

# Online Bar Application Checklist

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## 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, 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>.

- 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.

## 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.***

- Because you answered "Yes" to the Attorney Related – Professional Misconduct question, you must send the Board office copies of all documentation regarding the professional misconduct circumstances.

- Because you answered "Yes" to the Attorney Related – Resigned Bar Membership question, you must send the Board office copies of all documentation regarding the bar resignation circumstances.
- Because you answered "Yes" to the Attorney Related – Reprimand question, you must send the Board office copies of all documentation regarding the reprimand circumstances.
- Because you answered "Yes" to the Attorney Related – Pending Professional Misconduct question, you must send the Board office copies of all documentation regarding the pending professional misconduct circumstances.
- 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.
- Because you answered "Yes" to the Employment – Performance question, 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.
- Because you answered "Yes" to the Employment – Termination question, 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.
- Because you answered "Yes" to the Identification – Social Security Number Changes 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.
- Because you answered "Yes" to the Identification – Citizenship question, 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.).
- Because you answered "Yes" to the Military – Rejection question, 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.
- Because you answered "Yes" to the Military – Service question, 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.
- Because you answered "Yes" to the Military – Discharge question, 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.
- Because you answered "Yes" to the Military – Complaints question, provide all documentation to the Board office, if available, to support your explanation.

- Because you answered "Yes" to the Personal Information - Other Names question, 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.
- Because you answered "Yes" to the Public Office – Misconduct question, you must send the Board office copies of all documentation regarding the circumstance(s).
- Because you answered "Yes" to the Public Office – Resignation question, you must send the Board office copies of all documentation regarding the circumstance(s).
- Because you answered "Yes" to the Public Office – Removed question, you must send the Board office copies of all documentation regarding the circumstance(s).
- Because you answered "Yes" to the Public Office – Investigation question, you must send the Board office copies of all documentation regarding the circumstance(s).
- Because you answered "Yes" to the Academic Records – Discipline question, 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.
- Because you answered "Yes" to the Documents – Altered or Falsified question, 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.
- Because you answered "Yes" to the Criminal – Criminal History question, 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 option 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>.

- Because you answered "Yes" to the Financial – Bankruptcy question, 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.
- Because you answered "Yes" to the Financial – Past-due Accounts question, 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.

- Because you answered "Yes" to the Financial – Child or Spousal Support question, 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.
- Because you answered "Yes" to the Financial – Income Tax question, please submit all documentation available to support your explanation related to each time you did not file a tax return.
- Because you answered "Yes" to the Financial – Fraud question, 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.
- Because you answered "Yes" to the Licenses – Withdrawn, Denied, Revoked or Complaints question, you must send the Board office copies of all relevant documentation regarding the circumstances and/or disposition.
- Because you answered "Yes" to the Court Related – Protection from Abuse question, 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.
- Because you answered "Yes" to the Court Related – Civil Proceedings question, 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.

- Because you answered "Yes" to the Dependencies – Current Addictions question, 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.
- Because you answered "Yes" to the Miscellaneous – Issues question, you must send to the Board office any documentation supporting your explanation.

## 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.***

- Because you had entries for Official Records-Criminal Records, please read the following:

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.

- **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.

- 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.