

Board of Law Examiners
Appointed by the Supreme Court of Texas

GENERAL APPLICATION FOR ADMISSION TO THE BAR OF TEXAS

(For all applicants other than non-attorney Texas law school graduates)

Abbreviations used throughout these instructions: Board -- Board of Law Examiners; TBE -- Texas Bar Examination; AWOX Admission Without Examination.

*Use this application if your J.D. degree was (or will be) awarded by an ABA-approved law school **located outside Texas** or if you are an attorney licensed to practice law in another jurisdiction (either within the United States or a foreign nation) and you are seeking to take the Texas Bar Examination or if you are seeking Admission Without Examination.*

You are responsible for reading the current *Rules Governing Admission to the Bar of Texas*, and the applicable statutory provisions found in Texas Government Code, Sec. 82.001 *et seq.*, all of which are contained in the Board of Law Examiners' rulebook. The rulebook is available in downloadable format on the Board's website, www.ble.state.tx.us. You must also read the *Texas Disciplinary Rules of Professional Conduct*, posted at www.txethics.org/Rules.aspx.

Follow these instructions carefully and complete this form, typing or printing your answers. Use blue or black ink if you choose to print. Keep a copy of your application for future reference, as you may be charged for any copies you request from the Board's file.

No alterations may be made to the text or wording of this application. If alterations are found, the application will be denied and your fees forfeited.

Before you file your application, verify that you have fully responded to all items, questions, and statements, leaving no blanks and attaching all required Continuation Forms, Civil Litigation Forms, Criminal History Forms, and two (2) original signed and notarized Authorization and Release Forms. If the item or question is inapplicable, write "N/A." Incomplete applications will be returned and, if applicable, a late fee of \$150.00 will be imposed.

Your application will not be considered filed and will be returned to you if it is incomplete. Examples of incompleteness include, but are not limited to, the following:

- a. failure to provide any information required, including names, complete addresses, telephone numbers, and/or zip/postal codes;
- b. failure to answer any question or subquestion;
- c. failure to provide a complete Continuation Form, Civil Litigation Form and Criminal History Form **for each response requiring one**;
- d. failure to send in the required fees (including late fees, if applicable);
- e. failure to send in the required photograph;
- f. any signature notarized more than 90 days prior to the date received by the Board;
- g. alteration of any language of the Application, Affidavit, Authorization and Release, or other required form; or
- h. failure to sign any document requiring your signature and/or failure to have your signatures notarized where required.

If you have not enclosed required documentation that you must obtain from third parties (e.g., court records, etc.), explain on a Continuation Form as required in Question 25. You must make a good faith effort to provide these items within 30 days of our receipt of your application. Your failure to meet this deadline may cause your application to be returned to you as not being properly filed. This 30-day grace period DOES NOT APPLY to the Continuation Forms, Civil Litigation Forms, and Criminal History Forms that must be filed with your application, if applicable.

NOTE: If you are applying to take the TBE as a former Texas attorney who was disbarred; or a former Texas attorney who resigned in lieu of discipline; or a former Texas attorney who resigned, but not in lieu of discipline, you must first visit the link titled [Reinstatements](#) on the Board's website. The link provides specific information regarding filing fees and other requirements for these types of applicants.

1. **Filing Deadlines:** Application filing deadlines are strictly construed. All filing deadlines are postmark deadlines (i.e., if your envelope bears a postmark date on or before the deadline, it will be considered timely filed). If the Postal Service fails to postmark your envelope or the postmark is illegible, your application is deemed to have been filed on the day preceding its receipt by our office. Therefore, you are strongly advised to mail your application by certified mail, return receipt requested, and have your receipt postmarked at the post office, so that you will have documentation of the date you mailed it. If you decide to file your application in person, you must do so at the Board office before 5:00 p.m. on applicable deadline date. **The Board office is not open on weekends or state holidays. The following filing deadlines do not apply to those applying for AWOX admission.**

Texas Bar Exam Dates: The two and one-half (2 1/2) day exam begins on the Tuesday before the last Wednesday of each February and July.

	File No Earlier Than	Timely Deadline	Absolute Deadline (accompanied by late fee)
February TBE	June 30 before exam	August 30 before exam	October 30 before exam
July TBE	November 30 before exam	January 30 before exam	March 30 before exam

2. **Filing Fees:** Make your check, money order, or bank cashier's check payable in the full amount due to the BOARD OF LAW EXAMINERS (NOT the State Bar of Texas). See the chart below to determine the amount due:

Out-of-State Students -- TBE	Total Fees	\$ 435.00 (Application, Exam & Investigation)
Attorneys Licensed in the U.S. -- TBE	Total Fees	\$1,040.00 (Application, Exam & Investigation)
Attorneys Licensed in a Foreign Nation -- TBE	Total Fees	\$1,140.00 (Application, Exam, Investigation & Inquiry)
Attorneys -- Admission without Examination -- AWOX	Total Fees	\$ 890.00 (Application & Investigation)

A \$150.00 late fee will be imposed for any TBE application filed after the timely deadline. In addition, if you are a TBE applicant and you choose to use a laptop, you must include the \$50 laptop fee.

NOTE: You are only considered an "Out-of-State Student" if you have never been admitted to another state or federal jurisdiction. If you have ever been licensed in any other jurisdiction, for any amount of time, you do not qualify as an "Out-of-State Student".

Do not postdate your check. An application is not considered filed until all associated fees are received in the Board office. If your check for fees is returned for insufficient funds or is otherwise dishonored by your bank, you will be assessed a returned check charge. In addition, you will be assessed a late fee if the timely deadline has passed. All fees due after that time must be paid by money order, or bank cashier's check. **There is no refund of fees if you withdraw your application, choose not to sit for an exam, or do not meet all requirements for admission.**

3. **Filing of Application:** Mail or deliver your application and all attachments and required fees to the Board as follows:

MAILING ADDRESS:

Board of Law Examiners
P.O. Box 13486
Austin, TX 78711-3486

DELIVERY ADDRESS:

Board of Law Examiners
205 West 14th Street, 5th Floor
Austin, Texas 78701

The Board will acknowledge receipt of your application within 30 days. If you do not receive such an acknowledgment by that time, please contact the Board office.

4. **Authorization/Release Forms:** Provide two (2) ORIGINAL, SIGNED, and NOTARIZED Authorization/Release forms. Do not send copies. Blank forms are attached for your use. These forms must be filed simultaneously with your application.
5. **Proof of Citizenship or USCIS Status:** You must provide the applicable documents requested in Question 20. **THESE DOCUMENTS BECOME PART OF THE BOARD'S PERMANENT FILE AND WILL NOT BE RETURNED TO YOU.** Photocopies of birth certificates will not be accepted.
6. **Proof of Name Change:** You must provide a certified copy of an amended birth certificate or court order that changes your name. If your name changed by marriage, submit a **legible** copy of your marriage license. **THESE DOCUMENTS BECOME A PART OF THE BOARD'S PERMANENT FILE AND WILL NOT BE RETURNED TO YOU.**
7. **Photograph:** You must provide a passport-type photograph (no larger than 1 1/2" x 2") of yourself alone, without a hat or dark glasses, that must have been taken within two months of the date you file your application. The photo must be a front-facing, head-and-shoulders pose against a plain, light background. Write your social security number on the back of the photo and tape (do not staple) it in the space provided on page 1 of the application. Photo must be taped on all four (4) sides. **Your application will be returned if your photograph is not included.**
8. **Continuation Forms:** One Continuation Form is attached to your application; make additional copies as needed. Analyze the application carefully to determine how many forms you will need before you mark on the one copy provided. Use this form as directed in various questions in the application to provide an explanation for "yes" answers and/or to continue your answers if additional space is required to complete responses to any question or statement for which a specifically designated form is not provided. Respond to only one question or statement on each Continuation Form.

Do not forget the requirement in Question 25 to list on a Continuation Form all documentation not provided with your application. **All applicable Continuation Forms must be filed simultaneously with your application.**

9. **Civil Litigation Forms:** One Civil Litigation Form is attached to your application; make additional copies as needed. Use this form as directed in the application. **All applicable Civil Litigation Forms must be filed simultaneously with your application.**
10. **Criminal History Forms:** One Criminal History Form is attached to your application; make additional copies as needed. Use this form as directed in the application. **All applicable Criminal History Forms must be filed simultaneously with your application.**
11. **Orders of Non-Disclosure:** Pursuant to the Govt. Code Sec. 552.142 (b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure **may become a character and fitness issue.** Pursuant to other sections of the Government Code 411.081(d), 411.081(i)(5), 411.083(b), 411.084(a), 411.087(a), and 411.100, the Texas Board of Law Examiners is entitled to access criminal history record information that is the subject of an order of non-disclosure. Therefore, if the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may ask you to provide information about that criminal matter.
12. **Expunged and Sealed Offenses:** Matters expunged pursuant to Texas Code of Criminal Procedure Art. 55.02, or pursuant to another State's statute with the same force and effect, need not be disclosed. While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. It is recommended that you obtain a copy of the Court Order expunging or sealing the record in question. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, raises questions related to truthfulness in addition to questions regarding the offense itself. Note that orders of non-disclosure pursuant to Govt. Code §411.081 are not orders of expunction.
13. **Employment History:**
 - (a) **If an employer is no longer in business,** you should enter the phrase "no longer in business" on the line for the supervisor's name, instead of listing the name of your supervisor.
 - (b) **If your immediate supervisor is no longer employed by the employer,** you have a choice: either list the name of another supervisor still employed by the employer who will be able to respond to an inquiry from the Board staff as to your honesty, etc., or list the current address of your former supervisor, wherever that person is now, or if neither is a viable option, state "personnel department."
 - (c) **If you cannot locate any documentation that indicates the exact dates you were employed,** list the approximate dates, but indicate that they are approximate.
 - (d) **If you were employed in a non-paid, intern-type position,** you should list such employment situations. Board staff will elicit responses as to your honesty, etc., so the fact that you were not paid is not important.
14. **FBI Fingerprint Card:** A fingerprint check with the Federal Bureau of Investigation is mandatory. The staff of the Board of Law Examiners cannot complete the investigation of your Application without the results of your FBI fingerprint check. Current information on the fingerprinting requirement is available on the [Fingerprinting](#) link found on the Main Menu of the Board's website.
15. **Court Records:** You must provide legible copies of all requested court records as specified on the application.
16. **Law School Application:** If you attended law school within the last five (5) years, provide a legible, signed copy of the application (including all attachments) you filed with each law school you have attended.
17. **Certification of Juris Doctorate:** Complete the top portion of the attached Certification of Juris Doctorate Degree form (on page 28), and mail it to the dean or registrar of your law school. Please arrange to have your dean or registrar complete and send the form directly to the Board of Law Examiners. If you are a TBE applicant, you will not receive an admission ticket to the exam until we have received this original, completed form from your law school, verifying that you have met the law study requirement. If you are an AWOX applicant, you will not be licensed until we have received this form. Faxed copies are not acceptable.
18. **Examination Site:** If you are a TBE applicant, indicate your first and second preferences for examination sites on page 1 by marking a "1" in the box by your first preference and a "2" in the box by your second preference. While you are not guaranteed either of your exam site preferences, we will assign you one of your preferences, in the priority indicated, if possible. You will be notified of your exam site assignment with the mailing of your admission ticket approximately one month before the exam. **The laptop option is not offered at every exam site.**
19. **Testing Accommodations for Persons with Disabilities:** If you have a disability and believe you qualify for testing accommodations on the exam, **you must file an Application for Testing Accommodations at the same time you file your Application for Admission to the Bar of Texas.** Read Rule XII, *Rules Governing Admission to the Bar of Texas*, and carefully review the Instructions for Completing Application for Testing Accommodations and obtain an application immediately, so you can have it completed in time to file with your Application for Admission to the Bar of Texas, as required by Rule XII. You may obtain an application from the [Applications Index](#) on the Board website, www.ble.state.tx.us, or by contacting the Board office. (From a Telecommunication Device for the Deaf, call 1-800-RELAY TX.)

