

## Wyoming Application for Admission by Examination

Please read the [Rules & Procedures Governing Admission to the Practice of Law in Wyoming](#) and these instructions very carefully before filling out your application. You may complete your application online, or save it to your computer, and print it out for submission. You are encouraged to keep a copy of all documents for your records. **Do not alter or change the forms – your application may be rejected. Forms which are illegible will be returned to you.**

Your application package must be complete with all required documents before it can be processed. Please do not have other agencies or individuals mail documents on your behalf in advance of filing your application (except for score reports and the Dean's Certificate, which must be sent directly to the Wyoming State Bar office). If a complete application package has not been received by the filing deadline (not including the Dean's Certificate), you will not be permitted to sit for the exam. In addition, do not send your application to the Wyoming State Bar. **All applications must be complete and timely filed with the Clerk of the Wyoming Supreme Court in order for your application to be processed.** Improperly notarized documents will delay processing of your application.

**The following is a checklist of documents and forms that must be included with the application package. Incomplete application packages may not be accepted by the Wyoming Supreme Court.**

- APPLICATION FOR ADMISSION TO THE WYOMING STATE BAR – must be notarized
- Two (2) Wyoming AUTHORIZATION AND RELEASE forms – must be notarized – these are separate from the NCBE-specific release forms
- NCBE REQUEST FOR PREPARATION OF A CHARACTER REPORT. This form should be completed online at the NCBE website ([www.ncbex.org](http://www.ncbex.org)). Click on the “Applications and Forms” link under the “Character & Fitness” section then click on the “Wyoming Electronic Application” link. You will be required to create an account to log in and complete the application online. Review the instructions (including fees) included in the electronic application. The final screen is where you will perform the error check and print a hard copy to be included with your Wyoming bar application package. “Incomplete” NCBE applications will not be processed. Sign and notarize where noted on the application and NCBE-specific authorization and release forms. Attach appropriate payment by check, money order or credit card to the NCBE for preparation of the character report. **INCLUDE THE NCBE FORM AND PAYMENT IN YOUR APPLICATION PACKAGE TO THE SUPREME COURT. Your Wyoming application is incomplete without the NCBE form and payment.**
- ORIGINAL CERTIFICATE OF GOOD STANDING FOR EACH JURISDICTION IN WHICH YOU ARE ADMITTED (if applicable)
- PAYMENT in the amount of \$600.00 by check or money order made payable to the Clerk of the Wyoming Supreme Court. This fee is separate from and in addition to the NCBE fee.

### **Special Request Forms – as necessary**

- REQUEST FORM FOR NONSTANDARD TESTING ACCOMMODATIONS (only if you are requesting nonstandard testing accommodations.) Please note that this form must be complete and submitted with your application when filed with the Court. Incomplete or late applications for testing accommodations will be automatically rejected.

Prior to the deadline, you must request the following be sent to the Bar:

- DEAN'S CERTIFICATE – must be completed by the Dean of your law school, stating that you have received or will receive a JD prior to the bar examination. We cannot accept a certificate which appears to have been sent to the Bar by an applicant (e.g. do not provide a self-addressed envelope to your law school when requesting your Dean's Certificate.) We would prefer to receive the Dean's Certificate after your graduation to confirm that you have received a JD as required by our rules. All Dean's Certificates must be received by July 1 for the July exam, or February 1 for the February exam.

- Score transfers. If you have previously taken the Multistate Bar Examination (MBE) or Multistate Professional Responsibility Examination (MPRE), it is your responsibility to request a score transfer. The score must be sent directly to the Wyoming State Bar; we cannot accept scores sent by applicants.

**Please use a mailing address where you regularly and reliably receive mail.** You will receive a registration letter about two weeks after the application deadline, and exam instructions will be sent about four weeks prior to the examination. Periodic emails will be sent to the email address on file for you. It is your responsibility to ensure that your current address is on file with the Admissions Director. Address changes must be made in writing (or by email) and sent to the Admissions Director. Once received, address changes are made promptly.

Should you need to make any changes to your application after it has been filed (other than address information), you must complete an AMENDMENT TO APPLICATION form (available on our website [www.wyomingbar.org](http://www.wyomingbar.org)), and submit it to the Wyoming State Bar. You may also be required to submit an amendment to the NCBE character report; that form is on the NCBE website [www.ncbex.org](http://www.ncbex.org).

Unless specifically requested, DO NOT SEND: Credit reports; student loan account summaries; student/applicant score reports (scores must be sent from the scoring agency to the Wyoming State Bar); or school transcripts. It is acceptable to use plain, white, letter-sized paper to print your application. Double-sided pages are acceptable with the exception of any page which bears a signature or official seal.

After you have filed your application, you will receive a receipt from the Clerk's office. It may take several weeks before your check clears your bank; ensure there will be adequate funds to process the check until it clears.

Your application fee covers registration for the two consecutive Wyoming Bar Examinations. Even if you do not take the first exam after you apply, it counts toward your two registrations. After those two exams have passed, you will be required to pay an additional application fee to the Wyoming Supreme Court, as well as complete an updated NCBE Character Report.

If taking the exam on laptop computer: check the appropriate box on the application. There is an additional fee of \$90, paid directly to ExamSoft for the privilege of using your computer to type the essay exam. About a month prior to the exam, you will receive email notification from ExamSoft about registering your computer, paying to download the exam file, and taking the mock exam. You must upload your exam answer file prior to the established deadline, or you will automatically fail the essay portion of the examination. You must pay the fee to ExamSoft for each exam file you download: if you are taking Colorado and Wyoming bar exams in the same administration, you will pay two fees and download two different exam files.

When completing the NCBE form, Question 6 refers to other applications for bar admission. Include previous and CONCURRENT applications. If you are applying for other bar admissions (exam or motion) during the same application cycle as your Wyoming application (even if those applications are due or filed after the Wyoming filing deadline), please include those in NCBE Question 6. If you apply for admission, are admitted to practice law or denied admission in another jurisdiction subsequent to filing this application, you must update your Wyoming application giving each jurisdiction, date of application and disposition.

If you have any questions regarding the filing of your application, please contact the Clerk of the Supreme Court at (307) 777-7316. Alternately, if you have any questions regarding application documents, testing procedure, or required documentation, please contact the Wyoming State Bar Admissions Director at (307) 632-9061.

**File completed applications with: Clerk, Wyoming Supreme Court, 2301 Capitol Avenue, Cheyenne, WY 82002**

Application updates, Dean's Certificates, Score transfers and other after-filing transmittals:  
Wyoming State Bar, Admissions Director [nshore@wyomingbar.org](mailto:nshore@wyomingbar.org)  
P.O. Box 109, Cheyenne, WY 82003 -or- 4124 Laramie Street, Cheyenne, WY 82001