Other	Motion In Progress		
Arizona	01/01/2001	Examination	Passed Exam		
Arkansas	01/01/2000	Examination	Unsuccessful on Exam		
Colorado	01/01/1999	Examination	Exam Results Pending		
California	01/01/1998	Examination	Withdrew Before Character and Fitness Determination		

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Arizona	01/01/1998	Examination	Withdrew from Exam	
Delaware	01/01/1997	Examination	Denied	
New York- First Department	01/01/1996	Examination	Admitted-License Active	01/23/1996 9999999

Bar Related - New York

Please list the New York counties in which you have had an office.

New York Counties: Albany

Attorney Related - Continual Practice

From the date that you were first admitted as a licensed attorney, have you ever been denied to practice, for any length of time, for any reason, before any court within any of the jurisdictions that you are admitted as a licensed attorney as listed in the Bar Related - Other Bar Applications section?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each period of denial to practice. Provide the jurisdiction involved, the begin and end dates of the denial to practice, the reason(s) for the denial to practice, or provide an explanation regarding your inactive or disability status

Please provide a separate explanation for each period of denial to practice. Provide the jurisdiction involved, the begin and end dates of the denial to practice, the reason(s) for the denial to practice, or provide an explanation regarding your inactive or disability status.

* Explanation: (approx. 2,000 character limit)

Attorney Related - Professional Misconduct

As a licensed attorney, have any charges of professional misconduct ever been filed against you?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each charge of professional misconduct.

Please provide a separate explanation for each charge of professional misconduct.

* Explanation: (approx. 2,000 character limit)

Attorney Related - Resigned Bar Membership

As a licensed attorney, have you ever resigned as a member of any bar?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each resignation.

Please provide a separate explanation for each resignation.

* Explanation: (approx. 2,000 character limit)



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Attorney Related - Reprimand

As a licensed attorney, have you ever been reprimanded, censured, suspended, or disbarred (including informal admonishments) for professional conduct?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each reprimand, censure, suspension, informal admonishment or disbarment for professional conduct.

Please provide a separate explanation for each reprimand, censure, suspension, informal admonishment or disbarment for professional conduct.

* Explanation: (approx. 2,000 character limit)

Attorney Related - Pending Professional Misconduct

As a licensed attorney, are there any charges for professional misconduct presently pending against you?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each charge of professional misconduct pending against you.

Please provide a separate explanation for each charge of professional misconduct pending against you.

* Explanation: (approx. 2,000 character limit)

Employment - Employment History

List in reverse chronological order, the name and complete address, including zip code, for every employer for which you have worked, for any length of time, in the last five years, regardless of compensation. List all employment as an attorney, including employment outside the five year window. Also, attorneys should indicate if the position included the practice of law. You must provide a complete address for your actual geographical place of employment.

Employer: Employer 10 Name

Begin: 03/01/2015 **End:**

☒ Check here if this is the primary employer in your current employment. If you have several current employers, only one can be selected as your primary employer.

Position: Employer 10 Position Held

Practice of Law Without Supervision: Yes

Duties: Employer 10 Duties or Practice

Address: Employer 10 Address 1

Separation Reason:

Employer 10 Address 2

Employer 10 City, PA 99999

Supervisor Name: Employer 10 Supervisor

Supervisor Title: Employer 10 Supervisor Title

Supervisor Phone:

Supervisor Fax:

Supervisor Email:

- ☐ Check here if your supervisor is no longer with the employer and you are able to provide his/her current contact information.
- ☐ Check here if your supervisor is no longer with the employer and you are able to provide an alternate contact at employer.
- ☐ Check here if your supervisor is no longer with the employer and you do not have alternate contact information at this time.



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Applicant ID: XXXXXXXXXX

Practice of Law

Indicate what percentage of time was spent on the practice of law versus other duties.

Practice Time: 20% **Other Duties:** 80%

List the areas of law and the percentage of time each area represented of your practice time. Your answers must total 100%.

<u>Area</u>	<u>Percentage</u>
Employer 10 Area of Law	100%

Employer: Employer 9 Name **Begin:** 06/01/2014 **End:** 01/01/2015

☐ Check here if this is the primary employer in your current employment. If you have several current employers, only one can be selected as your primary employer.

Position: Employer 9 Position Held **Practice of Law Without Supervision:** No

Duties: Employer 9 Duties

Address: Employer 9 Address 1 **Separation Reason:** Terminated

Employer 9 Address 2

Employer 9 City, PA 99999

Supervisor Name: Employer 9 Supervisor **Supervisor Title:** Employer 9 Supervisor Title

Supervisor Phone: **Supervisor Fax:**

Supervisor Email:

- ☐ Check here if your supervisor is no longer with the employer and you are able to provide his/her current contact information.
- ☐ Check here if your supervisor is no longer with the employer and you are able to provide an alternate contact at employer.
- ☐ Check here if your supervisor is no longer with the employer and you do not have alternate contact information at this time.

Employer: Employer 8 Name **Begin:** 01/01/2014 **End:** 05/01/2014

☐ Check here if this is the primary employer in your current employment. If you have several current employers, only one can be selected as your primary employer.

Position: Employer 8 Position Held **Practice of Law Without Supervision:** No

Duties: Employer 8 Duties

Address: Employer 8 Address 1 **Separation Reason:** Temporary

Employer 8 Address 2

Employer 8 City, PA 99999

Supervisor Name: Employer 8 Supervisor **Supervisor Title:** Employer 8 Supervisor Title

Supervisor Phone: **Supervisor Fax:**

Supervisor Email:

- ☐ Check here if your supervisor is no longer with the employer and you are able to provide his/her current contact information.
- ☐ Check here if your supervisor is no longer with the employer and you are able to provide an alternate contact at employer.
- ☐ Check here if your supervisor is no longer with the employer and you do not have alternate contact information at this time.

Employer: Employer 7 Name **Begin:** 02/01/2012 **End:** 01/01/2014

☐ Check here if this is the primary employer in your current employment. If you have several current employers, only one can be selected as your primary employer.

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Position: Employer 7 Position Held

Duties: Employer 7 Duties

Address: Employer 7 Address 1
Employer 7 Address 2
Employer 7 City, AR 22222

Supervisor Name: Employer 7 Supervisor

Supervisor Phone:

Supervisor Email:

Practice of Law Without Supervision: No

Separation Reason: Retired

Supervisor Title: Employer 7 Supervisor Title

Supervisor Fax:

- ☐ Check here if your supervisor is no longer with the employer and you are able to provide his/her current contact information.
- ☐ Check here if your supervisor is no longer with the employer and you are able to provide an alternate contact at employer.
- ☐ Check here if your supervisor is no longer with the employer and you do not have alternate contact information at this time.

Employer: Employer 6 Name

Begin: 01/01/2012 **End:** 01/01/2013

- ☐ Check here if this is the primary employer in your current employment. If you have several current employers, only one can be selected as your primary employer.

Position: Employer 6 Position Held

Duties: Employer 6 Duties

Address: Employer 6 Address 1
Employer 6 Address 2
Employer 6 City, AR 55555

Supervisor Name: Employer 6 Supervisor

Supervisor Phone:

Supervisor Email:

Practice of Law Without Supervision: No

Separation Reason: Resigned in Lieu of Termination

Supervisor Title: Employer 6 Supervisor Title

Supervisor Fax:

- ☐ Check here if your supervisor is no longer with the employer and you are able to provide his/her current contact information.
- ☐ Check here if your supervisor is no longer with the employer and you are able to provide an alternate contact at employer.
- ☐ Check here if your supervisor is no longer with the employer and you do not have alternate contact information at this time.

Employer: Employer 5 Name

Begin: 01/01/2011 **End:** 01/01/2012

- ☐ Check here if this is the primary employer in your current employment. If you have several current employers, only one can be selected as your primary employer.

Position: Employer 5 Position Held

Duties: Employer 5 Duties

Address: Employer 5 Address 1
Employer 5 Address 2
Employer 5 City, AR 55555

Supervisor Name: Employer 5 Supervisor

Supervisor Phone:

Supervisor Email:

Practice of Law Without Supervision: No

Separation Reason: Resigned

Supervisor Title: Employer 5 Supervisor Title

Supervisor Fax:

- ☐ Check here if your supervisor is no longer with the employer and you are able to provide his/her current contact information.

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Applicant ID: [REDACTED]

- ☐ Check here if your supervisor is no longer with the employer and you are able to provide an alternate contact at employer.
- ☐ Check here if your supervisor is no longer with the employer and you do not have alternate contact information at this time.

Employer: Employer 4 Name **Begin:** 01/01/2010 **End:** 01/01/2011

- ☐ Check here if this is the primary employer in your current employment. If you have several current employers, only one can be selected as your primary employer.

Position: Employer 4 Position Held

Practice of Law Without Supervision: No

Duties: Employer 4 Duties

Address: Employer 4 Address 1

Separation Reason: Reduction in Force

Employer 4 Address 2

Employer 4 City, AR 55555

Supervisor Name: Employer 4 Supervisor

Supervisor Title: Employer 4 Supervisor Title

Supervisor Phone:

Supervisor Fax:

Supervisor Email:

- ☐ Check here if your supervisor is no longer with the employer and you are able to provide his/her current contact information.
- ☐ Check here if your supervisor is no longer with the employer and you are able to provide an alternate contact at employer.
- ☐ Check here if your supervisor is no longer with the employer and you do not have alternate contact information at this time.

Employer: Employer 3 Name **Begin:** 01/01/2009 **End:** 01/01/2010

- ☐ Check here if this is the primary employer in your current employment. If you have several current employers, only one can be selected as your primary employer.

Position: Employer 3 Position Held

Practice of Law Without Supervision: Yes

Duties: Employer 3 Duties or Practice

Address: Employer 3 Address 1

Separation Reason: Employer Closed

Employer 3 Address 2

Employer 3 City, VEN 44444

Supervisor Name: Employer 3 Supervisor

Supervisor Title: Employer 3 Supervisor Title

Supervisor Phone:

Supervisor Fax:

Supervisor Email:

- ☐ Check here if your supervisor is no longer with the employer and you are able to provide his/her current contact information.
- ☐ Check here if your supervisor is no longer with the employer and you are able to provide an alternate contact at employer.
- ☒ Check here if your supervisor is no longer with the employer and you do not have alternate contact information at this time.

Practice of Law

Indicate what percentage of time was spent on the practice of law versus other duties.

Practice Time: 30%

Other Duties: 70%

List the areas of law and the percentage of time each area represented of your practice time. Your answers must total 100%.

Area

Percentage

Employer 3 Area

100%

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Applicant ID: [REDACTED]

Employer: Employer 2 Name

Begin: 01/01/2008 **End:** 01/01/2009

☐ Check here if this is the primary employer in your current employment. If you have several current employers, only one can be selected as your primary employer.

Position: Employer 2 Position Held

Practice of Law Without Supervision: Yes

Duties: Employer 2 Duties or Practice

Address: Employer 2 Address 1

Separation Reason: Disability

Employer 2 Address 2

Employer 2 City, AZ 33333

Supervisor Name: Employer 2 Supervisor

Supervisor Title: Employer 2 Supervisor Title

Supervisor Phone:

Supervisor Fax:

Supervisor Email:

☒ Check here if your supervisor is no longer with the employer and you are able to provide his/her current contact information.

Current Address for Supervisor: Employer 2 Supv Addr 1
Employer 2 Supv Addr 2
Employer 2 Supv City, AZ 33333

☐ Check here if your supervisor is no longer with the employer and you are able to provide an alternate contact at employer.

☐ Check here if your supervisor is no longer with the employer and you do not have alternate contact information at this time.

Practice of Law

Indicate what percentage of time was spent on the practice of law versus other duties.