- Caution!** If you need testing accommodations, DO NOT file this Application for Admission without also filing your fully completed testing accommodations application. The Board will not process your request for testing accommodations unless you use the current form and file it simultaneously with your Application for Admission.
20. **Use of Computer:** If you choose the Laptop option for Exam Method, you must include the \$50.00 laptop fee and your completed Laptop Application form. **An additional software license fee is required and must be paid to the software vendor, not the Board of Law Examiners, when you download the software.** Please refer to the link entitled Use of Laptop Computers on the Board’s website: www.ble.state.tx.us. Laptop testing may not be offered at every location. You could be assigned to a laptop testing center that is not your first or second site preference. Please indicate the site(s) you prefer under “Exam Site,” but be aware that the laptop option may not be offered at that site and you may be changed to a different location.
 21. **Examination Format and Coverage:** The components of the Texas Bar Exam and the coverage of each component is described in Rule XI and Appendix B, *Rules Governing Admission to the Bar of Texas*. The Texas Bar Exam is given each February and July. Examples of prior questions are posted on the Board’s website at www.ble.state.tx.us.
 22. **Multistate Professional Responsibility Examination (MPRE):** You will not be issued a license to practice law in Texas until the Board is furnished with an **official score report**, submitted directly from the National Conference of Bar Examiners, verifying that you have passed the MPRE with a scaled score of 85 or higher. You may obtain an MPRE application packet from your law school registrar or from the National Conference of Bar Examiners, MPRE Application Department, P.O. Box 4001, Iowa City, IA 52243; telephone (319) 337-1304, or register online at www.ncbex.org/multistate-tests/mpre. The MPRE requirement must be met no later than two years after passing the TBE. Refer to Rule V of the *Rules Governing Admission to the Bar of Texas*.
 23. **Change of Address:** A change of address form is included on page 29. Keep this page and use it to submit any address change to the Board office, as the Board will rely on your last known address in its communications with you. **Address changes must be submitted in writing or by fax** no later than 45 days prior to the exam. Do not rely on the Board’s staff to change your mailing address of record based solely on your return address listed on other correspondence sent to this office.
 24. **Full Disclosure:** It is imperative that you honestly and fully answer all questions, regardless of whether you believe the information requested is relevant. Your responses on your application are evaluated as evidence of your candor and honesty. An honest “yes” answer to a question on your application is not definitive as to the Board’s assessment of your present moral character and fitness, but a dishonest “no” answer is evidence of a lack of candor and honesty, which may be definitive on the character and fitness issue.
 25. **Obligation to Update:** You are obligated to immediately update the Board of any matters required by the language contained in the Affidavit section on page 17.
 26. **Forms from the Board web page:** If you are using an electronic version of this form, it is your responsibility to ensure that it is printed with the same content and wording as the Board’s printed version of this form.
 27. **Exemption from Release of Bar Examination Results:** Pursuant to Texas Government Code Sec. 82.029, on request of a law school that is conducting research on the achievement of the law school’s students or graduates on the Texas bar examination, the Board of Law Examiners shall provide the law school with information concerning the results of a bar examination and the achievement of particular applicants on the examination, including examination results disaggregated by section or portion of the examination and any relevant statistics related to the results of the examination. You may be exempt from releasing your identity by completing and returning the “Exemption from Release of Bar Examination Results” form to the Board of Law Examiners by certified mail or comparable mailing method that provides proof of delivery. This form is valid only if it is received in the Board of Law Examiners’ office before you take the Texas Bar Examination. The “Exemption from Release of Bar Examination Results” form is downloadable from the Forms Index & Applications link at www.ble.state.tx.us.
 28. **LSAC Account Number:** You must provide your Law School Admission Council’s (LSAC) Account Number if you are applying to take the Texas Bar Examination. The link for the LSAC account number lookup is <http://lsaclookup.lsac.org/lookup.aspx>. If you have interacted with LSAC in any way, you have an LSAC account number. If you do not have an LSAC account number, you need to create an account by going to <http://lsaclookup.lsac.org/lookup.aspx>. Your application will be returned if you leave the LSAC account number field blank. Only applicants applying for Admission Without Examination are allowed to leave the LSAC account number field blank.

Special Instructions Applicable Only to Applicants Already Admitted in Another Jurisdiction

(If you are not licensed to practice law in another jurisdiction, you should go directly to the General Application. The remaining instructions do not pertain to you.)

29. **Type of Admission to Seek:** It is your responsibility to carefully read the *Rules Governing Admission to the Bar of Texas*, in particular Rules II and XIII, to determine whether you qualify to take the TBE or whether you qualify for AWOX. The Board's staff cannot give any advisory opinions, nor can any determination of eligibility occur before an application is filed. The rules are posted in downloadable format on the Board website's home page, www.ble.state.tx.us. You should also read the Policy Statement on Practice Requirements for Rule XIII (at page *vii - viii*).

Because Rule XIII admission is an exception to the general rule requiring applicants to pass the TBE, the provisions of this Rule are strictly construed. Evaluate your practice experience to determine whether you qualify under Rule XIII(a) or (b). **Do not apply for AWOX if you do not meet the requirements of Rule XIII(a).** If you do qualify for AWOX, check the appropriate box on page 1 of the application and include the appropriate fees with your application. Board staff will review your documentation to verify that you qualify for the admission status you check. **If you do not qualify for AWOX you will be required to take the TBE if you wish to seek admission. You will be notified of any adjustment of your application status and will be required to pay the \$150 examination fee. You will also be required to provide your LSAC Account Number. Read Item 28 of the Instructions.**

30. **Policy Statement on Practice Requirements for Rule XIII:** Carefully read the attached Policy Statement, so you will understand what constitutes the lawful practice of law. There is currently no lawful basis for you to work as an attorney in Texas without being a member of the State Bar of Texas, other than the three exceptions specified in the attached Policy Statement. Your doing so could result in a negative character finding by the Board, a referral to the Unauthorized Practice of Law Committee, and could also result in your employing attorney being referred to the State Bar General Counsel for violation of Rule 5.05(b), *Texas Disciplinary Rules of Professional Conduct*. For work as an attorney in (or from within) any jurisdiction without being licensed as an attorney in that jurisdiction, you must provide a written statement, including citation of court rule, statute or binding authority in that jurisdiction, demonstrating to the satisfaction of the Board that the jurisdiction does not regard such activity or practice as unlawful.
31. **Eligibility Verification:** If you are licensed to practice law in any other jurisdiction, you must complete the Eligibility Verification Questionnaire and Request for Documentation, attached to the application beginning on page 24. **This verification form is an integral part of your application and must be included to have your application considered properly filed.** You must provide all the requested information and documentation on the verification form at the time you file your application.
32. **Documenting Active and Substantial Practice:** If you are applying under Rule XIII, you must prove you have been "actively and substantially engaged in the practice of law as [your] principal business or occupation" for the requisite period of time. **For each law practice employment you have had, you must provide a copy of the official job description from the employer's personnel records, describing the position you held.** If the employer indicates that no official job description exists, have the employer write to the Board, on firm or company letterhead, and provide a detailed description of the work you performed in the position and a statement as to whether the employment was full-time, and if not, providing detailed documentation of the hours you worked providing legal services in this position. No credit will be given for practice unless the required documentation is provided. If you are licensed in a foreign nation, you must submit an English translation of this document.

If you are seeking to count practice as a military lawyer, you must submit copies of all officer evaluation performance reports for the period of time you are claiming, in addition to your DD Form 214, as applicable, at the time you file your application.

NOTE: if your practice experience includes part-time law practice, or time that may not be counted under the Policy Statement on Practice Requirements for Rule XIII, you may be required to establish the actual number of hours per week you rendered legal services for that period of time to count toward the Rule XIII requirements. **Demonstrated practice of at least 30 hours per week is necessary to establish active and substantial practice.**

Review the attached Special Notice Regarding Rule XIII Documentation describing the documentation you are required to provide to substantiate your years of practice.

If you are unable to provide the required documentation, you will be required to take the TBE.

33. **Valid, Active Law License:** To qualify for Rule XIII admission, you must have an **active** law license under which you have been, at all times during the period of practice for which credit is sought and at the time of filing your Texas application, lawfully entitled to practice law in the issuing jurisdiction, unless controlling federal law provides otherwise.
34. **Multistate Professional Responsibility Examination (MPRE):** No applicant for admission to the Texas Bar will be issued a license to practice law in Texas until the Board is furnished with an **official score report** verifying the applicant has passed the MPRE with a scaled score of 85 or higher. Read Rule V of the *Rules Governing Admission to the Bar of Texas* and Item 22 of the Instructions.
35. **Certificate of Good Standing (CGS):** If you are licensed or admitted as an attorney in another jurisdiction (either in the United States or a foreign nation), you must provide an **original** certificate of good standing **and** a statement of discipline from every state or foreign jurisdiction where you are licensed or admitted. Each certificate and statement of discipline must be issued within 30 days of submitting this application. The CGS and statement of discipline are required even if your license in a particular jurisdiction is inactive. **If you are licensed in a foreign nation, you must submit an official English translation of this document.**
36. **Practice Confirmation:** For employment in any jurisdiction(s) without holding a valid, active license issued by each jurisdiction in which the practice occurs, you must have the jurisdiction in which the practice occurs to confirm in writing to the Board that it regards such practice as lawful in order for it be considered for purposes of any practice requirement of Rule XIII or XIV, *Rules Governing Admission to the Bar of Texas*. Only when it is demonstrated that written confirmation of lawful practice has been sought from the jurisdiction and cannot be obtained, alternate proof of lawfulness can be provided in the form of a verifiable written statement citing court rule, statute or other authority in the jurisdiction, demonstrating to the satisfaction of the Board that the jurisdiction does not regard such activity or practice as unlawful.

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POLICY STATEMENT ON PRACTICE REQUIREMENTS FOR RULE XIII

This Policy Statement is intended to guide the Board of Law Examiners' staff in computation of practice qualifications based on actual documented employment histories produced in connection with pending applications that have been filed with the Board for seeking admission pursuant to Rule XIII. This Policy Statement is not to be used to render general or specific opinions as to the lawfulness of prospective activities that might be undertaken in Texas by non-lawyers or by attorneys from other jurisdictions without a license to practice law in Texas.

