



# MINNESOTA BOARD OF LAW EXAMINERS

## APPLICATION FOR ADMISSION

25 Rev. Dr. Martin Luther  
King Jr. Blvd., Suite 110  
St. Paul, MN 55155

Your answers and all information submitted or gathered in connection with your application are confidential and will not be released except as provided in [Rule 14](#) of the Minnesota Rules for Admission to the Bar.

Applicants are advised to read the [Minnesota Rules for Admission to the Bar](#) (Rules).

Additional information on the Bar Examination, Admission on Motion, Character & Fitness Requirements, Forms & Resources, and FAQs regarding these and other topics are available under the Resources tab above for you to reference as you complete your application. Additional information about this online application is available in the Board's [Navigating the Online Application FAQs](#) and [instructional video](#).

After your bar application is submitted, you will be granted access to a separate applicant portal to respond to any additional requests from the Board office. Until you are admitted, your application is withdrawn, or is finally determined by the Minnesota Supreme Court, you will have a continuing obligation to advise the Board in writing of any changes to your answers on this application.

In this section, you will answer biographical and identification questions.

### SECTION 1 - APPLICANT

APPLICATION TYPE - EXAM DATE - USERNAME

#### 1.01 NAME AND CONTACT

Full Legal Name

|                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Prefix               | Last                 | First                | Middle               | Suffix               |

Current Address

|                      |
|----------------------|
| <input type="text"/> |
| Street               |

Contact Information

|                      |                      |  |
|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text" value="email@email.com"/> |
| Mobile Phone         | Alternate Phone      | Email  |

Birth Date and SSN

|                      |                        |
|----------------------|------------------------|
| <input type="text"/> | <input type="text"/>   |
| Birth Date           | Social Security Number |

#### 1.02 CURRENT DRIVER LICENSE

Do you have a current driver's license?

☐

License Detail

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| State of Issuance    | Driver License #     |

Certified Copy of Driving Record

Provide your driving record by uploading a certified copy of an authentic document issued by the proper authority in this state (i.e. DMV or equivalent agency). If your document request is still being processed, or this document is unavailable or difficult to obtain due to an unusual circumstance, explain in the comment field below.

#### 1.03 PREVIOUS DRIVER LICENSE

Have you ever held a driver's license that is no longer current?

☐

State(s) Where Held

#### 1.04 NCBE NUMBER

If you have not already done so, go to <https://auth.ncbex.org/login> to request an NCBE Number. Your unique NCBE Number will be used for identification purposes when you take the Multistate Bar Examination and the Multistate Professional Responsibility Examination and may be used as an identifier for other bar-admission-related purposes.



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## 1.05 OTHER NAMES

Have you ever been known by any other name? ☐

Applicants must submit ALL names, dates of use, and circumstances, including circumstances such as nickname, marriage and divorce.

If yes, is it important that the Board use specific name(s) in its communications with certain employers or references? ☐

If no or left blank, your current name as listed in your bar application will be used in communications with third parties.

DO NOT SUBMIT



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### SECTION 2 - EDUCATION

In this section, you will be asked to provide information on all post-secondary schools you attended, including law school. You will need to upload a copy of all law school transcripts (unofficial copies will be accepted).

#### 2.01 DEGREE GRANTING LAW SCHOOL

**J.D. Applicants:** Complete this page regarding the school that has/will confer your J.D. degree and list any additional law school attendance in Section 2.02.

**Other Applicants:** Please ensure that you meet the educational requirements for admission in [Rule 4A\(3\)](#) of the Rules for Admission to the Bar before proceeding. If you have a foreign degree equivalent to a J.D. degree, enter that information on this page and any additional law school attendance in Section 2.02.

Select from the list of approved ABA Law Schools. If your law school is a non-ABA school or is not on the list, please select Non-ABA US Law School or Non-ABA Foreign Law School in the list and provide additional information in the Non-ABA Law School form that will be created after saving your answer.

A ^ symbol next to the law school name indicates that the law school was only accredited by the American Bar Association for a set period of time. Refer to [Rule 4A\(3\)](#) in the Rules for Admission to the Bar for educational requirements. Please call the Board office for additional information if you are uncertain whether your law school was accredited when you graduated.

School Name

Degree Verification

Examinees must carefully review the information in Section 6 of this application regarding important documentation that is required in order to sit for the exam.

For non-exam applicants, the Board will send a degree verification inquiry to your law school during the processing of your application to verify compliance with [Rule 4A\(3\)](#). The Board will advise you if there are any issues receiving a response from the law school.

Attendance

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|

Date From

Date To

Degree Type

Date Received

Unofficial copies will be accepted.

Law School GPA:

If you answered the question above regarding your GPA, is this your final GPA?

Upload Law School Transcript

#### 2.02 OTHER LAW SCHOOL

Have you ever attended any other law school?

☐

#### 2.03 NON-LAW SCHOOL

Have you attended college, university, or any other post-secondary school?

☐



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### SECTION 3 - OTHER BAR APPLICATIONS AND EXAMS

In this section, you will be asked to provide information concerning any prior bar applications to Minnesota or any other jurisdiction, any prior bar exams, and any other applications/registrations filed with the bar of another jurisdiction. You will also be required to provide copies of bar applications submitted to other jurisdictions and, if admitted, additional documents from that jurisdiction as specified in [Rule 4D](#). In your final application, your answers will be displayed in a summary table in Section 3, while the pages you complete and uploads you provide will be attached in their entirety at the end of your application. Please note: If you apply to another jurisdiction while your application to Minnesota is pending, you must update the Board office through your applicant portal.

#### PRIOR MINNESOTA BAR APPLICATIONS

NONE

#### OTHER PRIOR BAR APPLICATIONS

NONE

#### MPRE

NONE

DO NOT SUBMIT



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### SECTION 4 - CHARACTER AND FITNESS QUESTIONS 4.01-4.18

In this section, you will be asked to provide information for the Board's character and fitness process pursuant to [Rule 5](#) of the Board's Rules. This section has been subdivided for ease of navigation. Question 4.00 in the first subsection contains a more detailed overview of this section and you may also wish to visit the [Character and Fitness page](#) of the Board's website.

