

**ADMISSION BY MOTION APPLICATION - ELIGIBILITY BASED ON PRACTICE
INSTRUCTIONS/FEES**

Refer to Rule 7.A. of the North Dakota Admission to Practice Rules

FEES

- \$400 - application fee payable by check or money order to the *State Board of Law Examiners (Board)* must accompany the application.
- \$375 - character and fitness investigation fee payable in the form of a money order or check to the *National Conference of Bar Examiners (NCBE)* must also accompany the application. This fee may be charged to Visa or MasterCard, using the "Method of Payment" form attached to the application. Please refer to the "Request for Preparation of a Character Report" form attached to the application for credit card payment information.

APPLICATION PROCESS

The application is located at [Standard NCBE Electronic Application](#). Complete the application on-line, print and file ORIGINAL AND ONE COPY with the Board.

Each question on the application must be answered completely. Do not leave blank answers. If a question does not apply, enter N/A. Give complete addresses, including street names and numbers, city, state, and postal zip codes. **For question 28, two of the six required references must be clients not related to you by blood or marriage. Please indicate which two references are clients. If you cannot identify two client references, you must explain why.**

CHECKLIST

The application must be accompanied by:

- Fees (as set out above)
- NCBE application – fill out online [Standard NCBE Electronic Application](#)
- A recent 2" x 2" photograph
- One executed original "Motion Petition" form
[\[http://www.ndcourts.gov/court/committees/BarBd/Motion-PetitionForm.pdf\]](http://www.ndcourts.gov/court/committees/BarBd/Motion-PetitionForm.pdf)
- One executed original Board Authorization and release form. [\[ND Release.pdf\]](#). This is in addition to the three NCBE release forms included in the bar application.
- Three NCBE release forms (originals) (included with the online Bar application)

- The affidavits and certifications delineated in Rule 7(A)(2), Admission to Practice Rules.
 - o Affidavit identifying
 - all jurisdictions of admission
 - all jurisdictions where applied
 - providing the name and address of a judge who can attest to character and fitness
 - o Certification of admission and good standing from the jurisdiction(s) where admitted.
 - o Certification from the disciplinary authority in each jurisdiction where the applicant is admitted disclosing all pending or prior disciplinary proceedings (public and private) against the applicant's license to practice.
 - o Two affidavits from attorneys in the other jurisdiction who can attest to character and fitness
- Verification of 45 hours of approved or approvable course work in Continuing Legal Education, three of which shall be in ethics, earned in the 42 months immediately preceding filing of an application for admission. See Rule 7(A)(2)(g), Admission to Practice Rules. Verification must be in affidavit form and include, or attach a CLE transcript containing, the name of each course attended, the sponsoring agency, a brief description of each course, location and date held, and number of credits earned. The N.D. CLE Commission determines what constitutes approved coursework. Basic information on what types of courses receive credit and what other activities are eligible for Continuing Legal Education credit are located at: [CLE-Policies](#).
- An affidavit addressing the following:
 1. Whether you have read Rule 5.5 of the North Dakota Rules of Professional Conduct;
 2. Whether you currently maintain, or have ever maintained, an office in North Dakota;
 3. Whether, on behalf of any other person or entity, you have drafted deeds, mortgages, or other legal instruments associated with the transfer and/or encumbrances of title to North Dakota real property;
 4. Whether, on behalf of any other person or entity, you have examined title information and/or rendered opinions concerning the validity of title to North Dakota real property;
 5. Whether, on behalf of any other person or entity, you have given advice concerning documentation necessary to cure a cloud on the title to North Dakota real property; and

6. Whether, on behalf of any other person or entity, you have given advice or drafted documents concerning North Dakota law.

Return ORIGINAL AND ONE COPY of the completed NCBE application form, all fees, and ONE ORIGINAL of all supplemental documents and affidavits to:

State Board of Law Examiners
Judicial Wing, 1st Fl
600 E Boulevard Ave.
Bismarck, ND 58505-0530

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