- I. The following activities in Texas, without holding a Texas law license, shall be considered for purposes of meeting the practice requirements of Rule XIII(a), Rules Governing Admission to the Bar of Texas:
 - A. Employment in Texas as in-house or corporate counsel for a company or business (other than a law firm or business engaged in the practice of law) having offices in Texas if:
 1. the individual so employed holds a valid, active law license issued by another state (including any territory of the United States, as well as the District of Columbia) and is not prohibited by the laws and rules of the issuing jurisdiction from the activities for which the individual is employed; and
 2. the individual has not taken any of the following actions, agrees not to do so until licensed in Texas, and submits an affidavit so affirming:
 - a. appear for the corporation in Texas courts, either in person or by signing pleadings;
 - b. interpret Texas law or give any advice concerning Texas law for anyone other than the corporation;
 - c. participate in the Texas representation of any client other than the corporation, in any manner;
 - d. prepare any legal instrument affecting title to real property, including a deed, deed of trust, note, mortgage, or transfer or release of lien, as proscribed by Sec. 83.001, Tex. Gov. Code Ann.; or
 - e. render, to anyone except the corporation, any service requiring the use of legal skill or knowledge or perform any other act constituting the practice of law under Sec. 81.101, Tex. Gov. Code Ann.
 - B. Employment in Texas as a military attorney with the United States Armed Forces, if:
 1. the individual so employed holds a valid law license issued by another state (including any territory of the United States, as well as the District of Columbia) and is not prohibited by the laws and rules of the issuing jurisdiction from the activities for which the individual is employed; and
 2. the individual has not taken and agrees not to take any of the following actions until licensed in Texas, except within the scope of employment by the United States government and as authorized by federal law or regulation, and submits an affidavit so affirming:
 - a. appear in Texas courts, either in person or by signing pleadings;
 - b. interpret Texas law or give any advice concerning Texas law for anyone other than the clients authorized by federal statute or regulation;
 - c. participate in the Texas representation of any client, in any manner;
 - d. prepare any legal instrument affecting title to real property, including a deed, deed of trust, note, mortgage, or transfer or release of lien, as proscribed by Sec. 83.001, Tex. Gov. Code Ann.; or
 - e. render, outside the authorized scope of employment as a military attorney, any service requiring the use of legal skill or knowledge or perform any other act constituting the practice of law under Sec.81.101, Tex. Gov. Code Ann.
 - C. Verifiable employment or self-employment in Texas in the practice of exclusively federal law if:
 1. the individual so employed holds a valid, active law license issued by another state (including any territory of the United States, as well as the District of Columbia) and is not prohibited by the laws and rules of the issuing jurisdiction from the activities for which the individual is employed; and
 2. the individual so employed has met the prerequisites for licensure by the federal jurisdiction in which such practice occurs, and is lawfully licensed by such jurisdiction; and
 3. the individual has not taken any of the following actions, agrees not to do so until licensed in Texas, and submits an affidavit so affirming:
 - a. appear in Texas courts, either in person or by signing pleadings;

- b. interpret Texas law or give any advice concerning Texas law other than in a federal court proceeding;
 - c. participate in the Texas representation of any client, in any manner;
 - d. prepare any legal instrument affecting title to real property, including a deed, deed of trust, note, mortgage, or transfer or release of lien, as proscribed by Sec. 83.001, Tex. Gov. Code Ann.; or
 - e. render, other than in a federal court proceeding, any service regarding Texas law requiring the use of legal skill or knowledge or perform any other act constituting the practice of law under Sec. 81.101, Tex. Gov. Code Ann.
- II. Employment in another state (including any territory of the United States, as well as the District of Columbia) as in-house or corporate counsel, military attorney, or in the performance of verifiably exclusive federal practice shall be considered for purposes of meeting the practice requirements of Rule XIII(a), Rules Governing Admission to the Bar of Texas, provided that:
- A. while so employed, the individual holds a valid, active license issued by each jurisdiction in which the practice occurs;
 - B. the jurisdiction (state and/or federal) in which the practice occurs regards such practice as lawful and so confirms in writing to the Board¹; or
 - C. employment as a military attorney in the armed forces of the United States is deemed to be within a state or territory of the United States regardless of location, and a military attorney, while so employed, may hold a valid, inactive license issued by any state or territory of the United States, as well as the District of Columbia.
- III. The following activities, whether occurring in Texas or any other jurisdiction, shall not be considered for purposes of meeting the practice requirements of Rule XIII, Rules Governing Admission to the Bar of Texas:
- A. employment as a “landman,” unless the employer confirms that at the time of hiring the individual, the requirements of the job included both a law degree and a valid, active law license;
 - B. employment as a trust officer, unless the employer confirms that at the time of hiring the individual, the requirements of the job included both a law degree and a valid, active law license;
 - C. employment in any job entailing some legal work but for which a law degree and a valid, active law license is not required;
 - D. employment as in-house or corporate counsel without holding a valid, active law license issued by another state (including any territory of the United States, as well as the District of Columbia);
 - E. employment as a military attorney without holding a valid law license issued by another state (including any territory of the United States, as well as the District of Columbia);
 - F. practicing federal law under a federal license without also holding a valid, active law license issued by another state (including any territory of the United States, as well as the District of Columbia);
 - G. working for a law firm between law school graduation and licensure to practice law in such jurisdiction;
 - H. pro hac vice practice in any jurisdiction, including Texas;
 - I. working as a public adjuster;
 - J. working as an insurance adjuster;
 - K. working as a legal assistant or paralegal under the supervision of a licensed attorney.

¹ When written confirmation of lawful practice has been sought from the jurisdiction and cannot be obtained, alternate proof of lawfulness can be provided in the form of a written statement citing court rule, statute or other authority in the jurisdiction, demonstrating to the satisfaction of the Board that the jurisdiction does not regard such activity or practice as unlawful.

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SPECIAL NOTICE REGARDING RULE XIII DOCUMENTATION

If you are an attorney seeking Rule XIII credit, then (without limiting any other or additional evidence that the Board may require with or after the filing of your application) **you must include with your application:**

1. Copies of each federal income tax return, together with all schedules, W-2, K-1, and 1099 forms, as applicable, for each calendar year during which you are claiming employment as an attorney (or, if you are a foreign citizen seeking to establish a period of law practice, copies of each income tax form and schedules required to be filed by you in such foreign nation); and
2. For each calendar year during which you are claiming employment as an attorney but for which you have not filed a federal (or foreign, if applicable) income tax return or form, documentation of your total adjusted gross income and the portion of that income attributable to your law practice.

If you are an attorney applying for

- A. an exemption under Rule XIII(a)(1) from the requirement of taking the bar exam or
- B. an exemption under Rule XIII(a)(2) or XIII(b) from the law study requirement,

then you must demonstrate the qualifications specified in those provisions. Moreover, Rule XIII(c) states, “An attorney applying under this Rule XIII shall furnish to the Board such proof of his/her active and substantial engagement in the practice of law as his/her principal business as the Board may require.”

Individuals who need photocopies of previously processed tax returns with attachments should complete an IRS form 4506, Request for Copy of Tax Form, and mail it to the IRS address listed on the form for your area. There is a fee associated with your request for each tax period requested. Copies are generally available for the current and past six years.

You have the burden of proof to establish the required minimum period of active and substantial practice of law as a principal business or occupation, under Rule XIII, *Rules Governing Admission to the Bar of Texas*.

Board of Law Examiners

Appointed by the Supreme Court of Texas

INFORMATION FOR RULE XIII APPLICANTS WHO RECEIVED THEIR INITIAL LAW DEGREE OUTSIDE THE UNITED STATES

Thank you for your interest in becoming a member of the State Bar of Texas. This page is **not** a complete statement of the requirements for admission. Please read important information in the *Rules Governing Admission to the Bar of Texas* (“the Rules”) on our website at www.ble.state.tx.us.

Requirement of equivalent legal education. For attorneys licensed in other nations who are applying to take the Texas Bar Examination, Rule XIII(b) contains specific eligibility requirements. Both Rule XIII(b)(1)(B) and (b)(2)(B) place a burden on the attorney to demonstrate, among other things, that he or she holds an initial law degree that is “the equivalent of a J.D. degree, which is not based on study by correspondence, from a law school accredited in the jurisdiction where it exists and which requires the equivalent of a three-year course of study, which is the substantial equivalent of the legal education provided by an approved law school.”

Timely application. Because our usual investigation and verification of educational and professional credentials can sometimes be delayed when responses from institutions in foreign nations are not forthcoming or when postal service overseas is inefficient, it is prudent for Rule XIII(b) applicants to file timely. Applicants assume a risk that foreign institutions may not respond to our routine inquiries in sufficient time for eligibility to be determined before the bar exam, and this can result in denial of the application. According to Rule XVIII(b), refunds or transfers of application fees are not authorized. Therefore, it is advisable to have the application prepared and filed before the timely deadline specified in Rule IX(a)(1) or (2) and to plan for all required documentation to be provided.

Evaluation of certified transcripts. In addition to any other requirements in the Rules or the application instructions, all Rule XIII applicants who received their initial law degree outside the United States are required to do the following:

- (1) Arrange, at the applicant’s expense, for an approved credential evaluation service to review a certified transcript of all legal studies completed and prepare a detailed analysis and evaluation of the applicant’s legal education. On the following page is the Foreign Law Study Evaluation Summary form. The completed Foreign Law Study Evaluation Summary form and credential evaluation report must be sent directly to the Board of Law Examiners by the credential evaluation service. The report must contain complete information including courses, U.S. unit/hour equivalents, U.S. grade equivalents, and credible, authoritative statements or opinions addressing the authenticity of the credentials and the equivalency of the initial law degree as required under section (b)(1)(B) or (b)(2)(B) of Rule XIII(b) of the *Rules Governing Admission to the Bar of Texas*. After the Board receives the report directly from the approved credential evaluation service, the applicant would then receive a \$100 credit toward the Foreign Inquiry fee.
- (2) Also, applicants must submit with their application a certified transcript of all legal studies completed. This must include the beginning and ending dates of enrollment, each class taken, the grade or mark received for each class and the date the degree was awarded. Documents in a language other than English must be accompanied by a notarized translation by a disinterested party and attested to as to accuracy.

Fill in your name on the following Foreign Law Study Evaluation Summary form and send to one of the approved credential evaluation services listed on the following pages:

Board of Law Examiners
Appointed by the Supreme Court of Texas

FOREIGN LAW STUDY EVALUATION SUMMARY
(To Be Completed By Credential Evaluation Agency Representative)

The applicant noted below is requesting determination as to whether he/she has met the requirements for qualifying to take the Texas Bar Examination. This form is to be completed by a credential evaluation agency representative and must be submitted directly to the Texas Board of Law Examiners (P.O. Box 13486, Austin, Texas, 78711-3486) along with the standard evaluation report completed by the agency.

Name of Applicant: _____
(First Name) (Last Name)

In addition to the standard evaluation report, which is attached, I have indicated the results of my agency's evaluation by checking the appropriate box(es) below:

Based on my agency's review, the applicant has:

- completed a first degree in law in _____, and this
(Name of Country)
degree in law is substantially equivalent to a Juris Doctorate (JD) degree awarded by a law school that is either approved by the American Bar Association; or
- completed a first degree in law in _____, and this
(Name of Country)
degree in law meets the educational requirements for admission to practice law in the foreign state or country in which it was obtained; or
- completed the equivalent of _____ United States semester credits, and the level of study is
(Number of Credits)
considered:
- High School/Secondary
 - Undergraduate (Bachelors Degree)
 - Professional (Masters Degree in Law)
 - Other _____

Name: _____

Title: _____

Signature: _____

Telephone Number: _____

Date: _____

APPROVED CREDENTIAL EVALUATION SERVICES

<p>American Association of Collegiate Registrars and Admissions Officers Office of International Education Services One Dupont Circle, N.W., Ste. 520 Washington, DC 20036-1135 (202) 296-3359 Fax: (202) 822-3940 Email: oies@aacrao.org</p>	<p>C.E.I.E. Specialists, Inc. 10575 Katy Freeway, Ste. 432 Houston, TX 77224-6753 (713) 952-6753 Fax: (713) 467-2474 Email: sant2@aol.com</p>
<p>Center for Applied Research, Evaluations, & Education, Inc. P. O. Box 18358 Anaheim, CA 92817 (714) 237-9272 Fax: (714) 237-9279 Email: eval_caree@yahoo.com</p>	<p>Center for Educational Documentations, Inc. P. O. Box 170116 Boston, MA 02117 (617) 338-7171 Fax: (617) 338-7101 Email: info@cedevaluations.com</p>
<p>Educational Credential Evaluators, Inc. P. O. Box 514070 Milwaukee, WI 53203-3470 (414) 289-3400 Fax: (414) 289-3411 Email: eval@ece.org http://www.ece.org</p>	<p>Education Evaluators International, Inc. 11 South Angell Street #348 Providence, RI 02906 (401) 521-5340 Fax: (401) 437-6474 Email: gary@educei.com</p>
<p>Education International, Inc. 29 Denton Road Wellesley, MA 02482 (781) 235-7425 Fax: (781) 235-6831 Email: edint@gis.net</p>	<p>Educational Records Evaluation Services, Inc. 601 University Avenue, Ste. 127 Sacramento, CA 95825-6738 (916) 921-0790 Fax: (916) 921-0793 Email: edu@eres.com http://www.eres.com</p>
<p>Evaluation Service, Inc. 333 W. North Ave. #284 Chicago, IL 60610 (847) 477-8569 Fax: (312) 587-3068 Email: info@evaluationservice.net</p>	<p>Foreign Academic Credential Service, Inc. P. O. Box 400 Glen Carbon, IL 62034 (618) 656-5291 Fax: (618) 656-5292 Email: admin@facusa.com</p>
<p>Foreign Consultants, Inc. 3000 Dundee Road, Ste. 209 Northbrook, IL 60062 (773) 761-0000 Fax: (847) 412-9570 Email: info@foreignconsultants.com www.foreignconsultants.com</p>	<p>Foreign Credential Services of America 1910 Justin Lane Austin, TX 78757 (512) 459-8428 Fax: (512) 459-4565 Email: info@fcsa.biz</p>
<p>The Foreign Educational Document Service P. O. Box 4091 Stockton, CA 95204 (209) 948-6589 Fax: (209) 937-0717 Email: foredocs@inreach.com</p>	<p>Foundation for International Services, Inc. 14926 35th Ave. W Suite 210 Lynnwood, WA 98087 (425) 248-2255 Fax: (425) 248-2262 Email: info@fis-web.com</p>

