



Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
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INFORMATION AND FILING INSTRUCTIONS 2014 Wisconsin Bar Examinations ([SCR 40.04](#))

Read this information carefully and retain it for future reference. All deadlines identified below, except application deadlines, refer to the date of receipt at the Board of Bar Examiners (BBE) during regular business hours (7:45 a.m.-4:30 p.m., Monday-Friday, except holidays). The deadlines are firm and will not be extended. Facsimile or e-mail transmissions are not accepted.

Applications are timely filed pursuant to [SCR 40.14](#). An application will not be considered filed until proper payment is received. **RETAIN A COPY OF THE APPLICANT QUESTIONNAIRE AND AFFIDAVIT FOR YOUR RECORDS.** There is a fee for extra copies of an application should one be needed at a later date. It is advantageous to file as early as possible to avoid late fees and possible delays in processing your application. Processing takes an average of three to six months.

February 2014

July 2014

Mon., Dec. 2, 2013	Initial Deadline for filing application, authorization and release form, and \$450 fee. If all three items are not submitted by this date, a \$200 late fee will be assessed. Deadline for receipt of forms necessary to support a request for special testing accommodations.	Thur., May 1, 2014
Thur., Jan. 2, 2014	Final Deadline for filing application and \$650 fee.	Mon., June 2, 2014
Fri., Jan. 10, 2014	Deadline for receipt of MBE scores transferred from other jurisdictions and proof of bar exam passage.	Fri., June 13, 2014
Mon., Feb. 3, 2014	Deadline for withdrawing with \$150 refund. Request must be in writing, signed and dated.	Tues., July 1, 2014
Mon., Feb. 24, 2014	MANDATORY Examination Registration 1:00-4:00 PM An orientation program will be conducted at 4:00 PM	Mon., July 28, 2014

February & July 2014 Examination Sites:

Marriott Madison West
1313 John Q. Hammons Dr.
Middleton, Wisconsin

Tues., Feb. 25, 2014	Wisconsin Bar Examination (essay) 9:00 a.m. - 4:30 p.m.	Tues., July 29, 2014
Wed., Feb. 26, 2014	Wisconsin Bar Examination (MBE) 9:00 a.m. - 4:30 p.m.	Wed., July 30, 2014
Wed., April 2, 2014	Tentative date for release of examination results.	Wed., Sept. 3, 2014

STEP ONE: BEGINNING THE APPLICATION PROCESS

All of the following items must be received by the final filing deadline:

- (1) **Application Form (BE-001)**: Applicants must complete an original application. Answers must be typewritten or computer generated. Handwritten applications, applications which are not properly notarized, or applications that are not accompanied by the proper payment will be returned unprocessed. The application form is an affidavit and the BBE will address omissions and misrepresentations under its character and fitness rule, [SCR 40.06](#). **Please also submit the Emergency Contact Information form (BE-174) with the application.**
- (2) **Authorization and release form (BE-002)**: Applicants must complete this form and have it notarized.
- (3) **Filing Fee**: The applicable filing fee (See the fees on Page One) must be remitted by a check or money order, payable to the **Board of Bar Examiners**.

STEP TWO: EXAM ELIGIBILITY

In order to be eligible to sit for the bar exam and in addition to the three required items identified in "Step One," one of the following items must be received in the BBE office by 4:30 p.m. on the Monday one week prior to registration:

THESE MUST BE SENT DIRECTLY TO THE BBE BY THE INSTITUTION. FAXES ARE NOT ACCEPTABLE.

- (1) A final law school transcript **OR**
- (2) A Dean's Certificate from your law school.

NOTE: If you are a graduate of a non-ABA-approved law school and are otherwise eligible to sit for the examination, you **must** also arrange to have a good standing certificate sent directly to the BBE.

Approximately two weeks prior to the bar examination applicants will receive a letter advising them as to whether they are eligible to sit for the exam.

STEP THREE: MULTISTATE BAR EXAMINATION TRANSFER POLICY

For those candidates wishing to transfer an MBE score from another jurisdiction, the following **two (2) documents** must be submitted by the corresponding deadline. (See Items 1 & 2 below)

The BBE will accept a scaled MBE score of 135 or better if the score is no more than thirty-seven (37) months old at the time of the Wisconsin Bar Examination **AND** was obtained as part of a successful bar examination in another jurisdiction that was taken no more than 60 days before the J.D. was conferred. (Most applicants will have completed the J.D.)