#### 4.00 Information for the Character and Fitness Investigation

##### Truthful Disclosures

Your application is a sworn statement filed with the Board, an agency of the Minnesota Supreme Court. **The failure to disclose an act or event (or the complete details thereof) can be more significant, and may lead to more serious consequences, than the act or event itself.** Failure to provide truthful answers, or failure to inform the Board of any changes to your answers, may result in denial of admission to practice law.

##### Explaining "Yes" Answers

You must explain each "Yes" answer by completing the supplemental form associated with the applicable question, which this online system will create underneath the question after you save a "Yes" answer. If there are multiple incidents that would require you to answer "Yes" to a question, you must complete a supplemental form for EACH incident by using the "Add Another" button at the bottom of the form. You must provide complete responses to the fields listed on each supplemental form, including a complete description of the events and circumstances surrounding any incident for which a narrative statement is requested. You must also upload copies of any supporting documentation requested by the supplemental form. If such documentation is not available, provide verifying documentation if requested by the form or a brief explanation regarding its unavailability in the "Upload Comments" field, as applicable.

Rule [4H\(1\)](#) requires applicants to cooperate with the Board by providing complete information and documents in response to the Board's requests. Applicants are requested to make diligent efforts to identify, investigate, inquire about, locate, and/or obtain any requested information or documents for which the applicant does not have complete details or documentation. Incomplete applications for which such efforts have not been made may be rejected, delayed in being processed, or subject to other consequences as provided by the Board's Rules.

##### Explaining Rehabilitation Efforts

If applicable, your statement explaining a "Yes" answer should also include a description of any rehabilitative steps you have taken and/or positive social contributions you have made in your occupation, community, or civic service since the occurrence of the conduct. Please refer to [Rule 5A](#) and [Rule 5B\(4\)](#) for the Board's Essential Eligibility Requirements and the factors it considers when assessing prior conduct. Reference the [Character and Fitness for Admission to the Bar](#) publication for additional information.

##### Conditional Admission

Under [Rule 16](#), the Board may conditionally admit an applicant whose record raises serious concerns about character and fitness but who presently appears to have a commitment to rehabilitation and the ability to meet the Board's Essential Eligibility Requirements for the practice of law found in [Rule 5A](#).

##### Confidentiality

Information disclosed on the bar application is confidential under [Rule 14](#), subject to certain exceptions. The Board will not release your confidential application information to current or prospective employers without your written authorization.

I have carefully read and acknowledge the information provided above.

☐

#### 4.01A Felony

Have you EVER been charged with, arrested for, pleaded guilty to, or been convicted of a felony or the equivalent?

☐

You MUST disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged, or you were told by anyone, including a judge or attorney, that you need not disclose this information.

For more information on "equivalent" out-of-state offenses, see the Board's [FAQs](#).



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### 4.01B Gross Misdemeanor

Have you EVER been charged with, arrested for, pleaded guilty to, or been convicted of a gross misdemeanor or the equivalent, other than a matter already disclosed in Question 4.01A?

You MUST disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged, or you were told by anyone, including a judge or attorney, that you need not disclose this information.

For more information on "equivalent" out-of-state offenses, see the Board's [FAQs](#).

### 4.02A Misdemeanor or Non-Traffic Violation

Have you EVER been charged with, cited for, arrested for, pleaded guilty to, or been convicted of any violation of ANY law, other than a matter already disclosed in Question 4.01A or 4.01B or a non-criminal traffic/vehicle violation?

You MUST disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged, or you were told by anyone, including a judge or attorney, that you need not disclose this information.

This question includes all criminal matters not yet disclosed and all other non-traffic citations and violations. Criminal offenses involving a vehicle must be included here, and may include (depending on local law) DUI/DWI, reckless driving, criminal damage to property, driving while suspended, etc. Common examples of other non-traffic violations that must be disclosed here, even if the citation was non-criminal, include underage drinking, public intoxication, and disorderly conduct.

### 4.02B Non-Criminal Traffic Violation

Have you EVER been ticketed for, cited for, charged with, arrested for, pleaded guilty to, or been convicted of a violation of ANY traffic or vehicle law, other than a paid parking violation or a criminal offense already disclosed in Question 4.01A, 4.01B, or 4.02A?

You MUST disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged, or you were told by anyone, including a judge or attorney, that you need not disclose this information.

This question includes both moving and non-moving violations (such as vehicle registration, inspection, or equipment violations), as well as any unpaid parking violations.

### 4.03 Driver's License Suspension

Has your driver's license EVER been canceled, suspended, or revoked for any reason?

### 4.04 Probation/Under Court Jurisdiction

Are you currently under court jurisdiction regarding any violation or alleged violation of law due to court-ordered probation of any kind, a diversion program, a continuance for dismissal, a suspended prosecution, or any other type of case resolution that remains ongoing or pending?

### 4.05 Fraud and Other Misconduct

Have you EVER been accused of, charged with, or found to have committed civil fraud, criminal fraud, misconduct, or dishonorable conduct in ANY legal, administrative, or military proceeding, or in any decision or finding made by an administrative agency:

A. In your individual capacity?

B. As an officer or director of a corporation, as a member of a partnership, or as a fiduciary of a trust?



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### 4.06 Party to Legal Proceeding

If the answer to more than one of these questions is "Yes," a form will be generated for each case type (Form 3A for 4.06A, 3B for 4.06B, etc.). To add additional case(s) of the same type, use the "Add Another" button at the bottom of the form for the applicable case type.

Have you EVER been a party to:

A. Any family law proceeding?

☐

B. Any domestic abuse, harassment, or other restraining order proceeding, including (but not limited to) as part of a family law case?

☐

C. Any civil proceeding?

☐

D. Any administrative proceeding?

☐

E. ANY legal proceeding of any type, including arbitration, other than a bankruptcy or a matter already disclosed in response to the above or prior questions in this application?

☐

### 4.07 Legal Proceeding - Other Capacity

As an officer or director of a corporation, as a member of a partnership, or as a fiduciary of a trust, have you EVER been a party to or a witness in any legal proceeding?