<p>Global Credential Evaluators, Inc. (Southeast) Evaluation Processing Center P. O. Box 1904 Ocean Springs, MS 39566 (228) 818-4487 Fax: (512) 528-9293 Email: gce@gcevaluators.com www.gceus.com</p>	<p>Global Credential Evaluators, Inc. (Southwest) P. O. Box 9203 College Station, TX 77842-9203 (800) 707-0979 Fax: (512) 528-9293 (512) 528-0908 Email: gce@gcevaluators.com http://www.gceus.com</p>
<p>Global Education Group, Inc. 1650 Alton Road Miami Beach, FL 33139 (305) 534-8745 Fax: (305) 534-3487 Email: global@globaledu.com</p>	<p>Globe Language Services 319 Broadway New York, NY 10007 (212) 227-1994 Email: info@globelanguage.com</p>
<p>International Academic Credential Evaluator, Inc. P. O. Box 2465 Denton, TX 76202-2465 (940) 383-7498 Fax: (940) 382-4874 (972) 664-1584 Fax: (972) 690-7187 Email: staff@iacei.net</p>	<p>International Consultants of Delaware, Inc. 3600 Market Street, Ste. 450 Philadelphia, PA 19104-2651 (215) 222-8454, ext. 510 Fax: (215) 349-0026 Email: icd@icdel.com http://www.icdel.com</p>
<p>International Education Research Foundation, Inc. P. O. Box 3665 Culver City, CA 90231-3665 (310) 258-9451 Fax: (310) 342-7086 Email: information@ierf.org</p>	<p>Josef Silny & Associates, Inc. 7101 SW 102 Avenue Miami, FL 33173 (305) 273-1616 Fax: (305) 273-1338 Email: info@jsilny.com http://www.jsilny.com</p>
<p>Lincoln International Educational Associates P. O. Box 3043 Lawrence KS 66046-0043 (785) 843-1270 Fax: (785) 843-1270 Email: clincoln@sunflower.com</p>	<p>SDR Educational Consultants 10134 Hammerly, #192 Houston, TX 77080 (713) 460-3525: (713) 460-5344 Email: sdr_evaluation@sbcglobal.net</p>
<p>Worldwide Education Consultant Services 5521 North Expressway 77 Brownsville, TX 78521 (956) 350-4660 Fax: (956) 350-2462 Email: info@wecseval.com http://www.wecshouston@wecseval.com</p>	<p>World Education Services, Inc. Bowling Green Station P. O. Box 5087 New York, NY 10274-5087 (212) 966-6311 Fax: (212) 739-6100 Email: info@wes.org http://www.wes.org</p>

TAPE PHOTO HERE

ALL 4 SIDES MUST
BE TAPED

Board of Law Examiners

Mailing Address: P. O. Box 13486, Austin TX 78711-3486
Physical Address: 205 West 14th Street, 5th Floor, Austin TX 78701

OFFICE USE ONLY

GENERAL APPLICATION FOR ADMISSION TO THE BAR OF TEXAS

(For all applicants other than non-attorney Texas law school graduates)

TYPE OF APPLICANT: (mark only one box)

- I am applying to take the TBE as a student at (or recent graduate of) an ABA-approved out-of-state law school.
- I am applying to take the TBE as a licensed attorney in another U.S. jurisdiction.
- I am applying to take the TBE as a licensed attorney in a foreign nation.
- I am applying for Admission without Examination (AWOX)
- I am applying to take the TBE as a former Texas attorney who was disbarred, or a former Texas attorney who resigned in lieu of discipline (REINSTATEMENT).
- I am applying to take the TBE as a former Texas attorney who resigned, but not in lieu of any discipline.

TBE I Plan To Take	Exam Method	1 st & 2 nd Exam Site Preference	
<input type="checkbox"/> Feb ___(yr.)	Write	_____ Austin	_____ Dallas/ Ft Worth
<input type="checkbox"/> July __ (yr.)	Laptop (\$50 fee & Laptop Application required)	_____ Houston/Pasadena	_____ Lubbock
		_____ San Antonio	_____ Waco

NAME: [] Mr. [] Ms. _____
 Last First Middle Maiden Suffix

_____ Date of Birth _____ Social Security No.* _____ Driver's License/I.D. No. _____ Issuing State

MAILING ADDRESS: (All correspondence will be mailed to this address.)

_____ Street Address/P.O. Box _____ Apt. No. _____ City _____ State _____ Zip Code

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email address: _____

NAME & TELEPHONE NUMBER OF A PERSON WHO CAN CONTACT YOU:

_____ Name _____ Relationship _____ Telephone Number

* The provision of your social security number is voluntary, pursuant to Sec. 7, Privacy Act of 1974. However, when this data is provided, the Board will use it in its investigation and verification, to minimize errors of identity, which might introduce problems and delays into the certification and licensure process. The Board appreciates your furnishing this information on a voluntary basis.

RESIDENCES:

List each city, including any in Texas, and state, and/or foreign country where you have resided, worked, or attended school for three (3) consecutive months or longer during the last ten (10) years. Use a Continuation Form if necessary. **You must include entries covering the past ten (10) years. Do not answer "N/A" for this item.**

<u>From (mm/yy)</u>	<u>To (mm/yy)</u>	<u>City, State (and Foreign County, if applicable)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE):

Have Taken? _____ Test date: _____ Score previously submitted to Texas? _____
 (yes or no) (mo./yr.) (yes or no)

Did you achieve a score of 85 or higher? _____ (yes or no)

(Do not call the Board to find out a previous score.)

NOTE: You cannot be licensed until you have achieved a scaled score of 85 or higher on the MPRE. (See Rule V for details.) The MPRE requirement must be met no later than two years after passing the Texas Bar Examination. See the General Instructions for directions as to how you can have a passing score officially reported to the Board.

1. Have you **ever** been known by any other name or surname? _____
 (yes or no)

If you answered "YES", give the following information:

Other Complete Name	Duration of Use	Explanation of change
_____	_____	_____
_____	_____	_____

2. (a) List the name of each law school you have attended or are now attending (either for a J.D. or an advanced degree). Use a Continuation Form if you have attended more than one law school. Provide a legible, signed copy of the application (including any attachments) you submitted to any such law schools you attended within the last five (5) years. **If your law degree was obtained from a law school in a foreign nation, you must include the fax number and email address for the appropriate individual at your law school who can verify your law degree.**

 Name of Law School Street Address City State/Country & Zip/Postal Code

From: _____ To: _____ Degree: _____

Fax Number: _____ Email Address: _____
(Fax Number and Email Address required only if licensed in a foreign nation)

_____ **Check here if a Continuation Form is attached.**

LAW SCHOOL ADMISSION COUNCIL (LSAC) Account Number: _____
(Refer to item 28 of the General Instructions. Only applicants applying for Admission Without Exam may leave this blank.)

(b) **Within the last ten (10) years**, have you been the subject of a determination of misconduct or irregularity by the Law School Admission Council (LSAC)? (yes or no)

If you answered "YES" to Question 2(b), provide a narrative explanation on a Continuation Form, and provide legible copies of all relevant documents.

_____ **Check here if a Continuation Form is attached.**

3. List all state, federal, and/or foreign jurisdictions where you have been licensed or admitted to practice law. If you are licensed in more than three (3) states and/or federal jurisdictions, use a Continuation Form. If not applicable, write N/A. If you are applying for Rule XIII admission, you must currently have an active, valid law license. (Refer to item 33 of the General Instructions.)

If you are licensed in a foreign nation, you must include the fax number and email address for the appropriate individual at the licensing entity in that foreign nation that can verify your law license. You must also state whether the jurisdiction is Civil Law, Common Law, Islamic Law, or Other. If Other, you must describe in detail on a Continuation Form.

Jurisdiction where admitted	Admission Date (mm/dd/yy)	Status (Active or Inactive)
(a) _____	_____	_____

Have you ever been inactive in this jurisdiction? _____ If "yes" enter the dates license was inactive: _____
(yes or no) (mm/dd/yy-mm/dd/yy)

Fax Number: _____ Email Address: _____

Type of Law: _____ (Fax Number, Email Address & Type of Law required only if licensed in a foreign nation)

(b) _____	_____	_____
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Have you ever been inactive in this jurisdiction? _____ If "yes" enter the dates license was inactive: _____
(yes or no) (mm/dd/yy-mm/dd/yy)

Fax Number: _____ Email Address: _____

Type of Law: _____ (Fax Number, Email Address & Type of Law required only if licensed in a foreign nation)

(c) _____	_____	_____
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Have you ever been inactive in this jurisdiction? _____ If "yes" enter the dates license was inactive: _____
(yes or no) (mm/dd/yy-mm/dd/yy)

Fax Number: _____ Email Address: _____

Type of Law: _____ (Fax Number, Email Address & Type of Law required only if licensed in a foreign nation)

_____ **Check here if a Continuation Form is attached.**

4. List all colleges or universities you have attended (other than law schools already listed), starting with the institution most recently attended and working backward. Use a Continuation Form if you have attended more than two institutions.

(a)

Institution	Dates Attended (mm/yy – mm/yy)	Degree	
Street Address	City	State/County	Zip/Postal Code

(b)

Institution	Dates Attended (mm/yy – mm/yy)	Degree	
Street Address	City	State/County	Zip/Postal Code

_____ **Check here if a *Continuation Form* is attached.**

5. Have you **ever** been disciplined in any way for any matter by any college, university, law school or other institution of higher learning, or by any professor, administrator, employee or entity representing any college, university, law school or other institution of higher learning, or have you been allowed to withdraw from such an institution to avoid such discipline, whether or not the record of such action was retained in your file? (Discipline includes, without limitation, a letter or other written notice of reprimand or warning, suspension, expulsion, adjustment of grade, assignment of community service, any form of probation, or any other adverse action). (Entity includes, without limitation, residential facilities or other facilities owned or managed by a college, university, law school or other institution of higher learning.) _____
yes or no

If you answered “YES” to Question 5, provide a narrative explanation on a Continuation Form, and provide copies of all relevant documents.

_____ **Check here if a *Continuation Form* is attached.**

6. **During the last ten (10) years or since your 18th birthday, whichever time period is shorter,** have you been terminated, suspended, disciplined, or permitted to resign in lieu of termination, suspension, or discipline, from any job or employment? _____
yes or no

If you answered “YES” to Question 6, provide a narrative explanation on a Continuation Form.

_____ **Check here if a *Continuation Form* is attached.**

7. Beginning with your current or most recent employment, list all employment (including self-employment, externships, paid and unpaid internships, clerkships, part-time employment, and temporary employment you have held for any period of time since your 18th birthday **or** during the last ten (10) years, whichever time period is shorter. Use the attached Employment Form if additional space is needed. **Use the enclosed Employment Form (on page 21) if you list more than two (2) employers.** Refer to item 13 of the General Instructions for additional guidance in providing employment data.

Rule XIII Applicants only: (1) refer to the Special Notice regarding the requirements, and (2) attach a copy of your employer's official job description for each position held.