- (1) **Proof of Score**: Most jurisdictions use the National Conference of Bar Examiners (NCBE) for score transfers – www.ncbex.org. If a jurisdiction does not use the NCBE score service, you must use the [Multistate Bar Examination Request & Release Form \(BE-172\)](#).
- (2) **Proof of Bar Exam Passage**: This can be fulfilled by submitting a Good Standing Certificate or by using the [Multistate Bar Examination Request & Release Form \(BE-172\)](#). (Please note: The NCBE score transfer does not indicate the outcome of your bar exam.)

Acceptance of the transferred MBE score has the effect of waiving that portion of the Wisconsin bar examination. You will be notified in writing of your MBE transfer acceptance or denial.

STEP FOUR: EXAM PREPARATION & MATERIAL TO BE TESTED

- (1) **Exam preparation:** There is no official bar review course for applicants. The BBE does not endorse any review course and does not act as a clearinghouse for bar review information. Many individuals find that their own law school texts and notes, together with sample questions and other information available on the National Conference of Bar Examiners (NCBE) website, provide an ample basis for preparation when combined with a review of recent Wisconsin case law and relevant Wisconsin statutes.
- (2) **Material to be tested:** The essay portion of the Wisconsin bar examination may include parts of the Multistate Essay Examination (MEE) and Multistate Performance Test (MPT) prepared by the NCBE. Examples of past MEE and MPT examinations can be ordered directly from the NCBE at <http://www.ncbex2.org/catalog/>. Other questions are prepared by the BBE, and a sample of 11 questions (with analyses) can be ordered by mail from the BBE at a charge of \$25.00.

Questions may be designed to incorporate more than one subject area. The BBE and its staff will not provide additional interpretation or definition of the topic areas to be covered. Essay questions will be drawn from the following subject areas:

Business Organizations (Corporations, Partnerships, Associations and Sole Proprietorships)	Evidence
Civil Procedure (Pleading and Practice, and Jurisdiction of Courts)	Family Law (Domestic Relations)
Commercial Law (including Sales, Secured Transactions, and Negotiable Instruments)	Professional Responsibility (Ethics and Legal Responsibilities of the Profession)
Constitutional Law (Federal)	Property (includes Real Estate)
Contracts	Taxation (Federal)
Criminal Law & Procedure	Torts
	Trusts & Estates

The Multistate Bar Examination (MBE) tests on six subject areas: Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Real Property, and Torts. MBE Information booklets are available from the National Conference of Bar Examiners (NCBE) through its website at www.ncbex.org.

STEP FIVE: REGISTRATION & TAKING THE EXAMINATION

- (1) **Registration** is mandatory. Applicants who fail to attend Monday's registration should not expect to sit for the bar examination. At registration, applicants must present one current and valid (not expired) form of identification bearing your signature **and** photograph. This identification must be either a driver's license, government issued photo ID card, or a passport. The identification must show the name under which you have applied to take the bar examination. If you have changed your name, your identification must reflect your new name. Applicants will be notified at registration about any outstanding documents required for admission and will also receive their identification badge which is required for entry into the examination.
- (2) **Laptop Computer Testing**
Ordinarily, applicants use their own laptop computers for the essay portion of the bar exam. The software vendor charges a fee of \$110 for this purpose, payable directly to the vendor when you register and download the software. Applicants will receive a communication from the BBE with instructions for how to register and download the software.

The Extegrity Exam4 software has a well-established reputation as exceptionally stable and trouble-free exam software. More than one million law school and bar exams have been taken with Exam4 nationwide since 2001. It has been available for the Wisconsin bar exam since February 2008. Supported operating systems include: Windows Vista and Windows 7, 8 and 8.1; Macintosh OS X 10.6 Snow Leopard, 10.7 Lion, 10.8 Mountain Lion and 10.9 Mavericks. Examinee work is protected by an auto-save every ten seconds and automatic backups every two minutes. Experienced technical staff will be in the exam room to respond immediately to any questions or concerns. Additional information can be found at www.exam4.com.

In the very unlikely event that the software or your laptop fails and the technicians are unable to restore its use, the director has discretion to grant you a reasonable extension of time to complete your exam by hand.

(3) **Passing Score**

Candidates must achieve a combined score of at least 258 on the MBE and the essay examination to pass the Wisconsin bar exam.

(4) **Testing Accommodations**

The BBE makes reasonable accommodations for testing disabled applicants. The test facility is accessible for persons with mobility restrictions. Applicants who have other special testing needs should be aware that the [Special Testing Accommodation Information and Forms \(BE-180 through BE-186\)](#) and supporting documentation must be received in the BBE office **no later** than the first filing deadline: 12/2/13 (2/14 WBE) or 5/1/14 (7/14 WBE). Facsimile or email transmissions are **not** accepted. NOTE: Do NOT submit a request for special accommodations BEFORE submitting your actual application.

