

# Wyoming's Frequently Asked Admissions Questions

## ADMISSION BY EXAM

### What are the basic requirements for admission by exam?

- A score of 270 or higher on the Uniform Bar Examination (UBE)
- A scaled score of 85 or higher on the Multistate Professional Responsibility Examination (MPRE)
- Good moral character and fitness to practice law
- J.D. from an ABA-approved law school

**PLEASE NOTE:** There are no provisions for foreign-educated applicants.

### When is the application filing deadline?

- The deadline for the July exam is April 15<sup>th</sup> (with the exception of the Dean's Certificate<sup>®</sup>).
- The deadline for the February exam is November 15<sup>th</sup> (with the exception of the Dean's Certificate).

Your completed application must be filed by the Clerk of the Wyoming Supreme Court by or before the deadline. Applications received after the deadline (regardless of postmark) will be returned to you. *There is **no** late filing deadline.* Please do not send your application to the Wyoming State Bar. In the event that you are submitting your application close to the deadline, please use either Federal Express or UPS delivery. USPS mail must first be sent to the central mail facility and could result in your application being received by the Clerk of Court after the deadline.

The completed Dean's Certificate must be sent to the Wyoming State Bar after your graduation to confirm that you have received a JD. Dean's Certificates must be received before you are able to sit for the exam.

### What is the application fee?

A non-refundable \$600 fee must be paid to the Wyoming Supreme Court at the time your application is submitted to the Wyoming Supreme Court. The Court will accept payment by personal check or money order. It may take several weeks before your check clears your bank; please ensure there will be adequate funds to process the check until it clears.

There is an additional non-refundable fee for the background investigation that is paid directly to the National Conference of Bar Examiners (NCBE). The NCBE will accept payment by personal check, money order or credit card.

There is also a non-refundable fee to ExamSoft if you choose to take the written portions of the exam on your laptop. For more information, please see “Can I use my laptop to take the exam?” below.

Veterans may be eligible for partial reimbursement of testing costs. Please visit the Department of Veterans Affairs GI Bill website at [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/) or call the VA's Regional Process Office for Educational Benefits at 1-888-442-4551 to determine eligibility.

### **Where can I find the application forms?**

All forms are accessible on the Wyoming State Bar website at [www.wyomingbar.org](http://www.wyomingbar.org). You may also send a written request to [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org) to have an application packet mailed to you. You will receive the same forms which are available online, with the exception of the NCBE forms, which must be completed through its online process.

### **What documents are required for admission?**

The following is a checklist of everything that must be included with your application (with the exception of the Dean's Certificate). Incomplete application packets will be returned to you.

- Petition and Application for Admission to the Wyoming State Bar** (must be notarized)
- \$600.00 check or money order** made payable to the Clerk of the Wyoming Supreme Court. This fee is separate from the fee paid to the NCBE.
- Original Certificate(s) of Good Standing from the Highest Court**  
Submit one for each jurisdiction in which you are admitted (if applicable) or have been admitted. The certificate must have been issued within the last 90 days.
- NCBE Request for Preparation of a Character Report**  
This form may be completed online at [www.ncbex.org](http://www.ncbex.org). Click on “NCBE ACCOUNT” to create or log into your NCBE account and complete the request. Once inside your NCBE account, click on “Character & Fitness” in the left navigation. Once complete, print two hard copies – one to be included with your bar application and one to submit to the NCBE. 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 and send with one of the original applications directly to the NCBE. A checklist with these instructions will appear after you finalize your application online.
- Photo Identification**  
Color photocopy of your current driver's license or a passport-style photograph no smaller than 2" x 2".
- Dean's Certification**  
The Dean of your law school must certify that you have received a J.D. prior to the bar examination. Certificates that appear to have been sent by an applicant will not be accepted.

This must come directly to the Bar from the Dean of your law school. Therefore, please do not provide a self-addressed envelope to your law school when requesting your Dean's Certificate.