(a) **Name of Employer:** _____

Current address: _____
Street/P.O. Box City State/Country Zip/Postal Code

Telephone number: _____ Dates employed: _____
Area Code From (mm/dd/yy) To (mm/dd/yy)

Position Held: _____ Name of Supervisor: _____

Reason for leaving: _____

Fax number: _____ Email Address: _____
(Fax Number and Email Address required only if licensed or employed in a foreign nation)

ATTORNEY Applicants Only - If this was law practice employment, answer the following:

a.	During this employment, were you exclusively engaged in the practice of law?	_____ (yes or no)
b.	Was this employment on a full-time basis?	_____ (yes or no)
c.	Do you affirm that this employment involved no responsibilities, which might be deemed non-legal, administrative, or executive?	_____ (yes or no)
d.	Do you affirm that you performed no functions that could have been delegated to a non-lawyer?	_____ (yes or no)
e.	Is the employer's job description of your position attached?	_____ (yes or no)

If you answered "no" to a, b, c or d, attach a detailed explanation including the amount of time spent monthly actually rendering legal services; a description of any non-legal, administrative or executive responsibilities or functions and the amount of time spent monthly in carrying them out.

If this employment is/was self-employment, or if the employer is now out of business, provide the name, current mailing address and telephone number of a verifying reference.

Name: _____

Address: _____
Street/P.O. Box City State/Country Zip/Postal Code

Daytime telephone number: _____
Area Code

Fax number: _____ Email Address: _____
(Fax Number and Email Address required only if licensed or employed in a foreign nation)

(b) **Name of Employer:** _____

Current address: _____
Street/P.O. Box City State/Country Zip/Postal Code

Telephone number: _____ Dates employed: _____
Area Code From (mm/dd/yy) To (mm/dd/yy)

Position Held: _____ Name of Supervisor: _____

Reason for leaving: _____

Fax number: _____ Email Address: _____
(Fax Number and Email Address required only if licensed or employed in a foreign nation)

ATTORNEY Applicants Only - If this was law practice employment, answer the following:

a.	During this employment, were you exclusively engaged in the practice of law?	_____ (yes or no)
b.	Was this employment on a full-time basis?	_____ (yes or no)
c.	Do you affirm that this employment involved no responsibilities, which might be deemed non-legal, administrative, or executive?	_____ (yes or no)
d.	Do you affirm that you performed no functions that could have been delegated to a non-lawyer?	_____ (yes or no)
e.	Is the employer's job description of your position attached?	_____ (yes or no)

If you answered "no" to a, b, c or d, attach a detailed explanation including the amount of time spent monthly actually rendering legal services; a description of any non-legal, administrative or executive responsibilities or functions and the amount of time spent monthly in carrying them out.

If this employment is/was self-employment, or if the employer is now out of business, provide the name, current mailing address and telephone number of a verifying reference.

Name: _____

Address: _____
Street/P.O. Box City State/Country Zip/Postal Code

Daytime telephone number: _____
Area Code

Fax number: _____ Email Address: _____
(Fax Number and Email Address required only if licensed or employed in a foreign nation)

_____ Check here if *Employment Form* and/or a *Continuation Form* is attached relating to Question 7.

8. **Within the last ten (10) years**, have you served in the Armed Forces of the United States of America?

yes or no

If you answered “YES” to **Question 8**, attach a Continuation Form with a summary of your current or past service in the Active, Reserve, or National Guard forces. You must include a detailed explanation of any administrative or disciplinary proceedings brought against you in the Armed Forces. In addition, if you have completed any active duty service in the armed forces, provide a copy of your DD Form 214 (Certificate of Release or Discharge From Active Duty) that indicates your character of service. (If you do not have a copy, you may obtain one by writing to National Personnel Records Center, Military Personnel Records, 9700 Page Blvd., St. Louis, MO 63132, telephone #: (314) 538-4229). For completed service with the Reserve or National Guard forces, furnish a copy of your discharge document.

_____ **Check here if a *Continuation Form* is attached.**

9. (a) **Within the last ten (10) years**, have you been a party to any civil suit or proceeding (including but not limited to any matters in which you were the subject of a proceeding for commitment based on incompetency, mental health, or substance abuse)?

yes or no

If you answered “YES” to Question 9(a), attach a separate Civil Litigation Form for each matter. On each Form, indicate in the “Disposition” section whether the matter has been concluded or is still pending.

If you are, or were, a plaintiff, you must complete the Form, but you are not required to attach any documentation.

If you were a defendant in a matter that has been concluded, attach a legible copy of the docket sheet. If a judgment was rendered against you, attach a legible copy of the judgment and proof of satisfaction, if applicable. Provide an explanation if the judgment has not been satisfied. If the matter resulted in a settlement, provide a summary of the terms as they relate to you and a statement as to whether you adhered to same.

If you are a defendant in a matter that is pending, attach a legible copy of the docket sheet and a legible copy of the most recent petition/complaint.

_____ **Check here if a *Civil Litigation Form* is attached.**

(b) Have you **ever** been convicted of an offense, placed on probation, or granted deferred adjudication or any type of pretrial diversion? You must report any such offenses involving alcohol or drugs. You must report any failure to appear conviction resulting from any offense. You must report any conviction for failure to maintain financial responsibility (legally required auto insurance). You may exclude only Class C misdemeanor traffic violations.

yes or no

(c) Have you, **within the last ten (10) years**, been arrested, cited or ticketed for, or charged with any violation of the law? You must report any such offenses involving alcohol or drugs. You must report any failure to appear charge or warrant resulting from any such offense. You must report any such failure to maintain financial responsibility (legally required auto insurance) arrest, citation, ticket, or charge. You may exclude only Class C misdemeanor traffic violations.

yes or no

If you answered "YES" to **Question 9(b) or (c)**, attach a separate *Criminal History Form* for each arrest, charge, citation, or ticket.

Arrest/offense reports: If any of the offenses you describe resulted from an arrest (as opposed to a citation or a ticket) that occurred within five years of the date you sign this Application, you are responsible for either providing legible copies of the arrest/offense reports for such offenses, or providing proof that you made a written request for such reports. You are not required to provide copies of citations or tickets.

Court records: If any of the offenses you describe, whether they resulted from an arrest, citation or ticket, occurred within five years of the date you sign this Application, you are responsible for either providing legible copies of all court records for all such offenses, or providing proof that you made a written request for such court records.

It is very important that you make your written requests to the **correct** agency or court.

_____ **Check here if a *Criminal History Form* is attached.**

NOTE: If you have ever been convicted of a felony, or have been placed on probation for a felony, with or without an adjudication of guilt, read Rule IV(d) carefully. You may be prohibited from filing this form.

NOTE: Expunged and Sealed Offenses: Matters expunged pursuant to Texas Code of Criminal Procedure Art. 55.02, or pursuant to another State's statute with the same force and effect, need not be disclosed. While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. It is recommended that you obtain a copy of the Court Order expunging or sealing the record in question. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, raises questions related to truthfulness in addition to questions regarding the offense itself.

NOTE: Orders of Non-Disclosure: Pursuant to the Govt. Code Sec. 552.142 (b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure **may become a character and fitness issue**. Pursuant to other sections of the Government Code 411.081(d), 411.081(i)(5), 411.083(b), 411.084(a), 411.087(a), and 411.100, the Texas Board of Law Examiners is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board of Law Examiners discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board of Law Examiners may ask you to provide information about that criminal matter.

(d) Are you currently the target or subject of a grand jury or other governmental agency investigation? _____

yes or no

If you answered "YES" to Question 9(d), provide details on a Continuation Form.

_____ **Check here if a *Continuation Form* is attached.**

(e) **Within the last ten (10) years**, have you filed or been the subject of a petition in bankruptcy? _____

yes or no

(1) Were there any allegations of fraud or mismanagement of funds? _____

yes or no

(2) Were any adversary proceedings instituted?

yes or no

If you answered "YES" to any part of Question 9(e), attach a Continuation Form on which you provide details as to your response, including the final or current disposition of the matter. In addition, provide legible copies of the bankruptcy petition, all schedules, discharge order (if applicable), and other pleadings relevant to your responses. If you filed a Chapter 7 Petition that resulted in a discharge, include a statement as to whether any of your scheduled debts were not discharged.

_____ Check here if a Continuation Form is attached.

(f) Within the last ten (10) years, have you been charged with fraud or alleged to have committed fraud in any criminal or civil proceeding?

yes or no

If you answered "YES" to Question 9(f), attach a Continuation Form on which you provide details as to your response. In addition, provide legible copies of relevant court documents, including pleadings and orders relating to the fraud allegations.

_____ Check here if a Continuation Form is attached.

10. Within the last ten (10) years, have you abused, been addicted to, or been treated for the use or abuse of alcohol or any other substance, to include any court-ordered treatment?

yes or no

If you answered "YES" to Question 10, provide details on a Continuation Form. Include the dates of treatment and the name, current mailing address, and telephone number of each person who provided evaluation or treatment, as well as the dates of treatment and the name, current mailing address, and telephone number of each facility where you received treatment.

_____ Check here if a Continuation Form is attached.

11. If you have received mental health counseling or have been hospitalized for mental health reasons and do not know the diagnosis which was made, you should contact the health care provider responsible for your care and inquire as to whether you were diagnosed with bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder. In answering the following questions, you are entitled to rely on the diagnosis of your treating health care provider. You do not need to report any counseling, treatment, or hospitalization, which was for a diagnosis other than those included in the following questions.

A "yes" response to either of the following questions does not mean necessarily that you will be found to lack the fitness required for admission to the Bar. The Board is sensitive to confidentiality concerns. Please refer to Rule I(d) of the Rules Governing Admission to the Bar of Texas concerning confidentiality.

(a) Within the last ten (10) years, have you been diagnosed with, or have you been treated for, bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder?

yes or no

(b) Within the last ten (10) years or since your 18th birthday, whichever period is shorter, have you been admitted to a hospital or other facility for the treatment of bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder?

yes or no

If you answered "YES" to **any part of Question 11**, provide details on a Continuation Form. Include date(s) of diagnosis and treatment, a description of your course of treatment and a description of your present condition. Include the name, current mailing address, and telephone number of each person who treated you, as well as each facility where you received treatment, and the reason for each treatment. You may also include information as to why, in your opinion or that of your health care provider, your illness or disorder will not affect your ability to practice law in a competent and professional manner.

_____ **Check here if a *Continuation Form* is attached.**

12. (a) Have you **ever** been ordered by a court to pay child support? _____

yes or no

If you answered "YES" to **Question 12(a)**, attach a Continuation Form on which you provide the name, current mailing address, and telephone number of the payee and the office (if any) receiving your payments. In addition, provide legible copies of relevant documents (including court orders and agreements incident to divorce).

- (b) Are you now, or have you been within the last ten (10) years, past due in any such court-ordered child support payments? _____

yes or no

- (c) Have you **ever** had an arrearage judgment taken against you? _____

yes or no

If you answered "YES" to **Question 12(b) or (c)**, explain your response on a *Continuation Form*. In addition, provide legible copies of relevant documents, including court orders.

_____ **Check here if a *Continuation Form* is attached.**

13. Have you **ever** been held in contempt or sanctioned by a court? _____

yes or no

If you answered "YES" to **Question 13**, explain your response on a *Continuation Form* and provide legible copies of the court order(s).

_____ **Check here if a *Continuation Form* is attached.**

14. (a) Do you have any student loan debts that are ninety (90) days or more past due? _____

yes or no

If you answered "YES" to **Question 14(a)**, attach a *Continuation Form* on which you provide the name, mailing address, and telephone number of the creditor(s), the amount owed, the account number, the reason for the delinquency, and your intentions as to the resolution of the debt.

_____ **Check here if a *Continuation Form* is attached.**

- (b) Do you have any other debts that are ninety (90) days or more past due (including tax debts owed pursuant to state or federal law)? _____

yes or no

If you answered "YES" to **any part of Question 14**, provide a current credit report from **EXPERIAN (1-888-397-3742 or you may obtain a report from the internet at www.experian.com)**. When you provide a credit report, list any debts you dispute and explain why you dispute them. Also, list any debts that are ninety (90) days or more past due that are not shown on the credit report.