☐

### 4.08 Child Support

Have you EVER been ordered by a court to pay or otherwise agreed to pay child support?

☐

### 4.09 Spousal Maintenance or Alimony

Have you EVER been ordered by a court to pay or otherwise agreed to pay spousal maintenance, support, or alimony?

☐

### 4.10 Compliance with Court Orders

Have you EVER failed to comply with any court order directed against you, other than a support payment delinquency already disclosed in Question 4.08 or 4.09?

☐

### 4.11 Contempt

Have you EVER been found in contempt by any court, tribunal, or legislative body?

☐

### 4.12 Discharged or Terminated

Have you EVER been discharged or terminated from any employment or other work position for any reason?

☐

This question includes positions as an employee and other positions as an independent contractor, intern/extern, volunteer worker, etc.

### 4.13 Resignation Requested

Have you EVER been requested (formally or informally) to resign from or terminate any employment or other work position?

☐

This question includes positions as an employee and other positions as an independent contractor, intern/extern, volunteer worker, etc.

### 4.14 Other Employment Matters

Have you EVER, for any reason, been suspended from any employment or other work position, disciplined or reprimanded in any such position, or permitted to resign in lieu of termination?

☐

This question includes positions as an employee and other positions as an independent contractor, intern/extern, volunteer worker, etc.

### 4.15 Denied Occupational Bond

Have you EVER been denied an employment-related or occupational bond?

☐



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### 4.16 Law School Admission Council

Has a report of misconduct or irregularity or a written charge of alleged misconduct or irregularity EVER been issued against you by the Law School Admission Council (LSAC) in connection with the admission process to law school?

☐

The admission process includes but is not limited to: application for admission to law school; application to take the LSAT; the taking of the LSAT; submission of information for LSDAS (Law School Data Assembly Service); reporting of LSAT score; and transfer from one law school to another.

### 4.17 Action by Academic Institution

Have you EVER been warned, placed on probation, suspended, requested to discontinue your studies, allowed to discontinue your studies in lieu of discipline, expelled, dismissed, or otherwise disciplined, by a post-secondary school, college, university, or law school due to:

A. Academic performance?

☐

B. Conduct in any way related to alcohol or other drugs?

☐

C. Any other reason?

☐

### 4.18 Allegations During Enrollment

Have allegations, complaints, or charges (formal or informal) EVER been made against you during your enrollment in a post-secondary school, college, university, or law school alleging academic or personal misconduct, including but not limited to honor code violations, plagiarism, cheating, or Title IX violations?

☐

You MUST disclose any allegations, complaints, or charges even if no disciplinary action was taken, you were told that no permanent record would be made of the incident or allegation, or you were told that your record would be expunged.





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### SECTION 4 - CHARACTER AND FITNESS QUESTIONS 4.19-4.33

In this section, you will be asked to provide information for the Board's character and fitness process pursuant to [Rule 5](#) of the Board's Rules. This section has been subdivided for ease of navigation. Question 4.00 in the first subsection contains a more detailed overview of this section and you may also wish to visit the [Character and Fitness page](#) of the Board's website.

#### 4.19 Upload Credit Report

##### Credit Report

You must submit with your application a current copy of your complete credit report issued directly by TransUnion, Experian, or Equifax. For information on obtaining your free annual credit report from one of these credit bureaus, visit [www.consumer.ftc.gov](http://www.consumer.ftc.gov). Credit reports may also be obtained from the credit bureaus for a fee and/or by registering an account. Third-party reports, including those indirectly providing credit bureau data, will not be accepted.

A complete credit report must show each account with specificity (e.g. type, balance, status, relevant dates, monthly payment history, etc.). A summary page only listing the accounts and their status will not be accepted. Typically, a link on the page to print/save the report will generate a complete and properly formatted report. Please note that myEquifax accounts may not offer that option and that TransUnion reports may require a "fit to page" setting in some browsers to avoid losing information at the right margin. Credit reports need not contain your credit score, as this information is not considered by the Board.

Applicants who cannot obtain a credit report, due to not having a Social Security Number or an extenuating circumstance, must explain why no credit report is being provided in the Comment field below.

#### 4.20A Current Delinquent Debt

Do you currently have any debt, loan, or other credit account—other than a judgment, tax, or student loan debt—that is 120 days or more past due, is in a "charged off" status, or is in collections?

This application contains separate questions about judgments, taxes, and student loans.

#### 4.20B Past Delinquent Debt

Have you EVER had any debt, loan, or other credit account that was charged off or placed in collections, other than a debt already disclosed in Question 4.20A, a judgment, tax, or student loan debt, or a debt discharged in bankruptcy?

#### 4.21A Current Student Loan Default

Do you currently have any student loans in default or alleged to be in default?

#### 4.21B Past Student Loan Default

Have you EVER had any student loans in default or alleged to have been in default, other than a loan already disclosed in Question 4.21A?

#### 4.22A Unsatisfied Judgment

Are there any unsatisfied judgments against you?

#### 4.22B Other Liens and Judgments

Have any liens or judgments EVER been filed against you, other than a matter already disclosed in Question 4.22A?

#### 4.23A Current Tax Debt

Do you have any tax payment owed to any federal, state, or local tax authority that is currently past due?



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### 4.23B Past Tax Debt

Have you EVER failed to timely pay any taxes owed to any federal, state, or local tax authority—including employers' withholding taxes—or entered into any repayment agreement with a taxing authority, other than a matter already disclosed in Question 4.23A? ☐

Common examples include failing to pay the full amount shown on a tax return by Tax Day (usually April 15), obtaining an extension of time to file taxes that did not include an extension of time to pay, or making an error in one's initial filings where later discovery and recalculation showed additional payment should have been made and was required.

### 4.24A Current Unfiled Taxes

Do you have any tax return or other tax filing that was required to be filed with any federal, state, or local tax authority and is currently unfiled and past due? ☐

This does not include any situation in which an applicant was not required to file taxes for *permissible* reasons such as being below an income threshold or due to a state's nonresident or reciprocity regulations. See [Character and Fitness FAQ #26](#) on the Board's website for more information.