Practice Time: 10%

Other Duties: 90%

List the areas of law and the percentage of time each area represented of your practice time. Your answers must total 100%.

<u>Area</u>	<u>Percentage</u>
Employer 2 Area 2	90%
Employer 2 Area 1	10%

Employer: Employer 1 Name

Begin: 01/01/2006 **End:** 01/01/2008

☐ Check here if this is the primary employer in your current employment. If you have several current employers, only one can be selected as your primary employer.

Position: Employer 1 Position Held

Practice of Law Without Supervision: Yes

Duties: Employer 1 Duties or Practice

Address: Employer 1 Address 1

Separation Reason: Completed Military Obligations

Employer 1 Address 2

Employer 1 City, AZ 33333

Supervisor Name: Employer 1 Supervisor

Supervisor Title: Employer 1 Supervisor Title

Supervisor Phone:

Supervisor Fax:

Supervisor Email: Employer1@employer1.com

☐ Check here if your supervisor is no longer with the employer and you are able to provide his/her current contact information.

☒ Check here if your supervisor is no longer with the employer and you are able to provide an alternate contact at employer.

Alternate Contact at Employer

Contact Name: Employer 1 Contact Name

Contact Title: Employer 1 Contact Title

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Applicant ID: XXXXXXXXXX

Contact Phone: (111) 111-1111

Contact Fax:

Contact Email: Employer1Contact@employer1.com

☐ Check here if your supervisor is no longer with the employer and you do not have alternate contact information at this time.

Practice of Law

Indicate what percentage of time was spent on the practice of law versus other duties.

Practice Time: 55%

Other Duties: 45%

List the areas of law and the percentage of time each area represented of your practice time. Your answers must total 100%.

<u>Area</u>	<u>Percentage</u>
Employer 1 Area	100%

Employment - Employment Gaps

Do you have any gaps in your employment history?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each Employment Gap.

Please provide a separate explanation for each Employment Gap.

* Explanation: (approx. 2,000 character limit)

Employment - Performance

Have you ever been confronted, questioned, counseled, or approached by an employer, supervisor, teacher or other educator about your truthfulness, your excessive absence, your inability to work with others, the manner in which you handled or preserved the money or property of others, the thoroughness and/or timeliness of your preparation of work and/or your work itself, your competence, your promptness, your diligence, and/or your ability to maintain the confidentiality of information? (This does NOT include constructive criticism.)

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident including the date, name, the position of the person(s) who made the statements to you, the circumstances, and the outcome. You must also provide the address, telephone number and the fax number for your employer.

Please provide a separate explanation for each incident including the date, name, the position of the person(s) who made the statements to you, the circumstances, and the outcome. You must also provide the address, telephone number and the fax number for your employer.

* Explanation: (approx. 2,000 character limit)

Employment - Termination

Have you ever been terminated or suspended from a job, disciplined by an employer, or permitted to resign in lieu of termination, or have you ever had a job offer rescinded?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident.

Please provide a separate explanation for each incident.

* Explanation: (approx. 2,000 character limit)

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Identification - Social Security Number Changes

Have you ever been known by or used a different Social Security Number?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each time you have changed your Social Security Number that includes the previous number and the reason the number was changed.

Please provide a separate explanation for each time you have changed your Social Security Number that includes the previous number and the reason the number was changed.

* Explanation: (approx. 2,000 character limit)

Identification - Citizenship

Do you claim exclusive citizenship to a country other than the United States of America? (If you are a citizen of the United States of America, answer No.)

☒ **Yes** ☐ **No**

Please provide a separate entry for each country of citizenship and include the status of your presence in this country.

Please provide a separate entry for each country of citizenship and include the status of your presence in this country.

* Explanation: (approx. 2,000 character limit)

Military - Rejection

Have you been rejected for induction, enlistment, or commission in the armed forces of the United States of America or any other country?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident and explain the circumstances and disposition for each.

Please provide a separate explanation for each incident and explain the circumstances and disposition for each.

* Explanation: (approx. 2,000 character limit)

Military - Service

Have you ever served in the armed forces of the United States of America or any other country including the Reserve or National Guard?

☒ **Yes** ☐ **No**

Please provide a separate entry for each period of military service even if you served in the same branch of service for two separate periods. For each entry, indicate the branch of service, commission, serial number, discharge, begin date and end date for each entry.

Please provide a separate entry for each period of military service even if you served in the same branch of service for two separate periods. For each entry, indicate the branch of service, commission, serial number, discharge, begin date and end date for each entry.

* Explanation: (approx. 2,000 character limit)



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Military - Discharge

Have you ever been separated from any of the armed forces of the United States of America or any other country including the Reserve or National Guard?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each separation from military service. Provide the nature of the separation, the type of discharge and the circumstances surrounding your release for each entry.

Please provide a separate explanation for each separation from military service. Provide the nature of the separation, the type of discharge and the circumstances surrounding your release for each entry.

* Explanation: (approx. 2,000 character limit)

Military - Complaints

Have you ever been a defendant in any courts-martial, or Article 15 proceedings, or have any formal charges or complaints ever been made or filed, or proceedings instituted against you as a member of the armed forces?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident and explain the circumstances and disposition for each.

Please provide a separate explanation for each incident and explain the circumstances and disposition for each.

* Explanation: (approx. 2,000 character limit)

Public Office - Offices Held

Have you ever held judicial or public office?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each judicial or public office held. Include the title, city, state, office held, begin date and end date for each entry.

Please provide a separate explanation for each judicial or public office held. Include the title, city, state, office held, begin date and end date for each entry.

* Explanation: (approx. 2,000 character limit)

Public Office - Misconduct

Have any charges of judicial or official misconduct ever been filed against you?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each charge of misconduct filed against you.

Please provide a separate explanation for each charge of misconduct filed against you.

* Explanation: (approx. 2,000 character limit)



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Public Office - Resignation

Have you ever resigned from judicial or public office?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each resignation from judicial or public office.

Please provide a separate explanation for each resignation from judicial or public office.

* Explanation: (approx. 2,000 character limit)

Public Office - Removed

Have you ever been reprimanded, censured, suspended, or removed from judicial or public office for misconduct?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each reprimand, censure, suspension or removal from judicial or public office.

Please provide a separate explanation for each reprimand, censure, suspension or removal from judicial or public office.

* Explanation: (approx. 2,000 character limit)

Public Office - Investigation

Are you currently under investigation for judicial or official misconduct?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident of current investigation for judicial or official misconduct.

Please provide a separate explanation for each incident of current investigation for judicial or official misconduct.

* Explanation: (approx. 2,000 character limit)

Academic Records - Discipline

Have you ever been denied enrollment, dismissed, suspended, expelled, subject to discipline, including disciplinary probation for plagiarism, cheating, dishonesty, fraud, or any other reason, or withdrawn in lieu of discipline from any academic institution or organization, beyond high school, for any reason (does NOT include academic discipline or probation for poor or failing grades)?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident. Provide the date, place, nature of the offense, names of the authorities involved, disposition, and sanction(s).

Please provide a separate explanation for each incident. Provide the date, place, nature of the offense, names of the authorities involved, disposition, and sanction(s).

* Explanation: (approx. 2,000 character limit)



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Documents - Altered or Falsified

Have you ever altered or falsified any official or unofficial document or copy thereof (e.g., bar application or examination result letter, recommendation letter, transcript, report, law school application, etc.)?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident. Provide the type of document, the date it was altered or falsified, names of the authorities involved, the outcome of the action, and a full explanation for each incident.

Please provide a separate explanation for each incident. Provide the type of document, the date it was altered or falsified, names of the authorities involved, the outcome of the action, and a full explanation for each incident.

* Explanation: (approx. 2,000 character limit)

Criminal - Criminal History

Are you currently, or have you ever been arrested, charged, cited, accused, or prosecuted for any crime by a law enforcement agency, or have you ever been the subject of any investigation by a law enforcement agency, civil or administrative agency, professional organization, corporation, board or any other agency (including, but not limited to the lawyer Disciplinary Board, Attorney General's Office, government entity, law firm, etc.)? This does NOT include summary (minor) motor vehicle violations for which you were given a citation (ticket). It does include all alcohol-related traffic citations (e.g. OWI, DUI).

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident. Provide the time, date, location, law enforcement agency involved, and final disposition for each entry.

Please provide a separate explanation for each incident. Provide the time, date, location, law enforcement agency involved, and final disposition for each entry.

* Explanation: (approx. 2,000 character limit)

Financial - Bankruptcy

Have you ever filed a petition in bankruptcy, or has anyone ever filed a petition in bankruptcy against you?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident. Provide the court in which such petition was filed, the date of filing, and the final disposition for each incident.

Please provide a separate explanation for each incident. Provide the court in which such petition was filed, the date of filing, and the final disposition for each incident.

* Explanation: (approx. 2,000 character limit)



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Financial - Past-due Accounts

Do you currently have any debts in arrears (e.g., 120+ days past due, charge offs, bad debts/loss write offs) and/or unpaid claims against you? This includes delinquent student loans, child or spousal support, court ordered fines, costs, restitution or judgments. This does not include student loans in deferment.

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident. Provide the date that the obligation was incurred, the amount borrowed, the amount paid, and what efforts have been made to repay the obligation.

Please provide a separate explanation for each incident. Provide the date that the obligation was incurred, the amount borrowed, the amount paid, and what efforts have been made to repay the obligation.

* Explanation: (approx. 2,000 character limit)

Financial - Child or Spousal Support

Have you ever been ordered or required to pay child or spousal support?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each order to pay child or spousal support.

Please provide a separate explanation for each order to pay child or spousal support.

* Explanation: (approx. 2,000 character limit)

Financial - Income Tax

Have you ever failed to file any applicable local, state or federal income tax return and/or report required by law within the last 10 years? This does not include tax extensions, late filings, or returns not filed due to earned income being under the legally established income threshold.

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident. Provide the type of income tax return and/or report that was not filed and the circumstances regarding your not filing it.

Please provide a separate explanation for each incident. Provide the type of income tax return and/or report that was not filed and the circumstances regarding your not filing it.

* Explanation: (approx. 2,000 character limit)

Financial - Fraud

Have you ever been investigated for, or accused of fraud, commingling, withholding or misusing funds, or any other charges involving the handling of funds?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident. Provide the date, circumstances of the investigation, the investigating authority, and the person or organization named as the wronged party in the investigation or accusation.



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Please provide a separate explanation for each incident. Provide the date, circumstances of the investigation, the investigating authority, and the person or organization named as the wronged party in the investigation or accusation.

* Explanation: (approx. 2,000 character limit)

Licenses - Applications

Have you ever applied for a permit or license, other than one to practice law, that required proof of good character (e.g., CPA, medical professional, teacher, stock broker, etc.)?

☒ **Yes** ☐ **No**

Please provide a separate entry for each permit or license application. Provide the permit or license type, the jurisdiction in which you applied for the permit or license, the disposition of your application for the permit or license, and your permit or license number (if known).

Please provide a separate entry for each permit or license application. Provide the permit or license type, the jurisdiction in which you applied for the permit or license, the disposition of your application for the permit or license, and your permit or license number (if known).

* Explanation: (approx. 2,000 character limit)

Licenses - Withdrawn, Denied, Revoked or Complaints

Have you ever withdrawn an application for a permit or license (other than one to practice law), been denied a permit or license, had a permit or license revoked, and/or voluntarily surrendered a permit or license for any reason, and/or have you ever been the subject of any complaints, proceedings, investigations, or inquiries relating to a profession for which licensure is required that involved: allegations of unauthorized practice, censure, removal, suspension, revocation of license, discipline, and/or any other formal or informal charges, by any agency, organization or individual?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident. Provide the permit or license type, the jurisdiction of the permit or license, and the disposition for each incident.