15. (a) **Within the last ten (10) years**, have you failed to timely file any applicable state or federal income tax return and/or report required by law? _____
yes or no
- (b) **Within the last ten (10) years**, have you failed to pay any taxes owed pursuant to state or federal law at the time such taxes were due? _____
yes or no
- (c) **Within the last ten (10) years**, have you collected federal withholding, Social Security, or Medicare taxes from the wages of your employees, and failed to timely report and forward such monies to the Internal Revenue Service? _____
yes or no

If you answered “YES” to **any part of Question 15**, attach a *Continuation Form*, providing details. In addition, furnish copies of all correspondence related to the matter(s) covered in your explanation.

_____ **Check here if a *Continuation Form* is attached.**

16. (a) Do you currently have an application for admission to the bar, or an application to take a bar examination, pending in another jurisdiction? _____
yes or no
- (b) Have you **ever** initiated the process to become licensed to practice law, or have you **ever** filed an application to take a bar examination, in any jurisdiction (including Texas) and were not licensed in that jurisdiction? (This question does **not** refer to applications to law schools.) _____
yes or no
- (c) Have you **ever** filed a law student registration document in any jurisdiction and were not ultimately licensed in that jurisdiction? (This question does **not** refer to applications to law schools.) _____
yes or no

If you answered “YES” to any **part of Question 16**, provide details on a *Continuation Form*, including the jurisdiction, dates, and other details.

_____ **Check here if a *Continuation Form* is attached.**

17. (a) **Within the last ten (10) years**, have you applied for any professional or occupational license (other than as a licensed attorney as indicated in response to Question 3)? _____
yes or no
- (b) Have you **ever** been licensed in any professional or occupational capacity (other than as a licensed attorney as indicated in response to Question 3)? _____
yes or no

If you answered “YES” to **Question 17(a) or (b)** provide details on a *Continuation Form*, including license held, or applied for, date issued, and the name, address and telephone number of the licensing authority. If the license was not issued, please explain.

_____ **Check here if a *Continuation Form* is attached.**

- (c) Have you **ever** been disbarred, suspended from practice, disciplined, disqualified, placed on a diversion program, or allowed to resign in lieu of disciplinary action, or has your license ever been qualified or conditioned in any way, as a member of any profession, licensed occupation, or as the holder of any public office?

 yes or no

NOTE: If you have been disciplined for professional misconduct in the course of practicing law, or if you have resigned a law license in lieu of disciplinary action, read Rule IV(e) carefully. You may be prohibited from filing this form.

- (d) Have there **ever** been any formal or informal charges, complaints, or grievances filed (regardless of the outcome) concerning your conduct as a member of any profession, licensed occupation, or as the holder of any public office?

 yes or no

- (e) Are there now pending any formal or informal charges, complaints, or grievances concerning your conduct as a member of any profession, licensed occupation, or as the holder of any public office?

 yes or no

If you answered “YES” to **Question 17(c), (d), or (e)**, provide a narrative statement of the details (stating dates, names and circumstances) on a *Continuation Form*. Include the name and mailing address of the disciplinary authority in possession of the records of such incidents.

_____ **Check here if a *Continuation Form* is attached.**

18. **Within the last ten (10) years**, have you been the subject of an investigation for the unauthorized practice of law in Texas or any other jurisdiction?

 yes or no

If you answered “YES” to **Question 18**, provide details on a *Continuation Form*, including the name, address, and telephone number of the entity and/or person who conducted the investigation.

_____ **Check here if a *Continuation Form* is attached.**

19. A person who is recommended for licensure to practice law in the State of Texas must execute an oath of office upon licensure and must swear, among other things, that he/she “...will support the Constitution of the United States, and of this State...”

Will you execute the required oath of office if you are recommended for licensure in the State of Texas?

 yes or no

If you answered “NO” to **Question 19**, explain your answer on a *Continuation Form*.

_____ **Check here if a *Continuation Form* is attached.**

20. Are you presently:

a United States citizen or National?

 yes or no

an alien lawfully admitted to the U.S. for permanent residence?

 yes or no

an alien authorized to work lawfully in the United States?

 yes or no

If you answered “NO” in all blanks in Question 20, please note that you will not be eligible to be licensed in Texas until you have achieved a status entitling you to work lawfully in the United States, although you may take the bar exam before achieving such status. However, your exam scores will be invalidated unless you meet this requirement no later than two (2) years after passing the Texas Bar Exam. You must provide the applicable proof of your citizenship status or USCIS status, as you have indicated above, that will become a part of the Board’s permanent file and will not be returned to you. Do not submit a foreign birth certificate.

If born a U.S. citizen or National: Provide **an official** birth certificate issued by city/county/state/federal certifying authority (if born in the United States) **OR an official** Consular Report of Birth (if born abroad to U.S. citizen/parent). **Photocopies will not be accepted.** Do not submit a foreign birth certificate.

If a naturalized U.S. citizen: Provide a legible copy of both sides of your Certificate of Naturalization or Certificate of Citizenship. Do not submit a foreign birth certificate.

If any other status: Provide a legible copy of both sides of the USCIS document evidencing your current status. Do not submit a foreign birth certificate.

21. All applicants must provide a handwriting sample. Read the statement below:

TEXAS BAR EXAM MISCONDUCT POLICY STATEMENT AND PLEDGE

I AM NOT IN POSSESSION OF A CELL PHONE, IPOD, BLACKBERRY, OTHER ELECTRONIC DEVICE, NOTES, STUDY MATERIALS, OR ANY OTHER PROHIBITED ITEM. I UNDERSTAND THAT POSSESSION OR USE OF THESE OR SIMILAR ITEMS DURING ANY PORTION OF THE EXAM IS MISCONDUCT THAT MAY RESULT IN CONFISCATION OF SUCH ITEMS AND LEAD TO A HEARING BEFORE THE BOARD, THE OUTCOME OF WHICH COULD INCLUDE NULLIFICATION OF MY EXAM SCORES OR A FINDING THAT I LACK THE PRESENT GOOD MORAL CHARACTER REQUIRED FOR ADMISSION.

I UNDERSTAND THAT THE FOLLOWING ACTS ALSO CONSTITUTE MISCONDUCT: COPYING OR RECEIVING ANY INFORMATION FROM ANY EXAMINEE, GIVING OR TRANSMITTING INFORMATION TO ANY EXAMINEE, DISCUSSING QUESTIONS WITH ANYONE BEFORE THE CONCLUSION OF THE EXAM, LEAVING THE SECURED AREA DURING ANY PORTION OF THE EXAM, WRITING AFTER TIME IS CALLED, TAKING ANY EXAM ANSWERS OUTSIDE OF THE EXAM ROOM, AND ANY OTHER ACT THAT MIGHT COMPROMISE THE SECURITY OR INTEGRITY OF THE EXAM. I UNDERSTAND THAT ANY SUCH MISCONDUCT MAY RESULT IN A HEARING BEFORE THE BOARD, THE OUTCOME OF WHICH COULD INCLUDE NULLIFICATION OF MY EXAM SCORES OR A FINDING THAT I LACK THE PRESENT GOOD MORAL CHARACTER REQUIRED FOR ADMISSION.

On the lines below write the following pledge in your usual handwriting:

I have read and understand the Texas Bar Exam Misconduct Policy and have not violated it, nor am I aware of anyone else having done so.

I have not given or received aid on the Texas Bar Exam, nor am I aware of anyone else having done so.

22. List six (6) character references who can give information about your past activities and candid opinions concerning your character. Do not list relatives, persons with whom you attended law school in the past 5 years, or any person named in your responses to Questions 7, 23, or 24.

(a)				
	Name		Street Address/P.O.Box	
	City	State/Country	Zip/Postal Code	Daytime phone number
(b)				
	Name		Street Address/P.O.Box	
	City	State/Country	Zip/Postal Code	Daytime phone number
(c)				
	Name		Street Address/P.O.Box	
	City	State/Country	Zip/Postal Code	Daytime phone number
(d)				
	Name		Street Address/P.O.Box	
	City	State/Country	Zip/Postal Code	Daytime phone number

(e)	Name			Street Address/P.O.Box
	City	State/Country	Zip/Postal Code	Daytime phone number
(f)	Name			Street Address/P.O.Box
	City	State/Country	Zip/Postal Code	Daytime phone number

23.

List two (2) attorney references, **excluding relatives and persons with whom you attended law school**. The names provided here must be different from those provided in item numbers 7, 22, or 24. We will ask these references to give information about your past activities and candid opinions concerning your character.

(a)	Name			Street Address/P.O.Box
	City	State/Country	Zip/Postal Code	Daytime phone number
(b)	Name			Street Address/P.O.Box
	City	State/Country	Zip/Postal Code	Daytime phone number

24. Complete this Question if you are an attorney licensed in another jurisdiction. If not, write N/A on the first line of (a). List two (2) client references, **excluding relatives and persons with whom you attended law school. If you have not had any clients, substitute the names of two law professors or other attorneys**. The names provided here must be different from those provided in Questions 7, 22 and 23. We will ask these references to give information about your past activities and candid opinions concerning your character. **(Please circle the type of reference under each name.)**

(a)	Name/Title (Client, Professor or Attorney)			Street Address/P.O.Box
	City	State/Country	Zip/Postal Code	Daytime phone number
(b)	Name/Title (Client, Professor or Attorney)			Street Address/P.O.Box
	City	State/Country	Zip/Postal Code	Daytime phone number

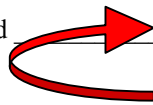
25. If you have not enclosed certain required documentation that must be obtained from third parties, you must make a good faith effort to provide that documentation to the Board within thirty (30) days. **If applicable, list on a Continuation Form any documentation you have not provided.**

_____ Check here if a *Continuation Form* is attached.

Before you complete the following Affidavit, verify that you have fully responded to all items, questions, and statements; that you have completed your handwriting sample required in item 21; and that you have completed your Authorization and Release Forms as well as all required Continuation Forms, Civil Litigation Forms, and Criminal History Forms.

AFFIDAVIT

Before me, a Notary Public, on this day personally appeared _____,
who after being duly sworn by me, declared:



(Applicant's Full Name)

"I have read the instructions and inquiries that constitute the General Application for Admission to the Bar of Texas. No revisions or alterations have been made to the text of any inquiry on this form. I have responded to all inquiries on this form fully and frankly, and all the information contained in my application (including any required Continuation Form, Criminal History Form, Civil Litigation Form, Employment Form, or any other information) is true and correct. All documents that I have provided or will provide to the Board, that are not required to be certified copies, are to the best of my knowledge, true and correct copies of the original documents.

"I understand that the purpose of all the inquiries in this application is to provide to the Board of Law Examiners sufficient information for its investigation as to my present moral character and fitness and my eligibility for admission. I further understand that the fact that the application form inquires about a particular matter does not mean that the matter is conclusive as to my present moral character and fitness. I understand that the Board's inquiries and investigation will cover matters that may or may not be grounds for finding that I lack the present good moral character and fitness required for admission to the Bar of Texas.

"I have read the current version of the Rules Governing Admission to the Bar of Texas and the statutes governing the Board of Law Examiners found in Texas Government Code, Sec. 82.001 et seq. I understand that, until I am licensed to practice law in the State of Texas, it is my responsibility to read any subsequent amendments to the *Rules Governing Admission to the Bar of Texas*, as well as any subsequent amendments to Sec. 82.001 et seq., Texas Government Code, regardless of whether such amendments are adopted after the filing of this document.

"I have read the Texas Disciplinary Rules of Professional Conduct, as shown at www.txethics.org/Rules.aspx. I will abide by the Texas Disciplinary Rules of Professional Conduct and any amendments or changes thereto if I am admitted to the Bar of Texas.

"I seek admission to the Bar of Texas upon completion of the law study requirement and other requirements imposed by the Rules Governing Admission to the Bar of Texas. Having read the *Rules Governing Admission to the Bar of Texas* and the information and instructions included with this application, I am submitting my application in the good faith belief that I am eligible for admission to the Bar of Texas. I know of no reason why I would not be qualified for admission. I understand that the responses submitted on this application and all attendant forms are submitted under oath, and that failure to respond to any inquiry or to disclose fully and accurately any facts or information called for herein may result in a finding that I do not have the present good moral character and/or fitness required for admission to the Bar of Texas.

