

Wyoming Application for Admission on Motion

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.**

The Wyoming Board of Law Examiners considers applications for admission on motion twice each year. Your application must be filed with the Clerk of the Wyoming Supreme Court no later than October 1st to be considered with the February exam applicants, or March 1st to be considered with the July exam applicants. Please do not file your application more than 30 days prior to the deadline.

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. If a complete application package has not been received by the filing deadline, your application will not be considered in that admissions cycle. 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 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) AUTHORIZATION AND RELEASE forms – must be notarized
- CERTIFICATE OF JUDGE – See Rule 304
- AFFIDAVIT OF OFFICER OF SUPREME COURT OR BOARD OF LAW EXAMINERS – completed by the jurisdiction from which you are applying
- CERTIFICATION OF COMPLIANCE WITH RULE 302
- AFFIDAVIT CERTIFYING COMPLETION OF CONTINUING LEGAL EDUCATION with supporting documentation
- NCBE REQUEST FOR PREPARATION OF A CHARACTER REPORT. This form should be completed online at the NCBE website (www.ncbex.org). Click on the “Applications and Forms” link under the “Character & Fitness” section then click on the “Wyoming Electronic Application” link. Review the instructions (including fees) included on the first few pages of the application. Complete the entire application by navigating through each screen. The final screen is where you will perform the error check and print a hard copy to be included with your bar application package. Sign and notarize where noted on the application and NCBE authorization and release forms. Attach appropriate payment by check, money order or credit card to the NCBE for preparation of character report. **SUBMIT THE NCBE FORM AND PAYMENT IN YOUR APPLICATION PACKAGE TO THE SUPREME COURT. Your application is incomplete without the NCBE form and payment.**
- ORIGINAL CERTIFICATE OF GOOD STANDING FOR EACH JURISDICTION IN WHICH YOU ARE ADMITTED (copies are not acceptable)
- 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.

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. Periodic emails will be sent to the email address on file for you. It 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.

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.

You are responsible for verifying that you qualify for admission on motion under Rule 302(g), and that your state meets the requirements of the rule. If, after filing your application, you are deemed ineligible for admission on motion for any reason, you may be eligible to sit for the next Wyoming Bar Examination.

Unless specifically requested, DO NOT SEND: Credit reports; student loan account summaries; 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.

Should you need to make any changes to your application after it has been filed, you must complete an AMENDMENT TO APPLICATION form (available on our website www.wyomingbar.org), and submit it to the Supreme Court. You may also be required to submit an amendment to the NCBE character report; that form is on the NCBE website www.ncbex.org.

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 or required documentation, please contact the Wyoming State Bar Admissions Director at (307) 632-9061.

**File completed applications with:
Clerk of the 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
P.O. Box 109, Cheyenne, WY 82003
4124 Laramie Street, Cheyenne, WY 82001