Please provide a separate explanation for each incident. Provide the permit or license type, the jurisdiction of the permit or license, and the disposition for each incident.

* Explanation: (approx. 2,000 character limit)

Court Related - Protection From Abuse

Have you ever had a petition for Protection From Abuse (PFA), restraining, or peace order filed against you?

☒ **Yes** ☐ **No**

Please provide a separate explanation for each PFA, restraining or peace order filed against you. Provide the date each PFA or order was filed against you and the circumstances surrounding each.

Please provide a separate explanation for each PFA, restraining or peace order filed against you. Provide the date each PFA or order was filed against you and the circumstances surrounding each.

* Explanation: (approx. 2,000 character limit)

This form summarizes an applicant's cumulative application to the Pennsylvania Board of Law Examiners and may include a combination of information gathered from both paper and online applications. Some information, such as explanations provided on prior paper applications, may not be available on this form.



Pennsylvania Board of Law Examiners
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Applicant ID: XXXXXXXXXX

Court Related - Civil Proceedings

Have you ever been named as a party to any civil proceeding or has any civil proceeding been instituted by you, on your behalf, or against you including, but not limited to, suits in equity, actions at law, statutory proceedings, or any other civil or administrative proceeding? Do NOT include divorce proceedings or minor motor vehicle accidents.

☒ **Yes** ☐ **No**

Please provide a separate explanation for each incident, including the dates and court (including docket number) where any proceeding was instituted.

Please provide a separate explanation for each incident, including the dates and court (including docket number) where any proceeding was instituted.

* Explanation: (approx. 2,000 character limit)

Dependencies - Current Addictions

Are you currently addicted to, or dependent upon narcotics, intoxicating liquors, or other substances?

☒ **Yes** ☐ **No**

Please provide a separate explanation of the current status of each addiction or dependency and how or if each relates to your ability to practice law.

Please provide a separate explanation of the current status of each addiction or dependency and how or if each relates to your ability to practice law.

* Explanation: (approx. 2,000 character limit)

Miscellaneous - Issues

If there is any information (event, incident, occurrence, etc.) that was not specifically addressed and/or asked of you in the online application and/or in the instructions that could be considered a character issue, you are required to provide a detailed explanation for each event, incident/occurrence. Do you have any additional issues to disclose before submitting your application?

☒ **Yes** ☐ **No**

Please provide a detailed explanation for each miscellaneous issue being disclosed. If you have documentation to support your explanation, you must submit it to the board office with your Supplemental Documents.

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* Explanation: (approx. 2,000 character limit)

Please provide a detailed explanation for each miscellaneous issue being disclosed. If you have documentation to support your explanation, you must submit it to the board office with your Supplemental Documents.

* Explanation: (approx. 2,000 character limit)



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Applicant Name: FirstName MiddleName TwoOfFour Sr.

Applicant ID: XXXXXXXXXX

Please provide a detailed explanation for each miscellaneous issue being disclosed. If you have documentation to support your explanation, you must submit it to the board office with your Supplemental Documents.

* Explanation: (approx. 2,000 character limit)

Submit Application - Electronic Application Verification

I verify that the statements of facts made by me in this electronic application are true and correct, and that they are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities. I further verify that I have not omitted any facts or matters pertinent to my electronically filed application.

I hereby acknowledge that this is a continuing application, and that I have an obligation to keep my responses to the questions current, complete and correct by filing timely amendments until the date of my admission to the bar of the Commonwealth of Pennsylvania. I understand that an amendment is considered timely when made no later than 10 days after any occurrence that would change, or render incomplete, any answer on my bar application.

For applicants applying under Pa.B.A.R. 203/205 only:

I certify that my purpose for taking the Pennsylvania Bar Examination, is for admission purposes only. I further certify that I will not share the content of the Multistate Bar Examination with any individual, organization or agency.

I am entering my User ID and Applicant ID that I have been assigned to create an electronic signature to indicate that I agree to the aforementioned statements. I understand that an electronic signature may not be denied legal effect or enforceability by me solely because it is in electronic form. The Electronic Transactions Act, 73 P.S. §2260.101 et seq. provides authority for parties to transactions involving government affairs to agree to conduct such transactions by electronic means.

Signed electronically by **FirstName MiddleName TwoOfFour Sr.** on **09/21/2015**

Submit Application - Electronic Authorization and Release

I, **FirstName MiddleName TwoOfFour Sr.**, born in **Alabama** on **04/28/1973**, consent to have an investigation made as to my moral character, professional reputation, and fitness for the practice of law and have such information, as may be available regarding the same, reported to the Pennsylvania Board of Law Examiners. I agree to provide any further information that may be required concerning my past record. I understand that the contents of my character and fitness investigation are confidential and that I will not receive, and am not entitled to, a copy of the investigation or to know its contents. I further understand that the contents are privileged.

I also authorize and request every person, firm, company, corporation, governmental agency, law enforcement agency, court, association, educational and /or other institution having control of any documents, records, and other information pertaining to me, to furnish to the Pennsylvania Board of Law Examiners any such information, including documents, records, bar association files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data. I also permit the Pennsylvania Board of Law Examiners or any of its agents or representatives to inspect and make copies of such documents, records or other information, and on its own volition or in response to any inquiry from any agency of the Supreme Court of Pennsylvania or of any other jurisdiction at any time in the future, to furnish to such agency information, documents, or records contained in my file.

I authorize and direct any consumer-reporting agency to furnish a copy of my credit report to the Pennsylvania Board of Law Examiners for the purpose of conducting a character and fitness investigation.

I hereby release, discharge, and exonerate the Pennsylvania Board of Law Examiners, its agent and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information, or the investigation made by or on behalf of the Pennsylvania Board of Law Examiners.

I am entering my User ID and Applicant ID that I have been assigned to create an electronic signature to indicate that I agree to the aforementioned statements. I understand that an electronic signature may not be denied legal effect or enforceability by me solely because it is in electronic form. The Electronic Transactions Act, 73 P.S. §2260.101 et seq. provides authority for parties to transactions involving government affairs to agree to conduct such transactions by electronic means.

This form summarizes an applicant's cumulative application to the Pennsylvania Board of Law Examiners and may include a combination of information gathered from both paper and online applications. Some information, such as explanations provided on prior paper applications, may not be available on this form.



**Pennsylvania Board of Law Examiners
Bar Application
204 Motion for Admission**

Applicant Name: FirstName MiddleName TwoOFour Sr.

Applicant ID: [REDACTED]

Signed electronically by **FirstName MiddleName TwoOFour Sr.** on **05/10/2017**

Application Help Topics

[Close Window](#)[Print this selection](#)

Navigating the Help

Understanding Help Features

The Application Help System provides definitions for page links and fields, as well as instructions for viewing or entering data.

The Application Help is displayed in a two-pane window. The left pane lists page topics and help topic links, while the right pane displays the help text for the item selected within the left pane.

Expanding or Collapsing Page Topics

To expand a page topic, click the plus sign (+) in front of the page topic name.

To collapse a page topic, click the minus sign (-) in front of the page topic name.

Viewing Page and Help Topics

To view the help topics for a page, you must expand the page's topics by clicking the plus sign (+) in front of the page topic name. The page's help topic links display.

Click the desired link to view the help text within the right pane.

Viewing Help Text

To view help text within the right pane of the help window, click the desired help topic link within the left pane.

Introduction

Suspended or Disbarred Attorneys

Attorneys who are currently suspended or disbarred from any jurisdiction cannot apply
Consult Pa.B.A.R. 204 at http://www.pabarexam.org/bar_admission_rules/204.htm#3

Instructions Link

Each page of the Pennsylvania Bar Examiner's Online Bar Application includes an Instructions link in the upper left portion of the screen. Clicking this link will open the Help topic that provides instructions for the portion of the application that you are completing.

Purge Data Notice

Important Notice:

Online bar applications that are not accessed or submitted within 6 months will be purged.

For reapplicants, only data added during the most recent application will be purged in this case.

Answering Questions

Answering Questions Overview

Important Note: You must answer every question with complete and absolute candor. Failure to be completely candid will result in the initial denial of admission. If you are uncertain whether your situation falls within the scope of a particular question, assume that it does. False statements and deliberate omissions will raise character issues that will result in the initial denial of admission and/or subsequent discipline under the Rules of Professional Conduct.

Some of the questions within this application require you to enter a date or date range (dates of residency or dates of employment, for example). If you are unsure of exact dates, provide the first date of the month. (EXAMPLE: You started a job in February 1998, but cannot remember the exact date. You should enter 02/01/1998 as your begin date for this job.)

Some of the questions within this application require that you list information (such as states in which you have resided), while most of the questions require a Yes or No response.

If you respond "No" to a question, simply click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you respond "Yes" to a question, you will be required to provide additional information. You will notice that after you click "Yes," more instructions will display at the bottom of the page. Please read these instructions carefully and enter the additional information by clicking Add New (below the grid).

Note: If you respond "Yes" to a question and you are required to provide explanations for multiple incidents, please provide a separate explanation for each incident.

When you click Add New, an entry window opens. Enter the necessary information or explanation and click Save.

Note Concerning Explanations: You have approximately 2,000 characters (including spaces) to complete an explanation. Please be complete, but **CONCISE** when entering your explanations.

After you click Save, the page refreshes and your entry will display within the grid. To continue adding entries, click Add New again and repeat the previous steps.

Providing Additional Information

When you respond "Yes" to a question, you will be required to provide additional information. To provide additional information, click Add New (located below the grid).

When you click Add New, an entry window opens. Enter the required information and click Save.

Note Concerning Explanations: You must provide one explanation entry per incident. Do not attempt to explain multiple incidents in one explanation entry.

After you click Save, the page refreshes and your entry will display within the grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished providing additional information, click Save and Continue to continue to the next page.

Editing Entries

You can edit current entries within the grid by clicking Edit on the desired row. When you click Edit, the entry window displays for that entry. Change the necessary information and click Save.

After you click Save, the page refreshes and your edited entry will display within the grid. Entries added on previous applications may not be edited.

Deleting Entries

You can delete current entries within the grid by clicking Delete on the desired row. When you click Delete, a message displays asking if you are sure that you want to delete this entry. Click OK to delete this entry or click Cancel to cancel your delete request.

Note: If you click OK, after the page refreshes, the entry will be removed from the grid. Entries added on previous applications may not be deleted.

Viewing Entries

Note: You can only view entries within the Employment History section of this application.

You can view existing employment history entries by clicking View on the desired row within the grid. When you click View, the Employment History window for that entry displays.

When you are finished viewing the information, click Close Window to return to the Employment History page.

Adding to Lists

For questions that require you to list states or countries, select the state/country in the drop-down list and click Add to List. The entry displays in the grid below. Repeat these steps to add the necessary states or countries.

Removing Items from Lists

To remove items from a grid, select the item within the grid and click Remove Item.

Note: You cannot remove items that were added on previous applications.

Clearing Lists

To remove all the items within a grid, click Clear List.

Note: You cannot clear items that were added on previous applications.

Saving Your Application

To save your answer to the current question and move to the next page, click Save and Continue.

To save your answer and exit the application, click Save and Return to Home Page. You will be prompted to confirm that you would like to exit the application. Click OK and you will be returned to the Home Page. You may then click Log Out in the upper right hand corner of the screen.

Navigating through the Online Bar Application

Accessing Your Online Bar Application

After you log in for the first time and click the Bar Application link, the Online Bar Application Search page displays. Enter your Last Name, Date of Birth, and Social Security Number, then click Search.

All subsequent logins will bypass the Application Search page and the online bar application will automatically open to the page you were viewing before you saved and exited your application.