### 4.24B Late Filed Taxes

Have you EVER failed to timely file any local, state or federal tax return when required to do so, other than a matter already disclosed in Question 4.24A? ☐

This does not include any situation in which an applicant was not required to file taxes for *permissible* reasons such as being below an income threshold or due to a state's nonresident or reciprocity regulations. See [Character and Fitness FAQ #26](#) on the Board's website for more information.

### 4.25 Foreclosure

Have you EVER owned a property which was foreclosed upon or given a mortgage holder a deed in lieu of foreclosure? ☐

If this was a judicial foreclosure and resulted in a civil court proceeding, please ensure that the case was properly disclosed and detailed in Question 4.06.

### 4.26 Bankruptcy

Have you EVER filed a voluntary petition for relief under the U.S. Bankruptcy Code or been the subject of an involuntary bankruptcy petition? ☐

### 4.27 Other Licenses

Have you EVER held a license, other than as an attorney, the issuance of which required proof of good character? ☐

Common examples of such licenses include those for certified public accountants, teachers, real estate brokers, patent agents, securities brokers, and law enforcement officers.

### 4.28 Professional Conduct

Have any charges, complaints, grievances, or investigations EVER been filed or initiated, whether concluded or presently pending, concerning your conduct as:

A. An attorney? ☐

B. A member of any other profession or a holder of a public office? ☐

### 4.29 Sanctioned or Disqualified

Have you EVER been sanctioned in a legal matter or disqualified from participating in any legal matter? ☐



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### 4.30 License Obligations

Have you EVER failed to fulfill the obligations of a professional license, including but not limited to, maintaining records of accounts, complying with continuing professional education, or paying required fees?

☐

### 4.31 Professional Exam

Have you ever been accused of, or investigated for, cheating on a professional exam?

☐

### 4.32 License Application

Have you EVER filed an application for a professional, occupational, or business license or certificate that was denied, that was withdrawn by you after questions about your character or qualifications arose, or that otherwise was unfavorably acted upon by the licensing authority?

☐

You must disclose this even if you were told by anyone, including an attorney, that you do not need to disclose this information.

### 4.33 Admission Interview/Hearing

In connection with your application for admission to practice law in any jurisdiction, were you required to appear before any board, committee, or other examining authority for examination or inquiry about any matter, other than a written examination on the law?

☐

This question includes, but is not limited to, any character and fitness interview or hearing.



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### SECTION 4 - CHARACTER AND FITNESS QUESTIONS 4.34-4.42

#### Purpose of Questions

The following mental health and chemical dependency questions focus on conduct or behavior that impairs an applicant's current ability to meet the Essential Eligibility Requirements for the practice of law. The Board asks these questions because of its responsibility to protect the public by determining the current fitness of an applicant to practice law. The Board regularly recommends licensing of applicants who have sought treatment for mental health and chemical dependency issues. The Board strongly encourages applicants who have mental health and chemical dependency issues to seek treatment. The Board views mental health and chemical dependency treatment as a positive factor in evaluating an application.

In answering the questions below you need not report situational counseling such as stress, victim, or grief counseling.

#### Applicant's Burden

You bear the burden of demonstrating that you possess the qualifications necessary to practice law. Your response to a question may include information as to why, in your opinion or that of your treatment provider, your condition will not affect your ability to practice law in a competent and professional manner.

Please refer to [Rule 5A](#) and [Rule 5B\(4\)](#) for additional information. Reference the [Character and Fitness for Admission to the Bar](#) publication for additional information.

#### Conditional Admission

Under [Rule 16](#), the Board may conditionally admit an applicant whose record raises serious questions about character and fitness but who presently appears to have a commitment to rehabilitation and the ability to meet the Board's Essential Eligibility Requirements for the practice of law found in [Rule 5A](#).

#### Confidentiality

Information disclosed on the bar application is confidential under [Rule 14](#), subject to certain exceptions. The Board will not release your confidential application information to current or prospective employers without your written authorization.

#### 4.34 Condition as Defense or Explanation

Have you EVER raised the issue of consumption of drugs or alcohol, or the issue of a mental, emotional, or behavioral disorder or condition, or the issue of compulsive gambling as a defense, in mitigation, or as an explanation for your actions in any administrative or judicial proceeding or investigation?

☐

This includes, but is not limited to, any proceeding or investigation by an educational institution, employer, government agency, professional organization, or licensing authority.

#### 4.35 Involuntary/Legal Matters

Within the past 10 years or since the age of 18, whichever period is shorter, have you been declared legally incompetent, been placed under conservatorship or guardianship, been involuntarily hospitalized, or been placed under an involuntary hold?

☐

#### 4.36 Conduct Leading to Specified Diagnoses

Within the past 10 years or since the age of 18, whichever period is shorter, have you been engaged in conduct or behavior that led to the diagnosis of and/or received treatment for pedophilia, exhibitionism, voyeurism, kleptomania, pyromania, or compulsive gambling?

☐



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### 4.37 Essential Eligibility Requirements

Applicants must demonstrate an ability to meet the Essential Eligibility Requirements for the practice of law set forth in Rule 5A of the Rules for Admission to the Bar and an ability to practice law in a competent, ethical, and professional manner. During the character and fitness process, the Board may request follow-up in relation to conduct that impacts an applicant's ability to meet the Essential Eligibility Requirements, including inquiry into relevant and/or recent mental health and chemical dependency.

The Board asks this question because of its responsibility to protect the public and to ensure that an applicant has the necessary support system to successfully address any challenges that arise in the practice of law.

In the last two years, have you demonstrated any conduct or behavior that raises concerns, or been advised that your conduct or behavior raises concerns, about your ability to perform any of the obligations and responsibilities of a practicing lawyer in a competent, ethical, or professional manner? ☐

Note: The Board routinely recommends for admission applicants who answer "Yes" to this question. If your answer is "Yes" but you have taken actions to proactively address the conduct or behavior and its cause(s), such as treatment or other steps, that information will be requested on the supplemental form associated with this question.

### 4.38 Substance Use After Professional Advice

Within the past two years, have you continued to use drugs or alcohol after a professional advised you to discontinue use? ☐

The word "professional" includes a physician, psychiatrist, psychologist, psychiatric mental health clinical nurse specialist, psychiatric mental health nurse practitioner, marriage and family therapist, social worker, mental health counselor, or licensed alcohol and drug counselor.