Dean's Certificate should be sent after your graduation to confirm that you have received a J.D. Dean's Certificates must be received before you are able to sit for the exam.

### *Optional*

#### **Request Form for Non-Standard Testing Accommodations**

To be completed 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.

#### **PLEASE NOTE:**

- Applications must be single-sided. Copies and faxes of official or notarized documents (Certificate of Good Standing, Dean's Certificate, etc.) are not acceptable.
- The Wyoming application and a duplicate copy of the NCBE application must be filed together with the Clerk of the Wyoming Supreme Court. If either document is missing, your application is incomplete and will not be processed.

#### **Will I receive confirmation that my application was received and is complete?**

After you have filed your application, you will receive a receipt from the Clerk's office. It is very important to use a mailing address where you regularly and reliably receive mail. In addition to your application receipt, you will receive a registration letter approximately two weeks after the application deadline, and exam instructions will be sent approximately four weeks prior to the examination. Periodic e-mails will be sent to the e-mail address on file for you.

#### **May I submit supporting documents in advance of my application?**

You are welcome to have the Dean's Certificate (as long as it is after your graduation), and MPRE score transfers sent directly to the Wyoming State Bar prior to filing your application.

**PLEASE NOTE:** these documents cannot be accepted directly from the applicant; they must be sent from the respective organization directly to the Wyoming State Bar. As long as all documents have your name on them, they will be held until your application is submitted.

#### **What if I am unable to provide all the documents by the application deadline?**

The complete application (including the duplicate copy of the NCBE Request for Preparation of a Character Report) and application fee must be received by the Clerk of the Wyoming Supreme Court by the specified filing deadline (either April 15<sup>th</sup> or November 15<sup>th</sup>). All supporting documents, with the exception of those mentioned above, should be sent with

your application. It is strongly recommended that applicants begin the process early in order to allow ample time to obtain the required documents. Certified copies of court documents and military discharge forms (DD-214) often require several weeks to arrive. If you are requesting testing accommodations, plan ahead as some sections of that application must be completed by others on your behalf and then included in your complete application when filed with the Supreme Court.

**Exceptions:** the Dean's Certificate must be sent directly from your law school after your graduation and cannot be accepted from the applicant.

### **What are my obligations once I submit an application?**

You are required to update your application to keep it current and accurate at all times during the admission process. Please notify the Admissions Director in writing in the event there are **any** changes to your application. This includes, but is not limited to: any change in name, residence, business address, telephone number, e-mail address, employment, or attorney membership status in any other jurisdiction. You are also obligated to inform the Admissions Director of any academic misconduct, denial of admission in another jurisdiction, disciplinary action, any involvement in any civil or criminal proceeding (including traffic violations), or the recurrence or development of any illness or condition which would have a bearing on your fitness to practice law.

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 at [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 (available at [www.ncbex.org](http://www.ncbex.org)).

### **If I am applying for admission to another state, will you send me a copy of my application?**

Yes; you may request a copy of your original application. If the state requires a certified copy of your application to Wyoming, it will be sent directly to the other admissions office. Please contact Cathy Duncil, Admissions Director, at (307) 432-2105 or by e-mail at [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org).

### **What are the dates of the exam?**

The Multistate Bar Exam (MBE) is always administered on the last Wednesday of February and July. The Multistate Essay Examination (MEE) and Multistate Performance Test (MPT) (the written portion of the UBE) are administered on the Tuesday prior to the MBE.

- February 21 – 22, 2017 (Cheyenne)
- July 25 - 26, 2017 (Laramie)

The MPRE is administered in March, August and November of each year. For more information about dates and registration, visit [www.ncbex.org/](http://www.ncbex.org/).

## **What is the format of the Wyoming Bar Examination?**

The Wyoming Bar Examination consists of the Uniform Bar Exam (UBE) as developed by the National Conference of Bar Examiners (NCBE.) The Multistate Essay Examination (MEE) and Multistate Performance Test (MPT) are administered on the Tuesday prior to the last Wednesday of February and July. The Multistate Bar Examination (MBE) is always administered on the last Wednesday of February and July. For more information about subjects tested on the UBE, please consult the NCBE website at [www.ncbex.org](http://www.ncbex.org).