Moving to the Next Page

Note: Since the online bar application is designed to display questions in a specific order, you cannot view the next question until after you complete the current question in its entirety.

To move to the next page of the online bar application, you must answer the current question, and then click Save and Continue.

Reminder: Even though you cannot view upcoming questions within the application, you can view the instructions for any question within the Help/Instructions window and you can print the help by clicking the "Print this selection" link within the Help window.

Reviewing Previous Pages

Note: You cannot navigate to completed pages within the online bar application by clicking the Back button on your web browser. Clicking the Back button on the web browser will simply refresh the current page.

To review completed questions within your application, point your mouse to the Application Menu option within the menu bar at the top of the page and click the desired page on the right. You can navigate to any question that has a checkmark, indicating that you have completed it.

Understanding the Checklist

Reviewing the Checklist

The application checklist is a tool that will assist you in knowing what documents need to be submitted to the Pennsylvania Board of Law Examiners and at what time. The checklist will be divided into three sections: Initiating Documents, Supplemental Documents and Third-Party Documents. The checklist items will build based on several factors, including applicant rule type and your responses to the application questions.

You may periodically view the checklist by pointing your mouse to the Forms menu option and clicking Checklist. You should print a copy of the checklist after you have answered all application questions. You may print the checklist before or after you submit.

Submitting Payment and Initiating Documents

Unless paying online by credit card, you must submit to the Board office payment in the form of a certified check, cashier's check, law firm check, corporate check or money order for the total of all appropriate fee amounts. Checks should be made payable to 'Pennsylvania Board of Law Examiners', and should be submitted with the payment voucher available during online filing. Personal checks will not be accepted. Fees are assessed by the postmark date of their payment envelope if paying by check or money order. There are no refunds or transfers of applications and/or fees.

You must provide original Certificates of Good Standing from the clerk of the highest court (Supreme Court) of the state or country having authority over admission to practice law in all jurisdictions in which you are admitted. Certificates of Good Standing from bar associations or boards of bar examiners are NOT acceptable. Certificates of Good Standing are also required from all federal and district courts in which you are admitted. The certificates should be sent to the Board office after you submit this application, and must be less than 90 days old when received in the Board office. If you are applying to sit for a bar examination, P.a.B.A.R. 203(a)(3) requires that Certificate(s) be submitted prior to sitting for the bar examination.

Reapplicants: You must provide a Certificate of Good Standing as outlined above with each application.

A Certificate of Good Standing contact list is available on the Board's web site at this address:

<http://www.pabarexam.org/pdf/cgsrep.pdf>.

Submitting Supplemental Documents

Supplemental documents are documents you are required to submit based on your responses to the questions on the online bar application. These items are identified on your checklist.

A Supplemental Documentation Submittal Form for Character and Fitness should be submitted with ALL supplemental documents. These forms are available on the Board's web site for each application type at this address: <http://www.pabarexam.org/forms.htm>.

While it is not required that you submit your supplemental documents at the time you submit your online application, the sooner you submit your supplemental documentation, the sooner your character and fitness analyst can investigate your file.

Submitting Third-party Documents

Third-party documents are authenticated documents that you must obtain from a third party. In some cases,

personal verification forms may substitute where authenticated documents do not exist or are unobtainable.

A Supplemental Documentation Submittal Form for Character and Fitness should be submitted with ALL third-party documents. These forms are available on the Board's web site for each application type at this address:

<http://www.pabarexam.org/forms.htm>.

While it is not required that you submit your third party documents at the time you submit your online application, the sooner you submit your third party documentation, the sooner your character and fitness analyst can investigate your file.

Printing the Checklist

To print the checklist, point your mouse to the Forms menu option and click Checklist. Then click the Print button at the top or bottom of the Checklist window.

Accessing the Board Office's Website

Visiting the Home Page

From within the online bar application, you can access the Pennsylvania Board of Law Examiners' main website by clicking the Board Website option within the menu bar. The Pennsylvania Board of Law Examiners' main website will display in a separate window.

Accessing the Online Bar Application Home Page

Visiting the Home Page

From the Online Bar Application Home Page you can manage your account, access the Message Center and Bar Application. Access the Home Page by clicking the Home option within the menu bar. If you have entered answer data and not saved, clicking the Home option will navigate you to the OBA Home page without saving your answer for that question.

Using the Application Menu

Reviewing Completed Pages

Note: You cannot navigate to completed pages within the online bar application by clicking the Back button on your web browser. Clicking the Back button on the web browser will simply refresh the current page.

To review completed questions within your application, point your mouse to the Application Menu option within the menu bar at the top of the page and select the desired page on the right. You can navigate to any question that has a checkmark, indicating that you have completed it.

Printing Forms

Printing the Online Bar Application

To print your online bar application, point your mouse to the Forms menu option within the menu bar (at the top of the page) and click Application. The application displays in an Adobe Reader window. A print button will be available.

Printing the Checklist

To print the checklist for your online bar application, point your mouse to the Forms menu option within the menu bar (at the top of the page) and click Checklist. Then click the Print button at the top or bottom of the Checklist window.

Printing Other Forms

To print supplemental forms for your online bar application (as needed), point your mouse to the Forms menu option within the menu bar (at the top of the page) and select Other Forms. Select the desired form from the list that displays on the right.

Note that Adobe Reader must be installed on your computer in order to view and print forms.

Reviewing Deadlines and Fees

Viewing Deadlines and Fees

A schedule of deadlines and fees is available at <http://www.pabarexam.org>. You should review this schedule to ensure you understand the requirements for submitting applications and fees to the Pennsylvania Board of Law Examiners.

Contacting the Board Office

Reviewing Board Office Contacts

Click the Contacts menu option within the menu bar (at the top of the page). A separate window opens to the Pennsylvania Board of Law Examiners' "Contact Us" web page.

Corresponding with the Board Office

IMPORTANT NOTICE: All correspondences, regardless of the addressee, must be mailed to the Board office address for distribution. Non-routine correspondences should be addressed to the Executive Director. Any correspondence sent directly to a Board member's office or law firm will not be considered to be a part of your official record, will be discarded without review, and will not receive a response or action.

It is recommended that all documentation sent to the Board office be mailed via certified mail, return receipt requested, or by overnight courier (e.g., Federal Express, UPS, etc.) in order to verify receipt of the materials by the Board office.

The Board office's addresses are

Mailing Address via US Postal Service (Certified/First Class/Priority/Express Mail)

Pennsylvania Board of Law Examiners
601 Commonwealth Ave., Suite 3600
P.O.Box 62535
Harrisburg, PA 17106-2535

and

Physical Address (Overnight Delivery via DHL,FedEx,Ups,etc)

Pennsylvania Board of Law Examiners
601 Commonwealth Ave., Suite 3600
Harrisburg, PA 17120-0901

Phone: 717-231-3350 Fax: 717-231-3351

Emailing Website/Online Bar Application Problems

If you experience any technical problems while using the online bar application, click the Contact Us link within the footer bar (bottom) of each page.

When the Contacting Us page displays, click Contact Webmaster. Your email program will open a new email message, enter your comments including a detailed description of the problem or error received, and click Send.

Providing Application Feedback

Submitting Comments

To provide feedback about your experience using the Pennsylvania Board of Law Examiners' Online Bar Application, click the Feedback option within the menu bar (at the top of each page).

Printing Application Help

Printing the Help

To print the instructions for the entire online bar application, click the Help option within the menu bar (at the top of each page). Select the "PABLE 204" link on the left, which lists the entire help on the right, then click the "Print this selection" link.

Personal Information - Name/SSN/Date of Birth

Instructions - Name/SSN/Date of Birth

The Social Security Number (SSN), Last Name, and Date of Birth that you entered on the online bar application Search page are displayed in the appropriate fields on this page and may not be changed.

Please enter the additional personal information, as follows:

National Conference of Bar Examiners (NCBE) Number:

NCBE requires that bar examination applicants register for an NCBE number to be used on the MBE answer sheet. To acquire your number, visit <https://accounts.ncbex.org>.

Name:

Please enter your First Name, Middle Name, and Generation. The Generation drop-down list includes Jr., Sr., II, etc. If your legal name consists of only a First Name or Last Name, you should type 'NFN' in the First Name area. By entering 'NFN' in the First Name area, only a single name will show on all documentation distributed by the Board office.

Titles, ranks and degrees, such as Mayor, Colonel, M.D., Esquire, etc. should not and will not be included with your name on your admission certificate/license.

Important Note: If your name will change prior to the release of results because of marriage or divorce, you must list your current name on the application, and submit and submit a name change request via the policy defined here: http://www.pabarexam.org/bar_exam_information/benachangeinfo.htm

State/Country of Birth:

Please select the state or country (if not United States) where you were born from the drop-down list.

When you are finished entering personal information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

REAPPLICANTS: If your name has changed since you last submitted an application, you must contact the Board office in order to have your name changed.

Personal Information-Other Names

Instructions-Other Names

Note: If you have been known by or used a different name, please answer "Yes" to this question. This question does not apply to the use of nicknames.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" that you have been known by or used a different name, please complete a name entry for each name by which you have been known (starting with your birth name and moving forward to your current name).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Other Names Entry window opens. Enter the First Name, Middle Name, and Last Name. If applicable, select a Generation (i.e., Jr, Sr, etc) from the drop-down list. Select the reason that you changed your name from the Name Change Reason drop-down list (such as Marriage, Divorce, Court Order, etc.) and click Save.

If you have changed your name, please provide the necessary court documents to show proof of the change (i.e. marriage certificate, divorce decree, court order, etc.). If you have not officially changed your name, but have used a different name, please send a letter to the Board office explaining why you are or did use a different name.

After the page refreshes, your name entry displays within the grid on the Personal Information - Other Names page. To continue adding name entries, click Add New again and repeat the previous steps.

When you are finished entering names, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

REAPPLICANTS: If your name has changed since you last submitted an application, you must contact the Board office in order to have your name changed.

Personal Information-Current Address

Instructions-Current Address

Please enter your current home address information (i.e., Address, City, State/Country, Zip Code or Postal Code, Begin Date); Home, Mobile and Work Phone Numbers (if applicable), selecting the primary phone number; and Email Address. Click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: If your current address includes a post office box, a street address must also be provided. Also, please include the Area Code for the Home, Mobile, and Work Phone Numbers. The Postal Code is required for countries.

Important Note: All communications from the Board office will be mailed to the current address listed within your online bar application. Your email address is considered a part of your confidential application and will not be released to anyone. If your address, telephone number and/or email address changes, you must notify the Board office in writing, within 10 days of each occurrence. Address, telephone number and/or email address changes will not be processed over the telephone and must be in writing (can be faxed to 717-231-3351).

Note for reapplicants: If your current address has changed since your last application, please click the [here](#) link. Enter the End Date for the old current address and click Save. The Current Address fields will be cleared so you can enter your new current address information. The old current address will appear on the Prior Addresses page and cannot be edited. No other current address information may be changed that was entered on a prior application.

Personal Information-Prior Addresses

Instructions-Prior Addresses

Please enter your prior addresses. You must provide complete addresses, in reverse chronological order, for every residence that you have lived in for the past five years. Please include all addresses and/or temporary addresses (over 90 days) used for schooling, business, military, or for any other purpose. Include the time period that those addresses were used.

If complete address information is not available, you must at least enter "Unknown" in the Address 1 field and provide the city, state, zip code/postal code and the length of time that each address was used.

Note: If any address includes a post office box, a street address must also be provided for that time period.

To add a prior address, click Add New. The Prior Addresses Entry window opens. Enter the Begin Date, End Date, Address, City, State/Country, and Zip Code. If applicable, enter a Postal Code (if not a U.S. state).. When you have finished entering the necessary address information, click Save.

