

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, using PDF documents, and print them out for filing with the Clerk of the Wyoming Supreme Court. **All forms must be typewritten.**

Your package must be complete with all documents attached before it can be processed. Please do not have other agencies or individuals mail certificates or attachments unless directed to do so by the Admissions Director. If a complete application package has not been received by the filing deadline, your application will not be considered in that cycle. In addition, do not send applications to the Wyoming State Bar. All applications must be filed with the Clerk of the Wyoming Supreme Court in order to be processed.

The Wyoming Board of Law Examiners considers applications for admission on motion twice each year. An application must be filed with the Clerk of the Wyoming Supreme Court no later than the 15th day of November to be considered with the February exam applicants, or the 15th day of April to be considered with the July exam applicants. The application fee is \$450.00, in the form of a check or money order made payable to Clerk of the Wyoming Supreme Court.

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
- Two (2) AUTHORIZATION AND RELEASE forms
- NCBE REQUEST FOR PREPARATION OF A CHARACTER REPORT. This form can be accessed and completed online by going to the NCBE website at www.ncbex.org. Click on the “Applications and Forms” link under the “Character & Fitness” tab 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 print a finalized hard copy to be included with your bar application package. Sign and notarize where noted on the application and three original authorization and release forms included in the application. **SUBMIT THE NCBE FORM AND PAYMENT WITH THE REST OF YOUR APPLICATION DOCUMENTS TO THE SUPREME COURT.**
- CERTIFICATE OF JUDGE
- AFFIDAVIT OF OFFICER OF SUPREME COURT OR BOARD OF LAW EXAMINERS
- AFFIDAVIT CERTIFYING COMPLETION OF CONTINUING LEGAL EDUCATION (with supporting documentation)
- CERTIFICATION OF COMPLIANCE WITH RULE 302
- CERTIFICATE OF GOOD STANDING FOR EACH JURISDICTION IN WHICH YOU ARE ADMITTED (must be the original certificate)
- Appropriate payment by check, money order or credit card to the NCBE for preparation of character report (send the payment and request with your application to the Supreme Court)
- Payment by check or money order in the amount of \$450.00 made payable to the Clerk of the Wyoming Supreme Court (effective September 1, 2003). This fee is separate from the NCBE fee.

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), and submit it to the Supreme Court. You may also be required to submit an amendment to your NCBE character report.

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 or concerns regarding the application documents please contact the Wyoming State Bar at (307) 632-9061.

**Submit completed applications to:
Clerk of the Wyoming Supreme Court
2301 Capitol Avenue, Cheyenne, WY 82002**