### 4.39 Gambling After Professional Advice

Within the past two years, have you continued to gamble after a professional advised you to discontinue gambling? ☐

The word "professional" includes a physician, psychiatrist, psychologist, psychiatric mental health clinical nurse specialist, psychiatric mental health nurse practitioner, marriage and family therapist, social worker, mental health counselor, or licensed alcohol and drug counselor.

### 4.40 Discontinued Treatment or Medication

Within the past two years, have you discontinued treatment or medication for a condition that at any time impaired your ability to meet the Essential Eligibility Requirements for the practice of law set forth in Rule 5A? ☐

### 4.41 Noncompliance with Recommendations

Within the past two years, have you failed in any way to comply with the recommendations of a professional that treatment or medication was necessary to avoid negatively affecting your ability to meet the Essential Eligibility Requirements for the practice of law set forth in Rule 5A? ☐

The word "professional" includes a physician, psychiatrist, psychologist, psychiatric mental health clinical nurse specialist, psychiatric mental health nurse practitioner, marriage and family therapist, social worker, mental health counselor, or licensed alcohol and drug counselor.

### 4.42 Any Other Relevant Matters

Notwithstanding the answers to Questions 4.01 through 4.41, are there any other incidents or circumstances that may relate to your character and fitness for admission to the bar? ☐



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### SECTION 5 - BAR EXAM ACCOMMODATIONS

Only applicants submitting an application to sit for the bar examination need to complete this section.

The Board will make reasonable modifications to any policies, practices, and procedures in accordance with the Americans with Disabilities Act, as amended (ADA) that might otherwise prevent individuals with disabilities from taking the Minnesota Bar Examination in an accessible place or manner, provided such modifications do not result in a fundamental alteration to the examination or other admission requirements, impose an undue burden, or jeopardize examination security.

Qualified applicants with disabilities may be provided reasonable accommodations to ameliorate the impact of the disability on their ability to take the Minnesota Bar Examination which is held in the Twin Cities metropolitan area. The Board will furnish additional testing time, auxiliary aids, and other accommodations when necessary to ameliorate impairment associated with the applicant's disability. No additional charges will be assessed to individuals with disabilities to cover the costs of reasonable accommodations.

Requests for testing accommodations will be evaluated on a case-by-case basis. The applicant must submit documentation from one or more qualified professionals that provides information about the diagnosed impairment(s), functional limitation associated with the condition, current level of impairment, and the rationale for the accommodations requested. In addition, the applicant must submit verification of past accommodations, if any.

All documentation will be retained by the Board. If appropriate, the materials provided by the applicant may be sent to one or more independent medical evaluators for an impartial review of the written documentation to request that the evaluator provide the Board with a recommendation regarding the request for testing accommodations. Accommodations granted elsewhere do not necessarily entitle an applicant to accommodations on the Minnesota Bar Examination, although the Board gives considerable weight to documentation relating to past accommodations received in similar testing situations or in response to an Individualized Education Plan (IEP) or Section 504 plan.

Please read the [Policy and Instructions for Requesting Testing Accommodations](#) on the Board website or view the Board's [instructional video](#) for additional information regarding completing your request for testing accommodations.

#### 5.01 Bar Accommodations

Do you have any disability for which you are requesting reasonable testing accommodations under the Americans with Disabilities Act?

For applicants requesting accommodations:

**First-time applicants:** Answer "Yes" below to complete the required accommodations forms.

**Repeat applicants:** You must complete the accommodations forms unless you meet **ALL** of the criteria below:

- 1) You have taken the Minnesota bar exam within the last two years;
- 2) You were granted accommodations on the most recent exam you sat for with the Minnesota Board of Law Examiners;
- 3) You are requesting the same accommodations that you were previously granted;
- 4) The accommodation was based on an unchanging condition; and
- 5) There has been no material improvement in your condition since you sat for the examination.

Based on the criteria above, do you need to complete the accommodations forms?



# MINNESOTA BOARD OF LAW EXAMINERS

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### SECTION 6 - BAR EXAM INFORMATION

Only applicants submitting an application to sit for the bar examination need to complete this section.

#### 6.01 Use of Exam Answers

I authorize the Minnesota Board of Law Examiners to reproduce and publish my essay answers, without my name or identifying information, on the Board's website for the benefit of future examinees.

Examples of previously published anonymous answers can be found on the Board's [website](#).

#### 6.02 Use of Laptop

Do you intend to use your laptop computer to write the MPT and MEE portions of the bar examination?

#### 6.03 Photo ID

Create and Upload Photo ID Card

You must create and sign a photo ID card and include it as part of your application. Your photo ID card will be made into an ID badge to be worn during the exam.

[Click here](#) for the photo ID template and instructions. You are **REQUIRED** to use the template. Do not upload a driver's license or government ID. You will need to print and sign the card and then scan the entire page and save it so you can upload it as part of your application. Please note that many phone scanning apps, or taking a picture with your phone, can produce very large file sizes and/or may change the dimensions of the document and may not be conducive to use for scanning your photo ID card. As indicated on the template, your photo ID card should measure 4" x 3.5". Additional instructions are included on the template.

#### 6.04 Evidence of Graduation

Conferral of Degree Requirement

A. Your law school must **DIRECTLY** provide to this office a document evidencing the conferral of your law degree. A transcript from a third party is not acceptable even if the third party has been authorized by the law school to send the transcript on their behalf. If your law school prefers to submit this document to the Board electronically and has not previously done so, their staff is welcome to contact the Board office to coordinate electronic submission.

B. The Board office must receive this document at least 30 days prior to the date of the bar examination.

This document must state that you have graduated with a J.D. degree, or have completed ALL coursework 30 days prior to the examination for which you applied and will be awarded a J.D. degree within 120 days following the examination. See [Rule 4C](#).

I have read and understand the Evidence of Graduation/Conferral of Degree requirement.

#### 6.05 Prior Admission

In order for the Online Bar Application to properly calculate your application fee, you must answer the question below. For more information about application fees, please see [Rule 12](#) or the Board's [fees chart](#).