"I am aware that until I am certified to the Supreme Court for licensure, I am under an on-going obligation to update my responses on my General Application whenever there is an addition or change to information previously provided to the Board. I will notify the Board, in writing, within 30 days of the occurrence giving rise to the need to add or to change information previously provided and will promptly furnish any additional documentation requested by the Board in connection therewith.

"I am aware that I have a duty to, and I agree that I will, advise the Board in writing of any change of address and telephone number, even if such change is only for the summer months, so that the Board can contact me at any time if the need arises. I affirm that I have received, with my application form, a change of address form which I can use for this purpose, and that I will keep the Board apprised of my address and telephone number at all times.

"I further depose that, having submitted the foregoing application using the Board's web version, no revisions or alterations have been made to the text or questions contained therein; and that if revisions or alterations are made, it is understood by me that the application may be denied, or, if granted, may be revoked, and all fees forfeited."

Signature of Applicant

Subscribed and sworn to before me on this _____ day of _____, _____.

(Seal)

Signature of Notary

My Commission expires: _____

CRIMINAL HISTORY FORM

(Use a **separate form** for each incident requiring a *Criminal History Form*. Make additional copies of this form as needed.)

Arrest/offense reports: If any of the offenses you describe resulted from an arrest (as opposed to a citation or a ticket) that occurred within five years of the date you sign this Application, you are responsible for either providing legible copies of the arrest/offense reports for such offenses, or providing proof that you made a written request, to the appropriate entity, for such reports. You are not required to provide copies of any citation or tickets.

Court records: If any of the offenses you describe, whether they resulted from an arrest, citation, or ticket, occurred within five years of the date you sign this Application, you are responsible for either providing legible copies of all court records for all such offenses, or providing proof that you made a written request, to the appropriate entity, for such court records.

NAME: _____
Last First Middle

Date of Incident: _____

Location of Incident: _____
City County/State/Country

Arresting/Ticketing Agency: _____
Name of Agency

Mailing Address City State/Country Zip/Postal Code

Detailed Summary of the events and circumstances leading to this arrest, citation, ticket, and/or criminal charge: (Use *Continuation Form*, if necessary.)

CHARGES. For each charge, indicate whether it was a misdemeanor or a felony:

Initial Charge(s): _____ Misdemeanor _____ Felony

Ultimate Charge (s): _____ Misdemeanor _____ Felony

Plea: _____

Disposition: (If probation, deferred adjudication, or deferred prosecution, give summary.) _____

Style and Cause Number(s): _____

Title of Court: _____

Mailing Address of Court: _____

Name and address of your legal counsel in this case, if any: _____

CONTINUATION FORM

(Use a **separate form** for each question that requires a *Continuation Form*. Make additional copies of this form as needed.)

For Question No. _____

NAME: _____

Last	First	Middle

EMPLOYMENT FORM
(Make additional copies of this form as needed.)

Name of Employer: _____

Current address: _____
Street/P.O. Box City State/Country Zip/Postal Code

Telephone number: _____ Dates employed: _____
Area Code From (mm/dd/yy) To (mm/dd/yy)

Position Held: _____ Name of Supervisor: _____

Reason for leaving: _____

Fax number: _____ Email Address: _____
(Fax Number and Email Address required only if licensed or employed in a foreign nation)

ATTORNEY Applicants Only - If this was law practice employment, answer the following:		
a.	During this employment, were you exclusively engaged in the practice of law?	_____ (yes or no)
b.	Was this employment on a full-time basis?	_____ (yes or no)
c.	Do you affirm that this employment involved no responsibilities, which might be deemed non-legal, administrative, or executive?	_____ (yes or no)
d.	Do you affirm that you performed no functions that could have been delegated to a non-lawyer?	_____ (yes or no)
e.	Is the employer's job description of your position attached?	_____ (yes or no)

If you answered "no" to a, b, c or d, attach a detailed explanation including the amount of time spent monthly actually rendering legal services; a description of any non-legal, administrative or executive responsibilities or functions and the amount of time spent monthly in carrying them out.

If this employment is/was self-employment, or if the employer is now out of business, provide the name, current mailing address and telephone number of a verifying reference.

Name: _____

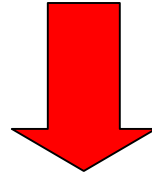
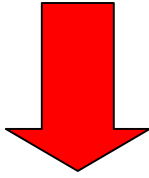
Address: _____
Street/P.O. Box City State/Country Zip/Postal Code

Daytime telephone number: _____
Area Code

Fax number: _____ Email Address: _____
(Fax Number and Email Address required only if licensed or employed in a foreign nation)

Board of Law Examiners

Appointed by the Supreme Court of Texas



Authorization and Release

I, _____, born in _____
(Applicant's Printed Name) *(City / State / Country)*

hereby give my consent to the Board of Law Examiners to conduct an investigation as to my moral character and fitness and to make inquiries and request such information from third parties as, in the sole discretion of the Board, is necessary to such investigation. I further authorize the use of any such information in the course of the Board's investigation and evaluation of my moral character and fitness.

I authorize and request every person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party having opinions about me or knowledge or control of any information, documents, records (including but not limited to public or private disciplinary records, criminal history record information, medical or psychological records), or other data pertaining to me, to reveal, furnish and release to the Board of Law Examiners of the State of Texas, or any of its agents or representatives, any such opinions, knowledge, information, documents, records or other data. Without limiting the previously described authority, I specifically authorize the release of files of any bar association, grievance or other bar committee regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, as well as all undergraduate, graduate, or law school records relating to my admission to and conduct during my enrollment in such schools.

I hereby release, discharge and hold harmless the Board of Law Examiners of the State of Texas, its agents or representatives (including but not limited to expert witnesses or evaluators consulted or used by the Board or its staff in the course of its investigation), and any person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party, and their agents, from any and all liability of every nature and kind arising out of the furnishing, inspection, and use of such opinions, knowledge, documents, records or other data.

Notwithstanding any statement herein to the contrary, this Authorization and Release shall operate to agree to the release of only those mental health records relating to the following:

- (a) my being diagnosed with bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, and any treatment therefor, within the ten (10) years immediately preceding the filing of my Application with the Board of Law Examiners; and
- (b) my admission to a hospital or other facility for the treatment of bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, since attaining the age of eighteen or within the ten (10) years immediately preceding the filing of my Application, whichever period is shorter.

This limitation, however, does not apply to records relating to chemical dependency nor to any records relating to a disability for which I am seeking or intend to seek nonstandard testing accommodations.

Signature of Applicant

Subscribed and sworn to before me on this _____ day of _____, _____.

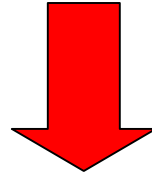
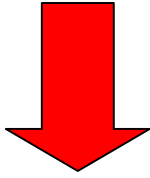
(Seal)

Signature of Notary

My Commission expires: _____

Board of Law Examiners

Appointed by the Supreme Court of Texas



Authorization and Release

I, _____, born in _____
(Applicant's Printed Name) *(City / State / Country)*

hereby give my consent to the Board of Law Examiners to conduct an investigation as to my moral character and fitness and to make inquiries and request such information from third parties as, in the sole discretion of the Board, is necessary to such investigation. I further authorize the use of any such information in the course of the Board's investigation and evaluation of my moral character and fitness.

I authorize and request every person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party having opinions about me or knowledge or control of any information, documents, records (including but not limited to public or private disciplinary records, criminal history record information, medical or psychological records), or other data pertaining to me, to reveal, furnish and release to the Board of Law Examiners of the State of Texas, or any of its agents or representatives, any such opinions, knowledge, information, documents, records or other data. Without limiting the previously described authority, I specifically authorize the release of files of any bar association, grievance or other bar committee regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, as well as all undergraduate, graduate, or law school records relating to my admission to and conduct during my enrollment in such schools.

I hereby release, discharge and hold harmless the Board of Law Examiners of the State of Texas, its agents or representatives (including but not limited to expert witnesses or evaluators consulted or used by the Board or its staff in the course of its investigation), and any person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party, and their agents, from any and all liability of every nature and kind arising out of the furnishing, inspection, and use of such opinions, knowledge, documents, records or other data.

Notwithstanding any statement herein to the contrary, this Authorization and Release shall operate to agree to the release of only those mental health records relating to the following:

- (c) my being diagnosed with bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, and any treatment therefor, within the ten (10) years immediately preceding the filing of my Application with the Board of Law Examiners; and
- (d) my admission to a hospital or other facility for the treatment of bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, since attaining the age of eighteen or within the ten (10) years immediately preceding the filing of my Application, whichever period is shorter.

This limitation, however, does not apply to records relating to chemical dependency nor to any records relating to a disability for which I am seeking or intend to seek nonstandard testing accommodations.

Signature of Applicant

Subscribed and sworn to before me on this _____ day of _____, _____.

(Seal)

Signature of Notary

My Commission expires: _____

ATTORNEYS – COMPLETE THIS

Eligibility Verification Questionnaire And Request For Documentation

This form must be completed by any applicant for admission who is licensed to practice law in any jurisdiction in the United States or in a foreign nation. Type or print your answers to the following questions on this form. If you require additional space for an answer, use a separate sheet clearly identified as to the question to which it applies.

USE OF BUSINESS CARDS AND LETTERHEAD:

I.	<p>Within the past seven years or since you have been licensed to practice law in any jurisdiction (whichever period is shorter), have you had or used business cards?</p> <p>If you answered “yes,” attach a sample of each such business card and indicate the time period during which each was used.</p>	<p>_____</p> <p>yes or no</p>
II.	<p>Within the past seven years or since you have been licensed to practice law in any jurisdiction (whichever period is shorter), have you had or used attorney, firm or company letterhead?</p> <p>If you answered “yes,” attach a sample of each such attorney, firm, or company letterhead and indicate the time period during which each was used.</p>	<p>_____</p> <p>yes or no</p>

IN-HOUSE/CORPORATE COUNSEL PRACTICE: (See Policy Statement, Paragraph I-A.)

III.	<p>Have you been employed in Texas as in-house/corporate counsel for a corporation or other entity?</p> <p>If you answered “no,” you may skip to Question IV.</p>	<p>_____</p> <p>yes or no</p>
A.	<p>At all times during such employment, did you hold a valid, active law license issued by another state (including any territory of the United States, as well as the District of Columbia)?</p>	<p>_____</p> <p>yes or no</p>
B.	<p>At any time during such employment, did you render to anyone, except your employer, any service requiring the use of legal skill or knowledge or perform any other act constituting the practice of law as defined in Tex. Gov. Code Sec. 81.101 (set out below)?</p> <p><i>“[T]he practice of law means the preparation of a pleading or other document incident to an action or special proceeding or the management of the action or proceeding on behalf of a client before a judge in court, as well as a service rendered out of court, including the giving of advice or the rendering of any service requiring the use of legal skill or knowledge, such as preparing a will, contract, or other instrument, the legal effect of which under the facts and conclusions involved must be carefully determined.”</i></p> <p>If you answered “yes,” provide on a separate sheet or sheets of paper the following information about each such matter handled:</p> <ol style="list-style-type: none"> a. brief description of client matter (such as divorce, probate of estate, contract review, etc.); b. inclusive dates of such advice, representation, or services rendered; c. list of every judicial or administrative trial or proceeding in which you appeared for or represented the client; d. a statement of why you believe you were authorized to undertake this practice of the law in Texas without being admitted to the Texas Bar as required by Sec. 81.102, Tex. Govt. Code Sec. 81.102.and e. a copy of the docket sheet for every Texas state court or administrative proceeding in which you provided such services. 	<p>_____</p> <p>yes or no</p>

MILITARY ATTORNEY PRACTICE: (See Policy Statement, Paragraph I-B.)