After the page refreshes, your prior address entry displays within the grid on the Personal Information - Prior Addresses page. To continue adding prior addresses, click Add New again and repeat the previous steps.

If you have never had a prior address, place a checkmark in the box labeled "Check this box if you have never had a prior address."

When you are finished entering prior addresses, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current prior address entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Personal Information-Residency

Instructions-Residency

Please list every state and country (permanent or temporary) in which you have lived, worked, attended school or served in the military for more than 6 months (cumulative) since the age of 16.

Select a state or country from the drop-down list and click Add to List. The entry displays in the grid below. Repeat these steps to add the necessary residency information.

To remove items, select the item in the grid and click Remove Item. To clear the entire list, click Clear List.

When you are finished entering residency information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You cannot remove items that were submitted on a prior application.

Official Records-Criminal Records

Instructions-Criminal Records

Please select every state and country in which you were arrested, charged, cited, accused or prosecuted in, but DID NOT LIVE, work, attend school or serve within the military for more than 6 months.

Select a state or country from the drop-down list and click Add to List. The entry displays in the grid below. Repeat these steps to add the necessary criminal records information.

To remove items, select the item in the grid and click Remove Item. To clear the entire list, click Clear List.

If you have never had a criminal record in any state/country in which you did not reside for over 6 months, then, place a checkmark in the box labeled "Check this box if you have never had a criminal record in any state/country in

which you did not reside for over 6 months."

When you are finished entering criminal records information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You cannot remove items that were submitted on a prior application.

If you have no entries on this page, you are not required to submit criminal history records.

If you do have entries on this page and were arrested, charged, cited, accused or prosecuted for a summary offense, you are not required to submit criminal history records.

However, if you have entries on this page and were arrested, charged, cited, accused or prosecuted for any offense other than a summary offense or minor traffic violation (i.e., any misdemeanor or felony), you are required to submit criminal history records from every state in which you have lived, worked, attended school, or served in the military for six months or more (cumulative) from the age of 16 until the present.

Additionally, if your responses require you to provide a criminal history record, you must provide one from every state in which you were arrested, charged, cited, accused, or prosecuted, but did not reside in for six months or more cumulative. Please note, criminal history records may be obtained via the internet provided they are official records from the State Police website from that state. Criminal history records obtained from any other internet source will not be accepted.

Official Records-Driving Records

Instructions-Driving Records

Please select every state and country in which you were issued a driver's license.

Important Note: If you were arrested for Driving Under the Influence (DUI) or any serious traffic violation, but did not hold a driver's license from that state or country, you MUST select that state or country, as well. Scroll down to view a list of traffic violation examples.

Select a state or country from the drop-down list and click Add to List. The entry displays in the grid below. Repeat these steps to add the necessary driving records information.

If you have never been issued a driver's license in any state, place a checkmark in the box labeled "Check this box if you have never been issued a driver's license."

To remove items, select the item in the grid and click Remove Item. To clear the entire list, click Clear List.

When you are finished entering driving records information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You cannot remove items that were submitted on a prior application.

Example of Serious Traffic Violations:

- Driving Under the Influence
- Fleeing the Scene of an Accident
- Homicide by Vehicle
- Fleeing and Eluding the Police
- Excessive Speed (100+mph)

IMPORTANT NOTE CONCERNING DRIVING RECORDS: You must provide an original driving record (copies will not be accepted) for each state from which you ever held a driver's license, and/or for any state in which you were stopped, arrested, charged, cited, accused or prosecuted for Driving Under the Influence (DUI) or any serious traffic violation (i.e.; fleeing the scene of an accident, homicide by vehicle, fleeing and eluding police, excessive speed (100+ mph), etc.).

Refer to the Driving Record Repositories list to determine the fee and how to obtain a record. Driving records may be obtained via the Internet provided they are from the state's Department of Motor Vehicles official website. Note: Copies of driving record(s) downloaded from the Internet will be accepted, provided they are a certified or

true/attested (official) record from that state's Department of Motor Vehicles web site. Driving records obtained from any other Internet source will not be accepted.

The information on the repository list may have changed since the last update.

For out-of-country records, complete the Personal Verification of Driving Record Information form. You are not required to provide driving records from foreign countries.

If you are a REAPPLICANT and have submitted an original certified or true/attested driving record, WHICH IS DATED WITHIN THE LAST TWO YEARS of the submission date of this application, and there have been no changes to your driving record, you do not need to provide another record. You must, however, submit an original certified or true/attested driving record for any new state (one that was not provided on a previous application) in which you are licensed.

Education - Law School Degree(s)

Instructions - Law School Degree(s)

A degree in law is required under the Bar Admission Rules.

Please list every educational institution (domestic or foreign) from which you attained a degree in law. Provide a Begin and End date of attendance and the type of degree. If you are nearing completion of a degree, indicate the date that you expect to attain the degree. If your law degree was from a foreign law school that does not appear in the list, please email the name, address and telephone number of the law school to webmaster@pabarexam.org.

When you click Add New, the Law School Degree(s) Entry window opens. Click the arrow in the Graduating Law School Name drop-down list and scroll down to select the law school. Enter the Degree for the graduating law school, the Begin and End Dates of attendance, and click Save.

After the page refreshes, your law school degree entry displays within the grid. To continue adding law school entries, click Add New again and repeat the previous steps.

When you are finished entering law school degrees, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

All Rule 204 applicants must submit to the Board office a certified transcript from an American Bar Association (ABA) approved law school. Please consult Rule 204 at this link for further details:

http://www.pabarexam.org/bar_admission_rules/204.htm

Education - Other Law Schools

Instructions - Other Law Schools

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" that you attended more than one law school, you must provide the name and dates of attendance for the additional law school(s).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Other Law Schools Entry window opens. Select the law school, enter the Begin and End dates, and click Save.

After the page refreshes, your law school entry displays within the grid. To continue adding law school entries, click Add New again and repeat the previous steps.

When you are finished entering law schools, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Education - Higher Education Attendance

Instructions - Higher Education Attendance

Please list every college or institution of higher education that you have attended, other than where you have pursued a degree in law, the dates of attendance, as well as any degree earned.

To enter Higher Education Attendance information, click Add New (below the grid).

When you click Add New, the Higher Education Attendance Entry window opens. Enter the School Name, City, State/Country, Begin Date, End Date, Degree Date, Degree Level, and Degree Title (i.e. 'Legal', 'Criminal Justice', 'Nursing', etc.) information.

After the page refreshes, your other degree entry displays within the grid on this page. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering all other degree information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Bar Related - Other Bar Applications

Instructions - Other Bar Applications

Please list every jurisdiction or country in which you have ever applied to sit for a bar examination, for a character and fitness determination, for a limited license, and/or for admission on motion, including state federal district courts and/or administrative agencies. This includes previous Pennsylvania applications, but excludes this application.

If you have submitted an application for another jurisdiction's bar examination, and the application is currently in progress, please list this jurisdiction, and select "Exam Results Pending" for the results/status.

If you are not yet admitted, you must indicate the status of your application, such as Exam Results Pending, Denied, etc. If you were denied admission to practice law in any state and/or country, you must give a detailed explanation at the end of this application on the Miscellaneous - Issues page. For this reason, do not list your status as "Denied" if you were unsuccessful on a bar examination. Instead, you should list your status as "Unsuccessful on Exam."

To enter Other Bar Applications information, click Add New (below the grid).

When you click Add New, the Other Bar Applications Entry window opens. Enter the Jurisdiction Type, Jurisdiction, Application Type, Application Date, and select the Result/Status from the drop-down list. If applicable, enter the Not Listed Jurisdiction, the Admission Date and the State Bar Number, then click Save.

After the page refreshes, your other bar application entry displays within the grid on this page. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering other bar applications information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

You can edit or delete entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be deleted.

Important Note: You must provide original Certificates of Good Standing from the clerk of the highest court (Supreme Court) of the state or country having authority over admission to practice law in all jurisdictions in which you are admitted. Certificates of Good Standing from bar associations or boards of bar examiners are NOT acceptable. Certificates of Good Standing are also required from all federal and district courts in which you are admitted. The certificates should be sent to the Board office after you submit this application, and must be less than 90 days old when received in the Board office.

Reapplicants: You must provide a Certificate of Good Standing as outlined above with each application. A Certificate of Good Standing contact list is available on the Board's web site at this address:

<http://www.pabarexam.org/pdf/cgsrep.pdf>.

For applicants admitted in the jurisdiction(s) of California and/or Washington:

You will need to send a separate check or money order to the Pennsylvania Board of Law Examiners in the amount of \$25.00 payable to the "State Bar of California" and/or in the amount of \$30.00 payable to the "Washington State Bar Association." These fees will be forwarded by the board investigators to these other jurisdictions when requesting documents for the character and fitness review.

For applicants admitted in the jurisdiction of District of Columbia:

You will need to submit a request for a Certificate Concerning Discipline to the Office of Bar Counsel 515 5th Street, NW, Bldg. A, Room 117, Washington, DC, 20001. This request requires a notarized release form. To obtain the release form, call 202-638-1501 or visit <http://www.dcbbar.org>. The Certificate Concerning Discipline has a fee of \$20.00. When you receive your documentation from the DC office, submit it directly to the Pennsylvania Board of Law Examiners.

If you are admitted and practice in multiple jurisdictions, you must provide a detailed explanation of the percent of time spent practicing in each jurisdiction. Additionally, provide a letter from your employer with a detailed explanation of your legal duties and the percent of time practicing in each jurisdiction.

NOTE FOR GRADUATES OF FOREIGN LAW SCHOOLS: You must provide proof of admission to the bar of a foreign country and a Certificate of Good Standing from that country (officially translated to English) before permission to sit for the bar examination can be granted (see Pa.B.A.R. 205).

Bar Related - New York

Instructions - New York

Please select every New York county in which you have had an office. If you have never practiced law in New York, please select "Albany" from the list of counties. The New York Unified Court System designates all admitted attorneys without an office in New York to the jurisdiction of Albany. You may indicate in the miscellaneous issues section of the online application that you did not have a physical office there, but you were admitted to New York.

Select a county from the drop-down list and click Add to List. The entry displays in the grid below. Repeat these steps to add the necessary county information.

To remove items, select the item from the list and click Remove Item.

When you are finished entering New York county information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You cannot remove items that were submitted on a prior application.

Attorney Related-Continual Practice

Instructions-Continual Practice

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances including the date(s) and the reason(s) that you were not entitled to practice for each applicable jurisdiction or provide a detailed

explanation regarding your inactive or disability status.

Please provide a separate explanation for each period of denial to practice or regarding your inactive or disability status. Additionally, you must send the Board office a copy of the court order(s) and/or rule(s) regarding this status.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Continual Practice Entry window opens. Enter the explanation (including the begin and end dates and the reasons for the denial of practice or inactive or disability status) and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering attorney related continual practice information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Attorney Related - Professional Misconduct

Instructions - Professional Misconduct

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances. Please provide a separate explanation for each charge of professional misconduct. Additionally, you must send the Board office copies of all documentation regarding the professional misconduct circumstances.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Professional Misconduct Entry window opens. Enter the explanation including the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering attorney related professional misconduct information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Attorney Related - Resigned Bar Membership

Instructions - Resigned Bar Membership

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances. Please provide a separate explanation for each resignation. Additionally, you must send the Board office copies of all documentation regarding the bar resignation circumstances.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Resigned Bar Membership Entry window opens. Enter the explanation including the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering attorney related resigned bar membership information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Attorney Related - Reprimand

Instructions - Attorney Reprimand

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances. Please provide a separate explanation for each reprimand, censure, suspension, informal admonishment or disbarment for professional conduct. Additionally, you must send the Board office copies of all documentation regarding the reprimand circumstances.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Reprimand Entry window opens. Enter the explanation including the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering attorney related reprimand information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Attorney Related - Pending Professional Misconduct

Instructions - Pending Professional Misconduct

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances. Please provide a separate explanation for each charge of professional misconduct pending against you. Additionally, you must send the Board office copies of all documentation regarding the pending professional misconduct circumstances.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Pending Professional Misconduct Entry window opens. Enter the explanation including the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering attorney related pending professional misconduct information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Employment - Employment History

Instructions - Employment History

Please list in reverse chronological order, the name and complete address, including zip code, for every employer for which you have worked, for any length of time, in the last five years, regardless of compensation. You must provide a complete address for your actual (geographical) place of employment.