As of the date this application will be submitted, will you have been licensed to practice law in another jurisdiction for at least six months?





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### 7 - 10 YEAR EMPLOYMENT HISTORY

In this section, you will provide your employment history over the past 10 years. Instructions are provided on how to create separate entries for each period of employment, practice as a solo practitioner, and unemployment.

#### 7.01 Employment History

You must provide your employment history by listing **ALL** periods of employment and unemployment you have had in the **past 10 years**, including temporary and part-time work, internships, externships, unpaid or volunteer work, self-employment, independent contracting, military service, time in school, other unemployment, etc. You must list all such positions regardless of whether you were classified as an "employee" or were paid.

An entry is required for **each** position and period of employment or unemployment that you have had during the last 10 years. If you held multiple positions during the same time period, you must list each. If you held the same position during different time periods, you must list each. Each position and time period will generally require a separate entry. However, if preferred, you may list college or law school as one long unemployment period and then add your jobs or internships as overlapping employment entries that occurred during that period.

Use the buttons below to create a form for each entry listing your employment, practice as a solo practitioner, and/or unemployment. **You will need to return to this page to add additional entries** or, if adding multiple entries of the same type, can use the "Save and Add Another" button at the bottom of the form you are finishing.

If you have questions about how to list certain employment information, see the Board's [Application Submissions FAQs](#). If you have questions about how to navigate this section and create entries, see the Board's [instructional video](#) or [Navigating the Online Application FAQs](#).

I have read and acknowledge the above instructions.

#### Employment

|   |                      |                       |                      |                              |
|---|----------------------|-----------------------|----------------------|------------------------------|
| <input type="text"/>                              | <input type="text"/> | <input type="text"/>  |                      |                              |
| <i>Date From</i>                                  | <i>Date To</i>       | <i>Title</i>          |                      |                              |
| <input type="text"/>                              |                      |                       |                      |                              |
| <i>Firm/Company Name</i>                          |                      |                       |                      |                              |
| <input type="text"/>                              |                      |                       |                      |                              |
| <i>Address</i>                                    |                      |                       |                      |                              |
| <input type="text"/>                              |                      | <input type="text"/>  | <input type="text"/> |                              |
| <i>Supervisor</i>                                 | <i>Phone</i>         | <i>Email</i>          |                      |                              |
| <input type="text"/>                              | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>         |
| <i>FT/PT</i>                                      | <i>Hrs/Wk (PT)</i>   | <i>Paid/Volunteer</i> | <i>J.D. (Legal)</i>  | <i>Position Type (Legal)</i> |
| <input type="text"/>                              |                      |                       |                      |                              |
| <i>Nature and Extent of Duties or Practice</i>    |                      |                       |                      |                              |
| <input type="text"/>                              |                      |                       |                      |                              |
| <i>Reason for Leaving</i>                         |                      |                       |                      |                              |
| <input type="text"/>                              |                      |                       |                      |                              |
| <i>Location of Work (if different from above)</i> |                      |                       |                      |                              |

#### Unemployment

|                          |                      |
|--------------------------|----------------------|
| <input type="text"/>     | <input type="text"/> |
| <i>Date From</i>         | <i>Date To</i>       |
| <input type="text"/>     |                      |
| <i>Reason Unemployed</i> |                      |





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### SECTION 8 - YEARS OF PRACTICE ELIGIBILITY

This section is to be completed only by applicants applying to the Bar pursuant to Rule 7A.

#### 8.01 Years of Practice Eligibility Requirement

In order to qualify for admission under [Rule 7A](#), you must provide documentary evidence showing that for at least 36 of the 60 months immediately preceding this application you were engaged in the lawful practice of law for at least 1000 hours per year by engaging in one or more of the following activities listed in [Rule 7A](#):

- i. Lawyer representing one or more clients, including on a pro bono basis;
- ii. Lawyer in a law firm, professional corporation, or association;
- iii. Judge in a court of law;
- iv. Lawyer for any local or state governmental entity;
- v. House counsel for a corporation, agency, association, or trust department;
- vi. Lawyer with the federal government or a federal governmental agency including service as a member of the Judge Advocate General's Department of one of the military branches of the United States;
- vii. Full-time faculty member in any approved law school; and/or viii. Judicial law clerk whose primary responsibility is legal research and writing.

To qualify, activities listed in (i) through (v) must have been performed in a jurisdiction in which the applicant is admitted, or in a jurisdiction that permits the practice of law by a lawyer not admitted in that jurisdiction. Please provide the legal authority or documentation authorizing your practice if it occurred outside of a jurisdiction in which you were licensed. Activities listed in vi through viii may have been performed outside of the jurisdiction where the applicant is licensed.

To assist the Board in determining your eligibility under [Rule 7A](#), please submit a detailed narrative describing the following:

1. The employment or solo practice listed in Section 7.00 that you believe meets the [Rule 7A](#) definition of the practice of law;
2. The number of months and the date ranges for each qualifying activity;
3. Your rationale for concluding the time qualifies;
4. Any additional information you believe would be helpful in determining your eligibility under [Rule 7A](#).

You may be asked for additional information to verify eligibility.

Detailed Narrative per the instructions above.

I affirm that I have read Rule 7A of the Rules for Admission to the Bar and that for at least 36 of the 60 months immediately preceding my application, I was licensed to practice law, in good standing before the highest court of all jurisdictions where admitted, and was engaged in the lawful practice of law for at least 1000 hours per year as outlined in Rule 7A.



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### SECTION 9 - ATTORNEY REFERENCES

In this section, all applicants will indicate whether or not they have been admitted to practice law in another jurisdiction for more than 6 months. If so, applicants will provide attorney references who can provide additional information about the applicant's practice in other jurisdiction(s).

#### 9.01 Attorney References

Have you been admitted to practice law in another jurisdiction for at least 6 months?

SAMPLE  
DO NOT SUBMIT



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### SECTION 10 - CHARACTER REFERENCES

As part of the application, all applicants are required to provide two affidavits of good character and five character references. Additional instructions are provided at the beginning of each section.