IV.	<p>Have you been employed in Texas as a military attorney with the United States Armed Forces?</p> <p>If you answered “no,” you may skip to Question V.</p>	<p>_____</p> <p>yes or no</p>
A.	<p>At all times during such employment, did you hold a law license issued by another state (including any territory of the United States, as well as the District of Columbia)?</p>	<p>_____</p> <p>yes or no</p>
B.	<p>At any time during such employment, did you render to anyone, except to those persons permitted within the scope of your employment duties with the military, any service requiring the use of legal skill or knowledge or perform any other acts constituting the practice of law as defined in Tex. Gov. Code Sec. 81.101 (see definition in Question III)?</p> <p>If you answered “yes,” please provide on a separate sheet or sheets of paper the following information about each such matter handled:</p> <ul style="list-style-type: none"> a. brief description of client matter (such as divorce, probate of estate, contract review, etc.); b. inclusive dates of such advice, representation, or services rendered; c. list of every judicial or administrative trial or proceeding in which you appeared for or represented the client; d. a statement of why you believe you were authorized to undertake this practice of the law in Texas without being admitted to the Texas Bar as required by Sec. 81.102, Tex. Govt. Code Sec. 81.102.and e. a copy of the docket sheet for every Texas state court or administrative proceeding in which you provided such services. 	<p>_____</p> <p>yes or no</p>

GENERAL QUESTIONS REGARDING PRACTICE IN TEXAS: (See Sec. 81.101(a) Texas Government Code.)

V.	<p>Have you ever practiced law in Texas, other than as an in-house/corporate counsel for a corporation or other entity, or as a military attorney with the United States Armed Forces?</p> <p>If you answered “no,” skip to Question VI.</p> <p>If you answered “yes” to Question V, provide on a separate sheet or sheets of paper the following information about each such matter handled:</p> <ul style="list-style-type: none"> a. brief description of client matter (such as divorce, probate of estate, contract review, etc.); b. inclusive dates of such advice, representation, or services rendered; c. list of every judicial or administrative trial or proceeding in which you appeared for or represented the client; d. a statement of why you believe you were authorized to undertake this practice of the law in Texas without being admitted to the Texas Bar as required by Sec. 81.102, Tex. Govt. Code Sec. 81.102. 	<p>_____</p> <p>yes or no</p>
A.	<p>Did such practice consist exclusively of federal law?</p>	<p>_____</p> <p>yes or no</p>
B.	<p>If such practice consisted exclusively of federal law, did you hold a valid law license issued by another state (including any territory of the United States, as well as the District of Columbia) at all times during such practice?</p>	<p>_____</p> <p>yes or no</p>

C.	<p>If such practice consisted exclusively of federal law, were you admitted to practice law in the federal jurisdiction in which your federal practice occurred?</p> <p>If not, please explain why you believe such practice was authorized.</p> <hr/> <hr/> <hr/>	<p>_____</p> <p>yes or no</p>
D.	<p>Have you ever been employed by a Texas law firm where your legal work consisted of other than exclusively federal law?</p> <p>If you answered “yes,” provide an affidavit and an affidavit from your supervising manager or managing partner that address the following areas:</p> <ol style="list-style-type: none"> a. whether you performed any legal work in Texas; and if so, b. whether such practice, if any, was supervised by a licensed member of the Texas Bar who retained responsibility for the legal work and maintained a direct relationship with the client. Also, see <u>Texas Disciplinary Rules of Professional Conduct, Rule 5.05, comments 4 and 5.</u> 	<p>_____</p> <p>yes or no</p>

EMPLOYMENT OUTSIDE OF LICENSED JURISDICTION: (See Policy Statement, Paragraph II - B.)

VI.	<p>Have you ever practiced law, other than Pro Hac Vice, in any jurisdiction(s) (including foreign nations or another state or territory of the United States or the District of Columbia) without holding a valid, active license issued by each jurisdiction in which such practice occurs?</p> <ol style="list-style-type: none"> a. If you answered “yes,” in order to have such employment considered for purposes of meeting any practice requirement of Rule XIII or XIV, <i>Rules Governing Admission to the Bar of Texas</i>, you must cause the jurisdiction in which the activity occurs to confirm in writing to the Board that it regards such practice as lawful. b. If it is demonstrated that written confirmation of lawful practice has been sought from the jurisdiction and cannot be obtained, alternate proof of lawfulness can be provided in the form of a written statement citing court rule, statute or other authority in the jurisdiction, demonstrating to the satisfaction of the Board that the jurisdiction does not regard such activity or practice as unlawful. 	<p>_____</p> <p>yes or no</p>
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PRO HAC VICE PRACTICE IN TEXAS: (See Policy Statement, Paragraph III- H.)

VII.	<p>Have you ever been admitted Pro Hac Vice in a Texas state court?</p> <p>If you answered “yes,” provide the following:</p> <ol style="list-style-type: none"> a. a copy of each motion seeking such admission and each order granting such admission. 	<p>_____</p> <p>yes or no</p>
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DOCUMENTATION:

VIII.	Have you attached to this questionnaire all documents requested as a result of your answers?	_____
	If not, please identify each item of requested documentation, which you have not attached, and provide a specific explanation of why you have not attached it.	yes or no

STATE OF TEXAS

BEFORE ME, the undersigned Notary public on this day personally appeared _____,
(Applicant's Full Name)

who being by me duly sworn, on oath deposed and said that (s)he has read the preceding answers to the Eligibility Verification Questionnaire and Request for Documentation; that every statement contained in the answers is within his/her personal knowledge and is true and correct; that (s)he has attached and incorporated into his/her answers as an exhibit every applicable document requested in the Questionnaire or has explained why such document is not attached; and that every such exhibit is a true and correct copy of the document requested.

Signature of Applicant

Subscribed and sworn to before me on this _____ day of _____, _____.

(Seal)

Signature of Notary

My Commission expires: _____

Board of Law Examiners

Appointed by the Supreme Court of Texas

Certification of Juris Doctorate Degree

Applicant: Complete this portion of the form before submitting to your law school registrar or dean.

Applicant: _____ Social Security No.*: _____

Birth Date: _____ Desired Bar Exam (m/yy): _____

Law School: _____ Dates Attended: _____

I hereby consent to the release, to the Texas Board of Law Examiners, of the information requested in this form.

Signature: _____ Date Signed: _____

* The provision of your social security number is voluntary, pursuant to Sec. 7, Privacy Act of 1974. If this data is provided, the Board will use it in its investigation and verification, to avoid errors of identity which might introduce problems and delays into the certification and licensure process. The Board appreciates your furnishing this information on a voluntary basis.

Dean Or Registrar: Complete this portion of the form and return it to the Board.

ABA-Approved Law School: ___ Yes ___ No Date Approved: _____

I certify that this applicant has:

___ completed all requirements for a J.D., awarded on _____ (date);

___ completed _____ of the _____ hours required for graduation with a J.D. degree;

___ is enrolled in a joint degree program and has completed ___ of the ___ hours required for graduation with a J.D. degree.

Do not return this form until the applicant has been awarded the J.D. degree OR is within 4 semester hours (or the equivalent in quarter hours) of the J.D. degree award. An original, signed copy of this form must be received by the Board at least 4 weeks before the date of the exam stated above to guarantee admission to the exam. Fax copies are not acceptable for purposes of issuing an admission ticket.

Signature of Dean or Registrar

Date Signed

Printed Name of Dean or Registrar

(Law School Seal)

Telephone Number

Mail Address
P.O. Box 13486
Austin, Texas 78711-3486

Telephone: 512-463-1621 * Facsimile: 512-463-5300 * Website: www.ble.state.tx.us

Street Address
205 West 14th Street, 5th Floor
Austin, Texas 78701

Change of Address Notification

Use this page to notify the Board of your address change after you submit your Application. We will include this page in your file after we receive it. Further, we will arrange to send all future correspondence to the address shown below. NOTE: We do not accept address change notification by telephone or electronic mail.

Mailing Address: Texas Board of Law Examiners
P.O. Box 13486
Austin, Texas 78711-3486

Physical Address: Texas Board of Law Examiners
205 West 14th Street, 5th Floor
Austin, Texas 78701

Or send this page by facsimile to:

(512) 463-5300

File Line - - Do not write above this line - - Do Not Detach

Address Change will be effective immediately upon receipt in our office.

Your Name: _____

New Address: _____

City/State/Zip: _____

New Home Telephone: _____

Work /Mobile Telephone _____
(please specify)

Signature (required): _____

Date: _____

E-mail Address (optional): _____

SSN: _____

Your status: ___ February Texas Bar Examination

___ July Texas Bar Examination

___ Admission Without Exam

FOR OFFICE USE ONLY

LAPTOP APPLICATION FORM FOR THE TEXAS BAR EXAMINATION (TBE)

Applicant Name: _____ Social Security Number: _____

Mailing Address: _____
Street Address/P.O. Box Apt. No City State Zip Code

Email Address: _____ Telephone Number: _____

I agree to the following:

1. I will not be considered for laptop testing unless I complete, sign and date this Laptop Application form, and submit this original simultaneously with my fully completed Texas Bar Exam (TBE) application and applicable Board fees.
2. A \$50 laptop fee payment to the Board must be included with this form, along with my TBE application and other application fees. This payment does not include the vendor costs or licensing fees for required test security software.
3. **Laptop testing may not be offered at every location**; I can be assigned to a laptop exam site that is not my first or second choice site. If assigned to a laptop test center, I will be solely responsible for my expenses for my computer and for my travel or lodging, if any.
4. Merely submitting applications and fees will not complete the steps necessary to take my exam on my laptop computer.
5. **Fees paid to the Board do not include any software costs or software licensing fees. I will have a duty to pay a designated software vendor; to provide and maintain correct, up-to-date contact information; to monitor my mail and e-mail for instructions and notices from the Board and the software vendor; and to follow all other instructions to use exam security software on the TBE.**
6. Even if I have previously installed or have used the same (or similar) software for law school exams or other bar exams, **I will have a duty to pay the designated software vendor (and follow the vendor’s installation and registration instructions) to use the software on the bar exam for which I am now applying.**
7. I will not purchase or register the exam security software for the TBE before being notified by the Board to do so.
8. I will not be assigned to a laptop exam site (and may be transferred to another site) if I do not fulfill my duty to:
 - a. Timely comply with all notices and instructions for purchasing, installing, registering and/or preparing the designated security software for the laptop computer that I will be using to take the TBE; and
 - b. Promptly update the Board in writing of changes to my e-mail address, physical address, or telephone number.
9. **I have a duty before the exam to ensure that my laptop computer is in proper working condition, that it meets or exceeds minimum requirements on the test dates, and that I have had experience with the computer and software (Texas Bar edition), including the software vendor’s mock or practice exams.**
10. I understand that I am not required to use a computer to take the TBE, that I may handwrite the exam, that there may be little or no technical assistance at the exam site, and that, at the sole discretion of the site administrator at the exam site, I may at any time be required to handwrite any or all written parts of the exam.
11. Laptop enrollment will be limited and the Board shall have complete discretion to determine the examinees assigned to the laptop exam site(s), to limit the number of participants as it sees fit, to change minimum computer system requirements and/or to cancel the laptop testing program at any time.
12. If I have a disability that substantially impairs my ability to handwrite all or part of the TBE or take it under standard timing and conditions, then I must file a properly completed Rule XII(b) testing accommodation application now with my bar exam application, or else I will be deemed to have waived the right to a disability accommodation if I am not assigned to a laptop exam site or I am instructed to handwrite my exam. Without timely submission and prior Board approval of a testing accommodation application, the Board will not be expected to make any disability accommodations.
13. In no event will I hold the Board, its officers, directors, employees, contractors or affiliates liable to me for any damages arising from the use of the exam security software or participation in the laptop program, including any loss of exam time or loss of an exam answer or any effect it may have on the outcome of the exam. I also understand and agree that if I withdraw, fees are not refundable or transferable to a future exam.

I have read and accepted each term above, as demonstrated by my signature below.

Applicant Signature:	
Date Signed:	