If you worked for an employment agency, list the agency. If the employment agency assignment was in excess of 3 months, list the assignment employer information as well.

If any of your employment is/was as a sole practitioner, you must have a judge and two attorneys provide professional references on their letterhead. The letters should verify the dates that you were in private practice and the type of practice in which you were engaged. If you do not know a judge who can provide a letter of reference, you may have three attorneys provide letters of reference.

If you were self-employed in a non-legal capacity for the majority of the last five years, you must have two individuals provide professional references on their letterhead. The references should include: knowledge of your self-employment; the type of business that you had; the length of time that you were in business; the name of your business; and their relationship with you.

If you are currently working in a legal capacity in Pennsylvania, you must provide a completed, signed and dated Attorney Personal Disclaimer form (available on website) and a detailed explanation of your daily duties for any work in a legal capacity in Pennsylvania. Additionally, you must provide a letter from your supervisor, on company letterhead, detailing what type of work you are responsible for and a written job description. Attorney disclaimer forms for each application type are available on the Board's web site at this address:
<http://www.pabarexam.org/forms.htm>.

For work as an attorney in (or from within) any jurisdiction without being licensed as an attorney in that jurisdiction, you must provide a written statement, including citation of court rule, statute or binding authority in that jurisdiction, demonstrating to the satisfaction of the Board that the jurisdiction does not regard such activity or practice as unauthorized.

To enter Employment History information, click Add New (below the grid).

When you click Add New, the Employment History Entry window opens. Enter a Begin Date, End Date, and Employer

Name. If you have several current employers and this is the Primary Employer, enter a checkmark in the primary employer check box. Otherwise, leave this check box blank.

Enter the employer's address (including City, State, Zip Code or Postal Code). Enter your Position, and if the position included the Practice of Law. List the Duties of your position in order of the time spent. This box allows 2000 characters to describe your duties. Enter the Supervisor's Name, the Supervisor's Title, and the contact information (Email, Phone Number and Fax Number). If the supervisor is no longer with the employer, check the box indicating such, then enter the appropriate current contact information for the supervisor, or alternate contact information at the employer. Select a Reason for Separation (i.e., Disability, Reduction in Force, Resigned, Terminated, etc.) if you are no longer employed there. The Reason for Separation field should be left blank if still employed. When you are finished, click Save.

INCLUDE ALL EMPLOYMENT WHERE YOU WERE EMPLOYED AS A LICENSED ATTORNEY, REGARDLESS OF WHEN IT TOOK PLACE.

After the page refreshes, your employment entry displays within the grid on this page. To continue adding employment entries, click Add New again and repeat the previous steps.

When you are finished entering employment history information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit, delete, or view current entries by clicking Edit, Delete, or View on the desired row within the grid. Entries added on previous applications may not be deleted. The End Date, primary employment check box, Separation Reason and Supervisor/Alternate Contact is the only information that may be edited for entries added on previous applications.

Employment - Employment Gaps

Instructions - Employment Gaps

Please explain in reverse chronological order, any gaps in your employment history. Add a new record for each employment gap.

When you click Add New, the Employment Gap Entry window opens. Enter a Begin Date, End Date, and Details for the entry.

Note: The Details field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your employment gap entries display within the grid on this page. To continue adding employment gap entries, click Add New again and repeat the previous steps.

When you are finished entering employment gap information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit, delete, or view current entries by clicking Edit, Delete, or View on the desired row within the grid. Entries added on previous applications may not be deleted.

Employment - Practice of Law

Instructions - Practice of Law

Please indicate what percentage of time was spent on the practice of law versus other duties for your employers where you engaged in the practice of law. Also, please list the areas of law and the percentage of time each area represented of your practice time for each employer.

You may be required to establish actual number of hours per week you practiced law to demonstrate your employment meets the practice requirement. In applying Rule 204, the phrase "devoted a major portion of time and energy to the practice of law" is interpreted by the Board to mean that fifty percent or more of an applicant's time is

spent engaged in the practice of law. Demonstrated practice of more than 20 hours per week is necessary to meet the rule. Time will be assessed on a weekly basis.

There is a row in the grid for each employer for which you indicated you engaged in the practice of law. When you click the Edit link, the Employment Practice of Law Entry window opens. Please specify the percentage of your time dedicated to Practice Time and the percentage of time that was dedicated towards Other Duties. Your answers must total 100%.

In the grid, please type an area of law in which you practiced and the percentage of practice time dedicated to that area. Click the Add button to save these values to the grid. Repeat this for each area of law. At least one area must be specified, and the sum of the Percentage values must be 100.

When you are finished, click the Save button. The Employment Practice of Law Entry window will close and the underlying Practice of Law page will refresh, reflecting your newly saved data.

Repeat this for each employer in the grid. When you are finished, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Employment - Performance

Instructions - Performance

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must enter a detailed explanation of each incident including the date, name, the position of the person(s) who made the statements to you, the circumstances, and the outcome. You must also provide the address, telephone number and the fax number for your employer.

Additionally, if you received a letter of reprimand or any other written documentation of any adverse employment action, please send a copy of all written documentation of each incident.

Note: This question does not include information regarding minor constructive criticism that is typical and to be expected when training as an employee.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the necessary explanation by clicking Add New (below the grid).

When you click Add New, the Performance Entry window opens. Enter the performance explanation including the date, name, address and position of the person(s) who made the statements to you, the circumstances, and the outcome. Click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your performance entry displays within the Explanation grid. To continue adding performance entries, click Add New again and repeat the previous steps.

When you are finished entering employment performance information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Employment - Termination

Instructions - Termination

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must enter a detailed explanation of the circumstances surrounding each incident involving a job termination, job offer rescission, resignation in lieu of termination, suspension or adverse employment action.

Additionally, if you were given a letter of termination or any other written documentation concerning any adverse employment action, send a copy of the written documentation pertaining to each incident, Provide the name, address, telephone number and fax number of the employer involved.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information for each incident by clicking Add New (below the grid).

When you click Add New, the Termination Entry window opens. Enter the termination explanation including the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your termination entry displays within the Explanation grid. To continue adding termination entries, click Add New again and repeat the previous steps.

When you are finished entering employment termination information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Identification - Social Security Number Changes

Instructions - SSN Changes

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the reason for your use of a different social security number and include any documentation regarding your use of a different social security number.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Social Security Number Changes Entry window opens. Enter the previous Social Security Number and the reason the number was changed and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your social security number change entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering social security number information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Identification - Citizenship

Instructions - Citizenship

Note: If you are an American citizen, answer "No" to this question.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you are stating that you are NOT a citizen of the United States. If so, you must send copies to the Board office of immigration documents to verify that you are in the United States legally (e.g., a green card, F-1 visa, permanent residency card, etc.). You must list the country of your citizenship and the status of your presence in this country. Please provide a separate entry for each country to which you claim citizenship.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Citizenship Entry window opens. Enter the country of citizenship and the status of your presence in this country and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your citizenship entry displays within the Explanation grid. To continue adding citizenship entries, click Add New again and repeat the previous steps.

When you are finished entering citizenship information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Military - Rejection

Instructions - Rejection

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must enter a detailed explanation of the circumstances surrounding your rejection from the induction, enlistment or commission in the armed forces of the United States or any other country. You must also provide any written documentation from the military that you received regarding your rejection from the induction, enlistment or commission in the military. Foreign documents should be accompanied by an official translation.

Reminder: Please provide the country's name if the rejection was not for the armed forces of the United States of America.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Rejection Entry window opens. Enter the military rejection explanation including the circumstances and final disposition and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your military rejection entry displays within the Explanation grid. To continue adding rejection entries, click Add New again and repeat the previous steps.

When you are finished entering military rejection information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Military - Service

Instructions - Service

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, enter the military service period information including, the beginning and ending dates of enlistment or commission; the date of discharge; branch of service and serial number. Please provide a separate entry for each period of military service, even if you served within the same branch of service.

Additionally, if you are currently an active duty member of the armed forces, please send the Board office a copy of your most recent Evaluation Report.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Service Entry window opens. Enter the military service period information including the beginning and ending dates of enlistment, commission, discharge, branch of service and serial number and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your military service entry displays within the Explanation grid. To continue adding service entries, click Add New again and repeat the previous steps.

When you are finished entering military service information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Military - Discharge

Instructions - Discharge

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, please enter a separate explanation for each military separation including the nature of the separation, type of discharge, and circumstances.

If you have ever been an active or reserve member of the armed services of the United States of America, and are now separated from such service, please send the Board office a copy of the Separation from Active Duty (DD Form 214). You may obtain this form by contacting: Military Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132 or visit <http://www.archives.gov/veterans/>. If you are advised by the Military Personnel Records Center that no such document exists, furnish a copy of that letter.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Discharge Entry window opens. Enter the military discharge information including the nature of separation, type of discharge, and circumstances surrounding your release and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your military discharge entry displays within the Explanation grid. To continue adding military discharge entries, click Add New again and repeat the previous steps.

When you are finished entering military discharge information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Military - Complaints

Instructions - Complaints

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances and final disposition for each incident. You must also provide all documentation to the Board office, if available, to support your explanation.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Complaints Entry window opens. Enter the military complaint explanation including the circumstances and final disposition and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your military complaint entry displays within the Explanation grid. To continue adding military complaint entries, click Add New again and repeat the previous steps.

When you are finished entering military complaints information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Public Office - Offices Held

Instructions - Offices Held

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each judicial or public office held. Your explanation should include the title, city, state, office held, and begin and end dates. Please provide a separate explanation for each office held.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Offices Held Entry window opens. Enter the office held explanation (including the title, city, state, office held, begin date, and end date) and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your office held entry displays within the Explanation grid. To continue adding offices held entries, click Add New again and repeat the previous steps.

When you are finished entering offices held information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Public Office - Misconduct

Instructions - Misconduct

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each charge of misconduct filed against you. Please provide a separate explanation for each charge. Additionally, you must send the Board office copies of all documentation regarding the circumstance(s).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Misconduct Entry window opens. Enter the misconduct explanation including details about the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your misconduct entry displays within the Explanation grid. To continue adding public office misconduct entries, click Add New again and repeat the previous steps.

When you are finished entering public office misconduct information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Public Office - Resignation

Instructions - Resignation

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each resignation from judicial or public office. Please provide a separate explanation for each resignation. Additionally, you must send the Board office copies of all documentation regarding the circumstance(s).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Resignation Entry window opens. Enter the resignation explanation including details about the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your resignation entry displays within the Explanation grid. To continue adding public office resignation entries, click Add New again and repeat the previous steps.