#### 10.01 Character Affidavits

[Rule 4B\(4\)](#) states that each applicant must submit:

(4) Two affidavits of good character from persons who have known the applicant for at least one year. To be acceptable, each affidavit shall:

- (a) Be executed by a person who is unrelated to the applicant by blood or marriage and not living in the same household;
- (b) Be executed by a person who was not a fellow law student during the applicant's enrollment;
- (c) Describe the duration of time and circumstances under which the affiant has known the applicant;
- (d) Describe what the affiant knows about the applicant's character and general reputation; and
- (e) Provide other information bearing on the applicant's character and fitness to practice law.

The affidavit must be dated, must contain an original ink signature, and must be notarized or include the following language immediately above the signature block: "I declare under penalty of perjury that everything I have stated in this document is true and correct." See [Rule 2A\(1\)](#).

[Form templates](#) and [FAQs](#) can be found on the Board's website.

#### Uploads

##### Character Affidavit #1

If the affiant is still completing their affidavit and/or will be submitting it directly to the Board, note in the comments the affiant's name and the timeframe in which you anticipate the Board will receive it.

##### Character Affidavit #2

If the affiant is still completing their affidavit and/or will be submitting it directly to the Board, note in the comments the affiant's name and the timeframe in which you anticipate the Board will receive it.

#### 10.02 Character References

Provide the following information for 5 individuals who have known you at least 3 years.

Do NOT list:

- a. Your current or former employers or supervisors;
- b. Your relatives (by blood or marriage);
- c. Your law school professors;
- d. Anyone who executed an affidavit in support of your application;
- e. Individuals attending your law school during your period of enrollment; or
- f. Anyone you listed as an attorney reference in Section 9.00, if you were required to complete that section.

No more than three references may be current law partners or associates.



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## Character Reference #1

|                               |                      |                    |
|-------------------------------|----------------------|--------------------|
|                               |                      |                    |
| <i>Full Name</i>              | <i>Occupation</i>    | <i>Years Known</i> |
|                               |                      |                    |
| <i>Nature of Acquaintance</i> | <i>Address</i>       |                    |
|                               |                      |                    |
| <i>Day Phone</i>              | <i>Email Address</i> |                    |

## Character Reference #2

|                               |                      |                    |
|-------------------------------|----------------------|--------------------|
|                               |                      |                    |
| <i>Full Name</i>              | <i>Occupation</i>    | <i>Years Known</i> |
|                               |                      |                    |
| <i>Nature of Acquaintance</i> | <i>Address</i>       |                    |
|                               |                      |                    |
| <i>Day Phone</i>              | <i>Email Address</i> |                    |

## Character Reference #3

|                               |                      |                    |
|-------------------------------|----------------------|--------------------|
|                               |                      |                    |
| <i>Full Name</i>              | <i>Occupation</i>    | <i>Years Known</i> |
|                               |                      |                    |
| <i>Nature of Acquaintance</i> | <i>Address</i>       |                    |
|                               |                      |                    |
| <i>Day Phone</i>              | <i>Email Address</i> |                    |

## Character Reference #4

|                               |                      |                    |
|-------------------------------|----------------------|--------------------|
|                               |                      |                    |
| <i>Full Name</i>              | <i>Occupation</i>    | <i>Years Known</i> |
|                               |                      |                    |
| <i>Nature of Acquaintance</i> | <i>Address</i>       |                    |
|                               |                      |                    |
| <i>Day Phone</i>              | <i>Email Address</i> |                    |

## Character Reference #5

|                               |                      |                    |
|-------------------------------|----------------------|--------------------|
|                               |                      |                    |
| <i>Full Name</i>              | <i>Occupation</i>    | <i>Years Known</i> |
|                               |                      |                    |
| <i>Nature of Acquaintance</i> | <i>Address</i>       |                    |
|                               |                      |                    |
| <i>Day Phone</i>              | <i>Email Address</i> |                    |



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### SECTION 11 - 10 YEAR RESIDENCE HISTORY

This section requires you to list all places of residence that you have had during the past 10 years. You may also be required to provide a criminal history check from one or more of the locations in which you have previously lived.

#### 11.01 Residence History

This section requires you to list all places of residence--temporary or permanent--that you have had during the past 10 years. If you had a mailing address different from your residence, list the residence. The section header will display whether there are any gaps in your 10-year history and the missing dates can be viewed on this page.

If you have questions about how to list certain residence information, see the Board's [Application Submissions FAQs](#). If you have questions about how to navigate this section and create entries, see the Board's [instructional video](#) or [Navigating the Online Application FAQs](#).

Create the first residence form now?

| Date From | Date To | Residence Address |
|-----------|---------|-------------------|
|-----------|---------|-------------------|

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

#### 11.02 Criminal History Check

Have you lived in any of the states listed below for a total of one year or more during the past 10 years?

AK, AL, AR, CO, CT, DC, DE, FL, GA, HI, ID, IL, KS, KY, MD, ME, MI, MO, MT, NC, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WV, or WY.

Have you lived in a foreign country or U.S. territory for a total of one year or more during the past 10 years, other than during U.S. military service?



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## SECTION 12 - U.S. MILITARY SERVICE

This section is to be completed by all applicants.

### 12.01 U.S. Military Service

Have you EVER served in the U.S. Military?

☐

DO NOT SUBMIT



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### SECTION 13 - FINALIZATION AND SIGNATURE

In Section 13, you will have the opportunity to upload any miscellaneous documents you may wish to provide, and will then finalize and sign your completed application. You can also review a draft PDF version of your application, whether it is complete or still in progress, by visiting the Section 13.02 page.

Once you have fully completed this section and proceed, Section 14 will allow you to download a PDF copy of your complete signed application and will direct you to U.S. Bank's secure payment site to submit electronic payment of the application fee. Visa, Discover, MasterCard, American Express, and ACH payments may be used for payment. Your application will not be submitted to the Board until the fee payment is successfully submitted. After visiting the U.S. Bank payment site, you will be returned to Section 14 to view a payment confirmation message and download a copy of your submitted application.

For additional information about the steps to finalize and submit your application, or if you encounter any difficulties with these sections, see the Board's [instructional video about Sections 13 and 14](#), [Navigating the Online Application FAQs](#), and/or [Fees and Payments FAQs](#).

