

Wyoming's Frequently Asked Admissions Questions

ADMISSION ON MOTION

Does Wyoming have admission on motion?

Wyoming does have admission on motion for qualifying attorneys. Wyoming does not have a formal reciprocity agreement with any state, so each application is considered on an individual basis. Attorneys from certain jurisdictions are considered eligible for admission on motion if they meet the requirements of the Rules & Procedures Governing Admission to the Practice of Law in Wyoming (<http://www.courts.state.wy.us/WSC/CourtRule?RuleNumber=72#613>).

What are the basic requirements for admission on motion?

- Engaged in the active practice of law for a minimum of 300 hours per year for five of the seven years immediately preceding the date of application and is an active member in good standing of the bar of a UBE jurisdiction or jurisdictions that grant bar admission without examination to attorneys licensed in Wyoming on the basis of practice in Wyoming
- Certificates of admission and good standing from the highest court for each jurisdiction in which the applicant is admitted to practice law
- Evidence of compliance with the continuing legal education (CLE) requirements of all jurisdictions in which the applicant is admitted to practice law (if applicable)
- Good moral character and fitness to practice law
- J.D. from an ABA-approved law school
- A scaled score of 85 or higher on the Multistate Professional Responsibility Examination (MPRE)

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

Is my jurisdiction eligible for admission on motion?

Please read your jurisdiction's rules for admission on motion carefully. If your jurisdiction does not offer admission on motion to members of the Wyoming State Bar, you must apply to take the Wyoming Bar Examination. If your jurisdiction requires an additional exam for motion applicants, then you are not eligible for admission on motion in Wyoming and must take the Wyoming Bar Examination.

If you apply for admission on motion and it is determined that you are not eligible, you may choose to sit for the next scheduled bar examination without an additional application fee. If you choose not to sit for the bar examination, your application fee is non-refundable.

When is the application deadline?

There is no specific deadline for motion applications. A motion applicant may be admitted to the practice of law in Wyoming at the discretion of the Supreme Court. Once the Board of Law Examiners (BLE) has reviewed the application and motion, together with all supporting data and has forwarded its recommendation, the Court will act on the recommendation in a timely manner and you will be notified of that recommendation.

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.

Where can I find the application forms?

All forms are accessible on the Wyoming State Bar website at www.wyomingbar.org. You may also send a written request to 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 am I required to submit?

The following is a checklist of everything that must be included with your application. Please make certain all items are included; otherwise, your application will be returned to you.

- Petition and Application for Admission to the Wyoming State Bar** (must be notarized)
- Certification of Compliance with Rule 302**
- Certification of Continuing Legal Education Compliance in all jurisdictions** (if applicable)
- Certification of Compliance with Rule 304**
Submit one of the following:
 - A Certificate by a judge or hearing officer of a tribunal of record of such other state, territory or district before which the applicant has practiced law; or
 - A Certificate by a member in good standing of the Bar of the State of Wyoming for at least 10 continuous years that the applicant is a person of good character and reputation, and competent legal ability; or
 - Two Certificates from any officer of a court in the applicant's current resident bar, provided that no such Certificate shall be submitted by any family member or client of the applicant, or by any two individuals within the same firm.

- ❑ **Proof of Passing MPRE Score**
A scaled score of 85 or higher is required on the MPRE. Official score report requests and applications to sit for the MPRE are available on the NCBE website at www.ncbex.org.
- ❑ **Photo Identification**
Color photocopy of your current driver's license or a passport-style photograph no smaller than 2" x 2".
- ❑ **\$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. 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. 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.

PLEASE NOTE:

- Applications must be single-sided. Copies and faxes of official or notarized documents (Certificate of Good Standing, 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. Periodic e-mails will be sent to the e-mail address on file for you.

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), 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).

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

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.
- Questions regarding application documents or required documentation?
Please contact Cathy Duncil, Admissions Director, Wyoming State Bar, at (307) 432-2105 or by e-mail at cduncil@wyomingbar.org.