When you are finished entering public office resignation information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Public Office - Removed

Instructions - Removed

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each reprimand, censure, suspension or removal from judicial or public office. Please provide a separate explanation for each incident. Additionally, you must send the Board office copies of all documentation regarding the circumstance(s).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Removed Entry window opens. Enter the explanation including details about the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering public office removed information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Public Office - Investigation

Instructions - Investigation

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each incident of current investigation for judicial or official misconduct. Please provide a separate explanation for each incident. Additionally, you must send the Board office copies of all documentation regarding the circumstance(s).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Investigation Entry window opens. Enter the investigation explanation including details about the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your investigation entry displays within the Explanation grid. To continue adding investigation entries, click Add New again and repeat the previous steps.

When you are finished entering public office investigation information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Academic Records - Discipline

Instructions - Discipline

NOTE: DO NOT answer "Yes" to this question if the incident occurred prior to college. Only incidents occurring beyond high school need to be disclosed. Additionally, DO NOT answer "Yes" if you applied to a college or law school and were denied admission due to academic standing and/or financial limitations.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each incident including the date, place, nature of the offense, names of the authorities involved, disposition, and sanction(s). Please provide a separate explanation for each incident.

Additionally, you must submit copies of any reports, recommendations or sanctions by any disciplinary or honor code committee documenting the misconduct and imposition of discipline. In instances of plagiarism, please also include a copy of the plagiarized paper.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Discipline Entry window opens. Enter the discipline explanation including details about the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your investigation entry displays within the Explanation grid. To continue adding academic records discipline entries, click Add New again and repeat the previous steps.

When you are finished entering academic records discipline information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Documents - Altered or Falsified

Instructions - Altered or Falsified

Note: This question refers to the falsification of documents including, but not limited to, bar applications or examination result letters, recommendation letters, transcripts, reports, law school applications, and employment applications.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances of each incident, including the type of document, the date it was altered or falsified, names of the authorities involved, the address, telephone number and fax number of the individuals/entities involved and the outcome of the action.

Additionally, you must send the Board a copy of the altered or false document if it is available and any written documentation regarding each of these incidents.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Altered or Falsified Entry window opens. Enter the explanation (including the type of document, the date it was altered or falsified, names of the authorities involved, and the outcome of the action) and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering documents altered or falsified information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Criminal - Criminal History

Instructions - Criminal History

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances for each incident. AT A MINIMUM, you must include the time, date, location, law enforcement agency or other entity involved, court and final disposition.

Additionally, you must provide all documentation and information regarding each incident. Failure to comply with this requirement will result in the delay of your character and fitness determination.

FOR ALL CRIMINAL INCIDENTS: You must disclose each criminal incident where you were arrested, charged, cited, accused or prosecuted for any crime, even if: the charges were dismissed; or you were acquitted or pardoned; or adjudication was withheld; or a conviction was reversed, set aside or vacated; or the record was sealed or expunged; or you entered some type of diversionary program, such as A.R.D. You must disclose each incident, regardless of whether you believe or were told that you need not disclose it. Your failure to disclose a criminal incident, even if an arrest, conviction, or sentence has been legally sealed or expunged from your record, will be considered a character and fitness issue and may result in a denial of your bar application.

FOR MISDEMEANORS OR FELONIES: If you were arrested, cited or charged, even if the charge was later reduced, withdrawn, diverted, dismissed, you were acquitted or pardoned, adjudication was withheld, a conviction was reversed, set aside or vacated, the record was sealed or expunged or you entered some type of diversionary program such as A.R.D., you MUST PROVIDE: 1) a copy of the police report including the Affidavit of Probable Cause; 2) the criminal information or charging document; 3) the disposition; i.e., sentencing order; and 4) the docket entries for each criminal incident in which you were involved; and 5) a certified criminal history record.

If you do not have a copy of the police report, you must make a written request to the appropriate law enforcement agency for the copy. If you do not have the criminal information, disposition and docket entries, you must make a request to the appropriate court or clerk of courts. You may also try to obtain these documents from your attorney.

If the law enforcement agency or police department or the court no longer have these documents, please send this office a copy of your written requests for this information and the court and police department's written responses to your requests which say that these documents are no longer available. Please note that the court will generally not have a copy of the police report and the police will not have a copy of the criminal information, disposition and docket entries so you will have to write to both the police department or law enforcement agency and the court to obtain this information. This office will not accept a statement from you stating that you called the court and they said that they did not have your criminal records.

If you were arrested, cited or charged, even if the charge was later reduced, withdrawn, diverted, dismissed, you were acquitted or pardoned, adjudication was withheld, a conviction was reversed, set aside or vacated, the record was sealed or expunged or you entered some type of diversionary program such as A.R.D., you MUST provide a certified criminal history record (unattested copies will not be accepted) for the maximum number of years available, for each state in which you have lived, worked, attended school, or served in the military for six months or more (cumulative) from the age of 16 until the present. Even if the criminal incident occurred in a state that you did not reside in for six months or more, you must provide a certified criminal history record from that state. (This does not include minor traffic violations).

FOR MINOR OFFENSES OR SUMMARY OFFENSES (not misdemeanors and felonies): If you were arrested or cited, provide a copy of the citation or docket showing the disposition. If the summary offense occurred in Pennsylvania and is less than three years old, you may obtain the docket by going to the following website: <http://ujportal.pacourts.us/docketsheets/mdj.aspx>. If the citation occurred over three years ago or occurred in another jurisdiction, you must make a written request for a copy of your citation or police report from the police department that issued the citation. If the police department no longer has a copy of the citation or police report or will not release it, please send this office a copy of your written request to the police department and their response. If your history includes only summary or minor offenses, and no misdemeanors or felonies, you do not need to provide certified criminal history records. If you were arrested, cited, or charged with a misdemeanor or felony, even if it was reduced to a summary offense or a conviction did not result, you must provide certified criminal history record(s).

DEFINITION OF MINOR TRAFFIC VIOLATION:

Minor traffic violations are those that do not result in a suspension of license, arrest, incarceration or lawsuit. You do not need to disclose parking tickets, unless your license was suspended as a result of your not paying them. Similarly, you do not need to disclose speeding, unless it resulted in license suspension. Offenses you must disclose include, but are not limited to: DWI, DUI, DWAI, driving while suspended, driving without insurance, leaving the scene of an accident, and failure to report an accident. Charges that carry potential incarceration must be disclosed.

FOR ALCOHOL RELATED OFFENSES: If you were cited, convicted, arrested or received Accelerated Rehabilitative Disposition (ARD), for an alcohol related offense such as Driving Under the Influence (DUI), you must disclose it. This office does not consider citations for OWI, DUI or similar to be minor motor vehicle violations.

FOR ALCOHOL RELATED OFFENSES IN PENNSYLVANIA: If you were convicted, arrested or received Accelerated Rehabilitative Disposition (ARD), for an alcohol related offense in Pennsylvania such as Driving Under the Influence (DUI), you must submit your Court Reporting Network (CRN) test scores. CRN test scores can be obtained from the Adult Probation Office in the county where the offense occurred. If you are currently on probation, or have completed probation within the past five years, you must provide a letter from your probation officer detailing the requirements of your probation and your conduct during probation. If your probation has been completed, you must provide a copy of the termination letter.

NOTE: ARD is a pre-trial program whereby your case is diverted from criminal prosecution to probation, subject to various conditions which may include the following: attendance at a drug/alcohol treatment program, payment of a Common Pleas court administrative fee, payment of a municipal corporation administrative fee if your case was instituted by a police department for a borough or township, and court costs. When you satisfactorily complete the program, you are eligible to apply to the court for a dismissal of the charges. Although acceptance into the ARD program does not constitute a conviction, it will be construed as a conviction for purposes of computing your sentence, should you be convicted of a subsequent offense.

OBTAINING CERTIFIED CRIMINAL HISTORY RECORDS: To obtain Pennsylvania criminal history records please visit the Pennsylvania State Police's website at <http://www.psp.state.pa.us>. For out-of-state records, refer to the Criminal History Record Repositories list on the board's website at <http://www.pabarexam.org/pdf/CRRep.pdf> and contact the repository to determine: 1) whether criminal records are provided; 2) the fee; 3) where the request must be sent; and 4) whether fingerprints are required. The information on the repository list may have changed since the last update. Contact the criminal history record repositories as soon as possible, due to the length of time some states require to process such requests. If fingerprints are required, you should contact a law enforcement agency (i.e.,

local or state police, or federal agencies such as FBI, Federal Marshals, etc.) to make arrangements to have the fingerprint card completed. You should inform the law enforcement agency that you are required to obtain a criminal history record from another state because you are applying to take the Pennsylvania bar examination. Criminal histories downloaded from the Internet that do not meet the requirement of being obtained from a state's State Police website will not be accepted.

If you need to obtain a record from a state that does not release criminal history records for bar application purposes, you must satisfy the requirement by completing one Personal Verification of Criminal History Information form (available on the board's website or the forms menu bar above listing each jurisdiction attesting to the fact that the state does not provide the information and that you: 1) have no criminal history record in that jurisdiction, or 2) have listed all criminal arrests and/or prosecutions that you have had in that jurisdiction. Do not complete the form for states that will provide a record as it will be considered a false statement.

FOR OUT-OF-COUNTRY RECORDS, complete the Personal Verification of Criminal History Information form. You are not required to provide criminal histories from foreign countries. Personal Verification of Criminal History Information forms for each application type are available on the Board's web site at this address:

<http://www.pabarexam.org/forms.htm>.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and click Add New (below the grid).

When you click Add New, the Criminal History window opens. Enter an explanation and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your criminal history entry displays in the Explanation grid. To add another criminal history entry, click Add New again and repeat the previous steps.

Note: You can edit or delete current entries by clicking Edit or Delete for the desired entry in the grid. Entries added on previous applications may not be edited or deleted.

When you are finished entering criminal history information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: Criminal histories downloaded from the Internet that DO NOT meet the requirement of being obtained from a states' State Police website and WILL NOT be accepted. PATCH reports completed through the Pennsylvania State Police website at <http://www.psp.state.pa.us> will be accepted.

REAPPLICANTS: Criminal history records that were submitted with a previous application for a state in which you lived, worked, attended school, or served in the military for six months or more (cumulative) are valid for two years from the date of issue. Reapplicants are not required to resubmit a criminal history record if the document you previously submitted is valid, and there have been no changes to your criminal history record. Additionally, reapplicants are not required to resubmit a criminal history record if you have not revisited that state since you last submitted the required criminal history record.

Financial - Bankruptcy

Instructions - Bankruptcy

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances including the court in which such petition was filed, the date of filing, and the final disposition. Please provide a separate explanation for each incident.

Additionally, if you filed for bankruptcy within the last five years, you must send the Board office a copy of your entire bankruptcy file, including certified copies of the petition, schedules, objections, proofs of claims, and disposition. If your bankruptcy was completed more than five years from the date of your bar application submission, you must send the Board office a copy of the disposition, i.e. your Order of Discharge.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Bankruptcy Entry window opens. Enter the discipline explanation including details about the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your bankruptcy entry displays within the Explanation grid. To continue adding bankruptcy entries, click Add New again and repeat the previous steps.

When you are finished entering financial bankruptcy information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Financial - Past-due Accounts

Instructions - Past-due Accounts

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, provide a separate explanation for each past-due account. You must provide the date that the obligation was incurred, the amount borrowed, the amount paid, and the efforts that have been made to repay the obligation.

Additionally, you must send the Board office copies of any agreements made with credit institutions outlining payment schedules and a copy of the three most recent monthly payments on all past due or collection accounts.

Even if you are not able to negotiate a repayment plan with your creditors on past due accounts, the Board office encourages applicants to demonstrate their financial responsibility by making a good faith effort to pay whatever they can afford on past due and collection accounts on a monthly basis and to verify those payments to the Board.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Past-due Accounts Entry window opens. Enter the past-due accounts explanation including details about the obligation and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your past-due account entry displays within the Explanation grid. To continue adding past-due account entries, click Add New again and repeat the previous steps.