#### 13.01 Miscellaneous Documents

If you have any additional documentation or narratives that you would like to submit with your application, that are to supplement or were not covered by the prior sections and questions, those can be provided here. This is not required.

Examples of documents submitted by prior applicants that would belong in this section include any letter containing a request or notification to the Board outside the scope of the application or regarding an upcoming matter, any narrative explaining a Section 4 "No" answer out of an abundance of caution, any narrative discussing multiple incidents as a whole or a period in the applicant's life rather than a specific incident, any generalized rehabilitation narrative, any additional documents evidencing rehabilitation, etc.

Do you have any miscellaneous documents you would like to upload?

#### 13.02 Signature and Uploads

To preview the PDF application that will be submitted to the Board, use the button below to generate a copy of your application. This feature can be used multiple times and/or before your application is finished. Please note that many of your forms and uploaded documents will be grouped as attachments toward the end of the PDF, rather than directly within the section in which they were provided. The PDF is also bookmarked for easy navigation.

Once your application is finished, you must generate and review the PDF copy of your application to ensure that your information and answers are true, complete, and accurate. If not, you must return to the relevant application section(s) to make corrections.

Once your application is complete and accurate, complete the final submissions below. Signing your application is the last step. This functionality will be disabled until you have responded to each required item in the application. Completed sections are marked with a checkmark in a green circle in the navigation to the left. Any incomplete questions will either have an orange triangle or will be blank if they have not yet been started. This page also displays the number of incomplete items below.

The documents below will be attached to your PDF application and the final signed copy will be available for download on the next page. Your application must be complete and accurate as of the date of its submission. Repeat applicants must complete a new certification and signature page to certify the accuracy of the application currently being submitted. After it is submitted, you will be granted access to a separate applicant portal to respond to any additional requests from the Board. Until you are admitted, your application is withdrawn, or is finally determined by the Minnesota Supreme Court, you have a continuing obligation to advise the Board in writing of any changes to your answers in this application.

Applicant Statement

Print the [Applicant Statement PDF](#) and provide a copy of your handwriting by copying the paragraph in its entirety, then upload the completed form.



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## Authorization and Release

Print the [Authorization and Release PDF](#), complete and sign the form, upload a copy, and retain the original.

## Certifications and Signature

Print the [Certifications and Signature PDF](#), complete and sign it, upload a copy, and retain the original. By uploading this signature page, you are signing the above PDF application under penalty of perjury. Repeat applicants must complete a new certification and signature page to certify the accuracy of the application currently being submitted. Once this document has been uploaded, the application will be locked to prevent any changes. If any changes must be made to this application, delete this upload, make your changes, and complete this step again. **The ability to upload this document will be disabled until ALL required data entry is complete.**

DO NOT SUBMIT





# MINNESOTA BOARD OF LAW EXAMINERS

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### SECTION 3 - OTHER BAR APPLICATIONS AND EXAMS

#### 3.01 Prior Minnesota Applications

Have you previously submitted any bar application to the Minnesota Board of Law Examiners?

☐

This includes any application of any type: for the bar exam (Rule 6), for admission without examination (Rule 7), or for a temporary or limited license (Rules 8-11). However, it does not include certification by the Board under the Student/Supervised Practice Rules.

#### 3.02 Bar Exam Applications

Have you ever applied or registered for any bar exam in any other state (than Minnesota), other jurisdiction, or foreign jurisdiction?

☐

This includes any exam from which you withdrew, did not receive a passing score, or for any reason did not sit for the exam after applying or registering.

#### 3.03 Non-Exam Applications

Have you ever submitted any non-exam application for admission to the bar of any other state (than Minnesota), other jurisdiction, or foreign jurisdiction?

☐

This includes, but is not limited to, any application for admission based on years of practice, a reciprocity rule, the transfer of a UBE or MBE score, or diploma privilege. If you have registered or applied for a limited or other type of law license separate from standard admission to the bar, see Question 3.05.

#### 3.04 Law Student Registration

Have you ever registered or pre-registered for licensure or examination in any other state (than Minnesota), other jurisdiction, or foreign jurisdiction as a law student?

☐

This includes any registration application submitted in a state that requires its law students to register with the Board of Law Examiners and begins the character and fitness review during law school, or requires certain law students to take an examination after their first year of law school.

It does not include certification as a certified student attorney during a clinic or internship.

#### 3.05 Other Bar Applications/Registrations

Have you ever applied, registered, or pre-registered for any limited or other type of law license in any other state (than Minnesota), other jurisdiction, or foreign jurisdiction, including as corporate or house counsel, a temporary legal services lawyer, a foreign legal consultant, or as a provisionally licensed lawyer or supervised practicing law graduate?

☐

Some jurisdictions allow lawyers who are licensed in another jurisdiction to obtain certain limited or temporary forms of licensure simply by registering with a designated licensing office. Some jurisdictions have permitted registered law graduates to temporarily practice law under the supervision of a lawyer—as a COVID-19 measure, pathway to licensure, or otherwise—for periods of up to three years.

This question does not apply to bar exam registrations, law student registrations, clinics or student practice, pro hac vice, or any submission of a full bar application for regular licensure and admission in another jurisdiction.



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## 3.06 MPRE

[Rule 4A\(5\)](#) of the Minnesota Rules for Admission to the Bar states that applicants have the burden of providing satisfactory evidence that the applicant has achieved a scaled score of 85 or higher on the Multistate Professional Responsibility Examination (MPRE).

[Rule 4E](#) states that an applicant may apply prior to taking the MPRE, but will not be admitted without a qualifying MPRE score and, if not admitted within 12 months of the date of a written notice from the Board, the application will be considered to have been withdrawn.

For additional information about the MPRE requirement or score transfer process, see the Board's [Eligibility and General Requirements FAQs](#).

Have you achieved a scaled score of 85 or higher on the Multistate Professional Responsibility Exam (MPRE) or do you have a pending exam score?

☐

DO NOT SUBMIT



**MINNESOTA BOARD OF LAW EXAMINERS  
APPLICATION FOR ADMISSION**

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SAMPLE  
DO NOT SUBMIT