STEP SIX: COMPLETING YOUR FILE FOR ADMISSION

Applicants must submit all of the following items for their file to be complete:

- (1) **Dean's Certificate (Form BE-171)**: Every applicant must arrange to have the dean of the law school conferring the J.D. provide a certificate of character and fitness. A form for this purpose is available from the BBE's website. The Dean's Certificate must be sent directly to the BBE by the certifying official at the law school where your J.D. was or will be conferred.
- (2) **Official Transcripts**: Every applicant must arrange to have all transcripts furnished directly to the BBE by the educational institution including:
 - (a) **Undergraduate transcript**: The BBE requires an official transcript from undergraduate schools (including College Level Examination Program (CLEP) examinations) that conferred a degree, including an associate degree. The BBE may require official transcripts from undergraduate schools attended but which conferred no degree. Applicants will be notified if this is required.
 - (b) **Law school transcripts**: The BBE requires an official transcript from all law schools attended that indicates that the J.D. degree has been conferred.
 - (c) **Other transcripts**: The BBE requires a transcript from all schools attended after an undergraduate degree was conferred, including other law schools you may have attended, summer schools, foreign study (including foreign exchange programs), technical schools, graduate schools, medical schools, etc.
- (3) **Military Discharge Certificate**: If you served in the Armed Forces, it will be necessary for you to provide the BBE with a copy of your most recent DD-Form-214 (Report of Separation). If you served in the National Guard, provide your most recent NGB-Form 22.
- (4) **Character Reference Questionnaires**: Select as character references (Question 36) persons who have known you for no less than two years and who are familiar with your character and fitness. Do not include any family members, in-laws, fiancé/fiancée, significant other(s), or anticipated future family members. Follow the instructions at the top of the [Character Reference Questionnaire \(Form BE-101\)](#).
- (5) **Other Requested Items**: Typical items include criminal history reports and driving abstracts.

These items, except military discharge certificates, must be sent directly to the BBE by the issuing institution or agency. Facsimile transmissions are not accepted. Applicants should refrain from furnishing an addressed, stamped envelope to the institution, as this practice makes the origin of the documents unclear. If, however, certifying officials require that you supply a stamped envelope, use a plain white envelope, with a U.S. postage stamp affixed to it, and ask that the office from which it is being mailed rubber stamp or type its name and address on the envelope across the seal flap, as well as on the front.

Once an application is reviewed, staff will contact applicants in writing to request any other required documentation. Any such additional documentation must be obtained by the applicant at the applicant's expense. Applicants will not be certified for admission until all required documents are on file. The BBE will close an applicant's file if it is not complete within six months after successful passage of the bar exam. Applicants are responsible for checking the status of their applications.

STEP SEVEN: REQUIRED MATERIALS FOR APPLICANTS ADMITTED TO PRACTICE IN OTHER JURISDICTIONS

All applicants who are admitted to practice in other jurisdictions must submit the following items:

- (1) **Good Standing Certificate:** Applicants who have been or are currently admitted in other jurisdictions must have each jurisdiction in which they are admitted send directly to the BBE a current good standing certificate dated no earlier than the first filing deadline of the corresponding exam. This certificate must be issued by the Clerk of the highest court (normally the Supreme Court) in the admitting jurisdiction. Only original certificates are acceptable.
- (2) **Disciplinary History Letter:** Applicants who have been or are currently admitted in other jurisdictions are required to have the bar disciplinary agency in each jurisdiction submit directly to the BBE a letter that sets forth the applicant's disciplinary history, including the disposition of all complaints filed against the applicant. The letter must be dated no earlier than the first filing deadline of the corresponding exam.

Note: Applicants admitted to practice in another jurisdiction after the first deadline of the corresponding exam are not required to supply a good standing certificate or a disciplinary history letter. This exception does not apply to graduates of non-ABA approved law schools or to those applicants wishing to transfer their MBE scores from another jurisdiction. Please refer to the Multistate Bar Examination Transfer Policy in these instructions for additional information concerning this requirement.