When you are finished entering financial past-due accounts information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Financial - Child or Spousal Support

Instructions - Child or Spousal Support

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question and you have an ongoing child or spousal support obligation or you are currently or previously were in arrears for a child or spousal support obligation, you must explain each order to pay child or spousal support and provide a copy of each child support or spousal support order or agreement. You must send the Board office your payment history and the name and address of the agency where payments are made. In addition, if you are in arrears, please provide documentation from the court regarding how much money is currently owed and an explanation of your efforts to repay the arrearages. Please provide a separate explanation for each order to pay child or spousal support.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Child or Spousal Support Entry window opens. Enter the support explanation including details about the arrangement and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your support entry displays within the Explanation grid. To continue adding support entries, click Add New again and repeat the previous steps.

When you are finished entering financial child or spousal support information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Financial - Income Tax

Instructions - Income Tax

Note: This question DOES NOT include tax extensions, late filing, or returns not filed due to earned income being under the legally established income threshold.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation regarding the type of income tax return and/or report that was not filed and the circumstances for not filing. Please provide a separate explanation for each income tax incident.

Additionally, please submit all documentation available to support your explanation related to each time you did not file a tax return.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Income Tax Entry window opens. Enter the income tax explanation including details about the type of income tax return and the circumstances regarding your not filing it and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your income tax entry displays within the Explanation grid. To continue adding income tax entries, click Add New again and repeat the previous steps.

When you are finished entering financial income tax information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Financial - Fraud

Instructions - Fraud

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances including the date, location and charges or allegations leveled against you with regard to the use or handling of funds and the resolution of those allegations. Please include the name, address, telephone number, fax number of any investigating authority, and the name, address, phone number and fax number of any person or organization named as the wronged party. Please provide a separate explanation for each incident of fraud. Additionally, you must send the Board office copies of any written documents that were generated as a result of any fraud investigation regarding the allegations or disposition, including but not limited to settlement documents, civil releases, etc.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Fraud Entry window opens. Enter the fraud explanation (including the date, circumstances of the investigation, the investigating authority, and the person or organization named as the wronged party) and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your fraud entry displays within the Explanation grid. To continue adding fraud entries, click Add New again and repeat the previous steps.

When you are finished entering financial fraud information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Licenses - Applications

Instructions - License Applications

Note: This question DOES NOT include applications for licenses that do not require proof of good character such as real estate agents, cosmetologists, dog licenses, etc.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide the date that you applied for a permit or license, the type of license for which you applied, the jurisdiction in which you applied for the license, the disposition of your application for the license, and your license number (if known). Please provide a separate explanation for each permit or license application.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Applications Entry window opens. Enter the permit or license application explanation and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your permit or license application entry displays within the Explanation grid. To continue adding permit or license application entries, click Add New again and repeat the previous steps.

When you are finished entering licenses applications information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Licenses - Withdrawn, Denied, Revoked or Complaints

Instructions - Withdrawn/Denied/Revoked/Complaints

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation regarding the withdrawal, denial, revocation and/or voluntary surrender of your application, permit or license. Please provide a separate explanation for each incident. Additionally, you must send the Board office copies of all relevant documentation regarding the circumstances and/or disposition.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Withdrawn, Denied, Revoked or Complaints Entry window opens. Enter the explanation (including the permit/license type, jurisdiction of the permit/license, and the disposition of the incident) and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering licenses withdrawn, denied, revoked or complaints information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Court Related - Protection from Abuse

Instructions - Protection from Abuse (PFA)

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances including the dates that a protection from abuse, restraining or peace order was filed against you. Please provide a separate explanation for each.

Additionally, you must send the Board office copies of each Petition for Protection from Abuse or its equivalent and copies of any PFA or Restraining Orders filed against you.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and

enter the additional information by clicking Add New (below the grid).

When you click Add New, the Protection From Abuse Entry window opens. Enter the explanation including the date of the order and the circumstances and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering court related protection from abuse information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Court Related - Civil Proceedings

Instructions - Civil Proceedings

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question and if you were a plaintiff or defendant in any lawsuit, you must provide a detailed explanation of the circumstances, including the dates, caption, court and docket numbers for all civil proceedings.

Additionally, if you were a defendant in a lawsuit, please provide this office with a copy of the civil complaint, answer, disposition and docket entries for each individual lawsuit. This does not include divorce proceedings or minor motor vehicle accidents.

If you do not have this documentation, you must make a written request to the appropriate court office to obtain the required documents. You may also try to obtain these documents from your attorney. If the court no longer has these documents, please send this office a copy of your written request for this information and the court's written response to your request stating that the documents are no longer available.

After you click "Yes", additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Civil Proceedings window opens. Enter the explanation (including the dates and circumstances for each incident in which you were named a party to any civil action or administrative proceeding) and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering court related civil proceedings information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Dependencies - Current Addictions

Instructions - Current Addictions

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the current status of the addiction or dependency and how or if it relates to your ability to practice law. Please provide a separate explanation for each addiction or dependency.

Additionally, you may wish to provide a copy of any medical, psychiatric or psychological reports from any of your current or former medical providers that would help the Board understand the nature of your addiction or dependency and its impact on your ability to practice law.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Current Addictions Entry window opens. Enter the addiction or dependency explanation and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your addiction or dependency entry displays within the Explanation grid. To continue adding addiction or dependency entries, click Add New again and repeat the previous steps.

When you are finished entering dependencies current addictions information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Miscellaneous - Issues

Instructions - Issues

Note: Use this question to disclose any information relative to your character and fitness that was not asked explicitly or implicitly throughout the application. In addition, use this question to explain details of denials of admission to other jurisdictions or to explain details of admission to Federal or District courts or agencies from the Bar Related - Other Bar Application question earlier in the application.

If you answer "No" to this question, click Save and Continue or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances, event, incident/occurrence, etc. Also, you must send to the Board office any documentation supporting your explanation.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the miscellaneous information by clicking Add New (below the grid).

When you click Add New, the Issues Entry window opens. Enter the miscellaneous issue explanation including the pertinent information and click Save.

Note: The Explanation field has a 2,000 character limit. If you need more space to complete your answer, send a separate document to the board office or include the information in your response to the final question regarding miscellaneous information.

After the page refreshes, your issue entry displays within the Explanation grid. To continue adding issue entries, click Add New again and repeat the previous steps.

When you are finished entering miscellaneous issue information, click Save and Continue or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Submit Application - Electronic Application Verification

Instructions - Electronic Application Verification

This is the first of two pages requiring an electronic signature in order to proceed with submitting your application. Your User ID is the email address with which you signed into the online bar application. Your Applicant ID is a number that you were assigned and will be required to enter to electronically sign your application.

Submit Application - Electronic Authorization and Release

Instructions - Electronic Authorization and Release

This is the second of two pages requiring an electronic signature in order to proceed with submitting your application. Your User ID is the email address with which you signed into the online bar application. Your Applicant ID is a number that you were assigned and will be required to enter to electronically sign your application.

Frequently Asked Questions (FAQs)

How do I contact the Board Office?

To contact the Board office by mail or telephone:

Mailing Address via US Postal Service (Certified/First Class/Priority/Express Mail)

Pennsylvania Board of Law Examiners
601 Commonwealth Ave., Suite 3600
P.O.Box 62535
Harrisburg, PA 17106-2535

and

Physical Address (Overnight Delivery via DHL,FedEx,Ups,etc)

Pennsylvania Board of Law Examiners
601 Commonwealth Ave., Suite 3600
Harrisburg, PA 17120-0901

Phone: 717-231-3350 Fax: 717-231-3351

To visit the Board office's website, navigate to the Pennsylvania Board of Law Examiners' Home Page at <http://www.pabarexam.org>.

Why am I required to provide my Social Security Number?

The online bar application must be able to determine your eligibility to apply as a first-time applicant or a reapplicant. The combination of your Social Security Number, last name, and date of birth is the only method to uniquely identify you as a reapplicant (or, conversely, that you have not applied to the Pennsylvania Board of Law Examiners before and are, therefore, a new applicant). Foreign applicants may not have a Social Security Number assigned to them, so a checkbox is provided allowing them to continue the application process without requiring an SSN entry.

Requiring you to provide your Social Security Number is also an added level of security to ensure that unauthorized

persons are not able to log into the application and view your data.

How secure is my online bar application data?

The online bar application is hosted by the Administrative Office of Pennsylvania Courts, an agency of the Supreme Court of Pennsylvania responsible for, among other things, judicial automation throughout the Commonwealth. AOPC requires that you use a secure browser with 128-bit secure socket layer (SSL) encryption. 128-bit SSL browsers have the highest level of encryption and are over a trillion times more secure than the next best form of encryption.

In addition, your application data is saved behind multiple firewall layers between the internet and AOPC. Each firewall interrogates each message and only allows legitimate messages to pass through it to AOPC. Any other requests are refused before they can ever reach AOPC systems. For this reason, "hackers" trying to get into AOPC systems should be stopped at the firewalls.

Finally, AOPC constantly evaluates the latest in security technologies and upgrades its systems whenever relevant improvements become available.

How do I know if my application was received?

When you submit your online bar application, you will be presented with the Payment page and receive an email confirming that your application was submitted. However, your application will not be accepted until your payment is received by the Board office. Processing of applications is conducted in order of submission; it often takes a number of weeks for your application to be accepted by the Board office.

Once your payment and initiating documents are received by the Board office, a representative will retrieve your online bar application. Once your application is accepted, an email will be sent to you from the Board office confirming the acceptance of your application. PLEASE DO NOT CALL THE BOARD OFFICE TO CONFIRM RECEIPT OF YOUR APPLICATION.

What if I need more than 2,000 characters to explain an incident?

The allowable characters, 2,000, is nearly $\frac{3}{4}$ of an 8 $\frac{1}{2}$ x 11 page typed in 11 point font with 1 inch margins. It is expected that any explanations of single incidents can be explained in this amount of space. Please be complete, but concise, in your explanations.

The instructions for each question will provide you with the type of information you should provide when offering an explanation for an incident. Remember to add a new explanation for each incident. For example, do not explain 3 different incidents of arrest using one explanation box. Use a separate explanation box for each of the 3 incidents.

As a reapplicant, I can change my address, but not my name using the online bar application. Why not?

Knowing the identity of bar applicants is an extremely important part of the evaluation process. The Board must be informed of name changes in writing and supporting documentation must be submitted to substantiate the name change (marriage certificates, court orders, etc.). For this reason, the online bar application cannot be used to make such changes. However, once the Board has registered your name change, the online bar application will reflect the change.

I am a reapplicant and have provided my incident explanations on a prior paper application. Why don't I see my explanations on the online application?

Explanations you provided on a prior paper application were not transcribed into a computer system. For this reason, they are not available to display to you on the online bar application. However, placeholders for your explanations are visible for application questions where you had previously responded "Yes" to a question.

As a reapplicant, it is not necessary for you to repeat explanations you have provided previously on a paper application. HOWEVER, YOU ARE REQUIRED TO PROVIDE EXPLANATIONS FOR ANY NEW INCIDENTS THAT HAVE OCCURRED SINCE YOUR LAST APPLICATION.

What score do I need on the MPRE?

By Order of the Supreme Court of Pennsylvania, all applicants must take the Multistate Professional Responsibility examination (MPRE) and achieve a minimum scaled score of 75 in order to be admitted to the bar of the Commonwealth of Pennsylvania. You MUST request that official notification of your MPRE score be sent directly to the Board office from the National Conference of Bar Examiners (see "Multistate Professional Responsibility Examination Information").

REAPPLICANTS are not required to provide official MPRE scores previously transferred to the Board office.