## **Can I use my laptop to take the exam?**

Yes; examinees have the option to use their laptops for the written portion of the UBE. To do so, you will check the appropriate box on the Wyoming application. Approximately one month prior to the examination, you will receive an e-mail from the Wyoming State Bar with registration instructions.

Wyoming uses SofTest, a secure laptop testing application provided by ExamSoft. Laptops which meet the required technical specifications (see below) can be used with SofTest to take the essay portion of the Wyoming Bar Exam. There is a non-refundable fee of \$90, payable to ExamSoft for this option. You will pay the fee when you download the unique exam file. For more information, watch the videos available at ExamSoft (<http://learn.examssoft.com/demos-for-exam-takers>) or visit ExamSoft's Knowledge Base ([http://support.examssoft.com/ics/support/default.asp?deptID=15194&\\_referrer=](http://support.examssoft.com/ics/support/default.asp?deptID=15194&_referrer=)).

ExamSoft maintains current minimum system requirements on its website at <http://go.examssoft.com/barexamsystemrequirements>.

## **Where can I obtain Wyoming Uniform Bar Examination study materials?**

The Wyoming State Bar does not publish study guides, release previous exam questions, or endorse any commercially available study guides. However, the following sources may be helpful in preparing for the exam:

- Uniform Bar Exam study program may be obtained through BAR/BRI at [www.barbri.com/home.html](http://www.barbri.com/home.html).
- MEE, MPT, MBE and MPRE study guides, and online practice exams may be obtained from the NCBE at [www.ncbex.org/](http://www.ncbex.org/).

## **What if I sign up for the exam, but then find I need to postpone?**

The rules allow an applicant to register for two consecutive examinations without additional application fees. For example, if you first register to sit for the July 2013 examination, but fail the exam or fail to sit for the exam, you may register for the February 2014 examination without an additional fee. After that, you must reapply with the Wyoming application fee and supplemental NCBE application before you can sit for the bar examination.

If you signed up to use a laptop and have already paid for SofTest, which is the online program used for the exam, you will forfeit the fee paid to ExamSoft. The laptop fee is required for each bar exam.

### **When will I find out my exam results?**

When your file is complete (including all exam scores), your application must first be reviewed by the Character and Fitness Committee and then by the Board of Law Examiners (BLE.) The BLE then makes its recommendations to the Wyoming Supreme Court, who will notify you with your results. The BLE expects to make its recommendations to the Wyoming Supreme Court approximately eight to ten weeks after the bar exam. You should not delay taking or transferring the MPRE; this will also delay your exam results being released.

### **What if I have a history of substance abuse/dependency, a diagnosed mental or physical impairment, or have neglected my financial affairs?**

Applicants who are engaged in a sustained and effective course of treatment or remediation of substance abuse or dependence; a diagnosed mental, behavioral or physical impairment that, should it reoccur, would likely impair the applicant's ability to practice law or pose a threat to the public; or a history of neglect of financial affairs, may qualify for conditional admission, a confidential status that allows the applicant to practice so long as he or she is complying with post-admission requirements designed to assure the applicant's continuing fitness to practice.

### **What if I have questions not addressed in the Frequently Asked Questions?**

The staff at the Wyoming Supreme Court and the Wyoming State Bar are on hand to answer any questions you may have.

- Questions regarding filing the application?  
Please contact Carol Thompson, Clerk of the Wyoming Supreme Court at (307) 777-7316 or by e-mail at [cthompson@courts.state.wy.us](mailto:cthompson@courts.state.wy.us).
- Questions regarding application documents, testing procedure, or required documentation?  
Please contact Cathy Duncil, Admissions Director, Wyoming State Bar, at (307) 432-2105 or by e-mail at [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org).