Because a high volume of applicants are also licensed in the following jurisdictions, addresses are supplied to assist in locating the proper agencies for good standing certificates (GSC) and disciplinary history letters (DHL):

CA	GSC DHL	Clerk of the Supreme Court, 350 McAllister Street, Rm. 1295, San Francisco, CA 94102 State Bar of California, 180 Howard Street, San Francisco, CA 94105; specify "Good Standing Certificate including disciplinary history"
IL	GSC DHL	Clerk of the Supreme Court, Supreme Court Building, 200 E. Capital Ave., Springfield, IL 62701 Attorney Registration and Disciplinary Commission, One Prudential Plaza, Suite 1500, 130 East Randolph Drive, Chicago, IL 60601
MI	GSC DHL	Michigan Supreme Court Clerk's Office, P.O. Box 30052, Lansing, MI 48909 Attorney Grievance Commission, Buhl Building, Suite 1700, 535 Griswold, Detroit, MI 48226
MN	GSC DHL	Minnesota Lawyer Registration Office, Suite 950, 180 East 5 th St., St. Paul, MN 55101 Lawyers Professional Responsibility, 1500 Landmark Towers, 345 St. Peter Street, St. Paul, MN 55102-1218
NY	GSC DHL	Contact the agencies in each appellate division in which you are admitted. Contact the agencies in each appellate division in which you are admitted.

STEP EIGHT: CHANGES/AMENDMENTS TO AN APPLICATION

Applications must be kept current. All applicants are reminded of their continuing obligation to update a pending application. Applicants wishing to augment or alter entries to their application affidavit, including name changes, are advised to execute [amendment form \(BE-010\)](#).

Applicants who change their names for any reason during the pendency of their application must execute an [amendment form \(BE-010\)](#), setting forth the former and present names, the reason for the change, the effective date of the change, and must attach any relevant documents, such as a marriage license, etc.

Address and telephone number changes must be submitted in writing, signed and dated, but need not be submitted on the amendment affidavit. They may also be submitted on a [Change of Address Notification form \(BE-009\)](#). Facsimile or email transmissions are not accepted.

AVOIDING DELAY IN THE APPLICATION PROCESS

It is the applicant's responsibility to contact the BBE regarding the status of his or her pending file. To expedite the processing of an application, use care in completing it. Applications that are carelessly or incompletely prepared cause delays in processing. Be sure to answer all portions of each question completely. Provide as many details and as much information as possible to avoid delay in processing your application. If unable to recall necessary details, applicants must offer an explanation as to why the required information was not provided. State "not applicable" if appropriate. Supply complete addresses, including zip codes, where requested. Account for any gaps as instructed on the application itself. Do not provide documents not specifically requested in the application or in the filing instructions. If the BBE requires further documentation, its staff will make a request in writing.

WITHDRAWAL FROM EXAMINATION

Applicants who wish to withdraw from the examination must submit a written request setting forth their reasons. Applicants who fail to appear at the bar exam without first submitting a written request to withdraw will be officially recorded as a "no show" and will not be granted a refund.

HOTEL INFORMATION

Both the February and July 2014 administrations of the examination are scheduled to be held at the Marriott Madison West in Middleton, just west of Madison. The BBE will reserve a number of sleeping rooms for applicants wishing to stay there. Group rates are typically available. Applicants interested in booking a room, must contact the hotel directly at (608) 831-2000. Maps, listings for other hotels, and additional test information will be included with the eligibility letter.

ADDITIONAL INFORMATION

Applicants are responsible for checking the status of their pending files. All applicants will be notified by the BBE in writing when their files are complete and they are certified for admission. The BBE will communicate its actions in writing and will send those communications to the applicant's last address provided to the BBE, including notification of the bar examination results.

Application files are confidential under [SCR 40.12](#). Therefore, the BBE and its staff will discuss the contents of an application only with applicants.

FORMS

The following forms are available online at www.wicourts.gov:

[SCR Chapter 40](#)

[SCR Chapter 40 Appendix](#)

[Applicant Questionnaire and Affidavit \(BE-001\)](#)

[Special Testing Accommodation Information and Forms \(BE-180 through BE-186\)](#)

[Dean's Certificate \(BE-171\)](#)

[MBE Request & Release Form \(BE-172\)](#)

[Emergency Contact Information form \(BE-174\)](#)

[Authorization and Release \(BE-002\)](#)

[Medical Information Form \(BE-004\)](#)

[Debts form \(BE-005\)](#)

[Traffic Violations Form \(BE-007\)](#)

[Law Violations Form \(BE-008\)](#)

[Change of Address Notification \(BE-009\)](#)

[Amendment to Application \(BE-010\)](#)

[Character Reference Questionnaire \(BE-101\)](#)