

Maryland State Board of Law Examiners
Instructions for Online Electronic Bar Application System (eBar)

OVERVIEW

These instructions will assist you in using the State Board of Law Examiners' ("SBLE") online electronic bar application system ("eBar) to create a Maryland bar application.

UBE (Exam or Transfer) Applicants

Individuals who do not meet the eligibility requirements of Maryland Rule 19-215 to Petition for Admission Without Examination must either take the UBE in Maryland or transfer a qualifying UBE score to Maryland. Individuals applying in Maryland for the first time must complete and submit a Character Questionnaire (CQ) and an appropriate Notice of Intent (NOI). These two (2) documents are both generated within eBar.

Applicants who have previously taken the UBE in Maryland or the former Maryland General Bar exam one (1) or more times need only submit a NOI (but not CQ unless an updated CQ** is required). These "retake" applicants will follow the same process for filing a NOI as those taking the exam for the first time. eBar will produce the appropriate NOI for each applicant.

**Applicants whose CQ is stale (i.e., the CQ has been pending more than three (3) years since the most recently filed CQ) must file an updated CQ and pay a \$100.00 update fee. The Updated CQ is discussed further on page 26 of this document.

Out-of-State Attorney Exam (Maryland Rule 19-215)

Applicants meeting the requirements of Maryland Rule 19-215 and wishing to file a Petition of Out-of-State Attorney for Admission Without Examination (OSA) may do so via the eBar system. Follow the instructions on pages 2 to 5 to create an eBar account, then proceed to the instructions for creating a Petition at page 25.

Hard Copy Filings Required

Please take note that applicants must not only create and submit their application documents electronically, but also **mail or deliver hard copies of their CQ and NOI (or Petition) to SBLE with original signatures and supplemental documentation, as necessary, along with the appropriate fees.**

*For exam applicants, completed hard-copy CQs and/or NOIs must be **RECEIVED** in SBLE's administrative office at by 4:30 pm on the filing deadline. Any hard-copy CQ and/or exam NOI submitted to SBLE's office after the deadline or submitted by the deadline but incomplete (and where adequate remediation occurs after the deadline) will not be considered "filed" until accompanied by a request for good cause to file late. Applicants must meet the requirements of Board Rule 2 ("Filing Late for Good Cause") in order for SBLE to consider the good cause request. Non-conforming good cause requests will be denied.*

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INSTRUCTIONS FOR FILING A BAR APPLICATION

Completing the bar application begins with creating an eBar account. To access eBar, click on the link for the eBar Account Login (All User Roles) on the top of the left-hand menu of SBLE’s website – www.mdcourts.gov/ble/

Creating an Account

On the Welcome screen, click on the “Create Account” link found near the login boxes.

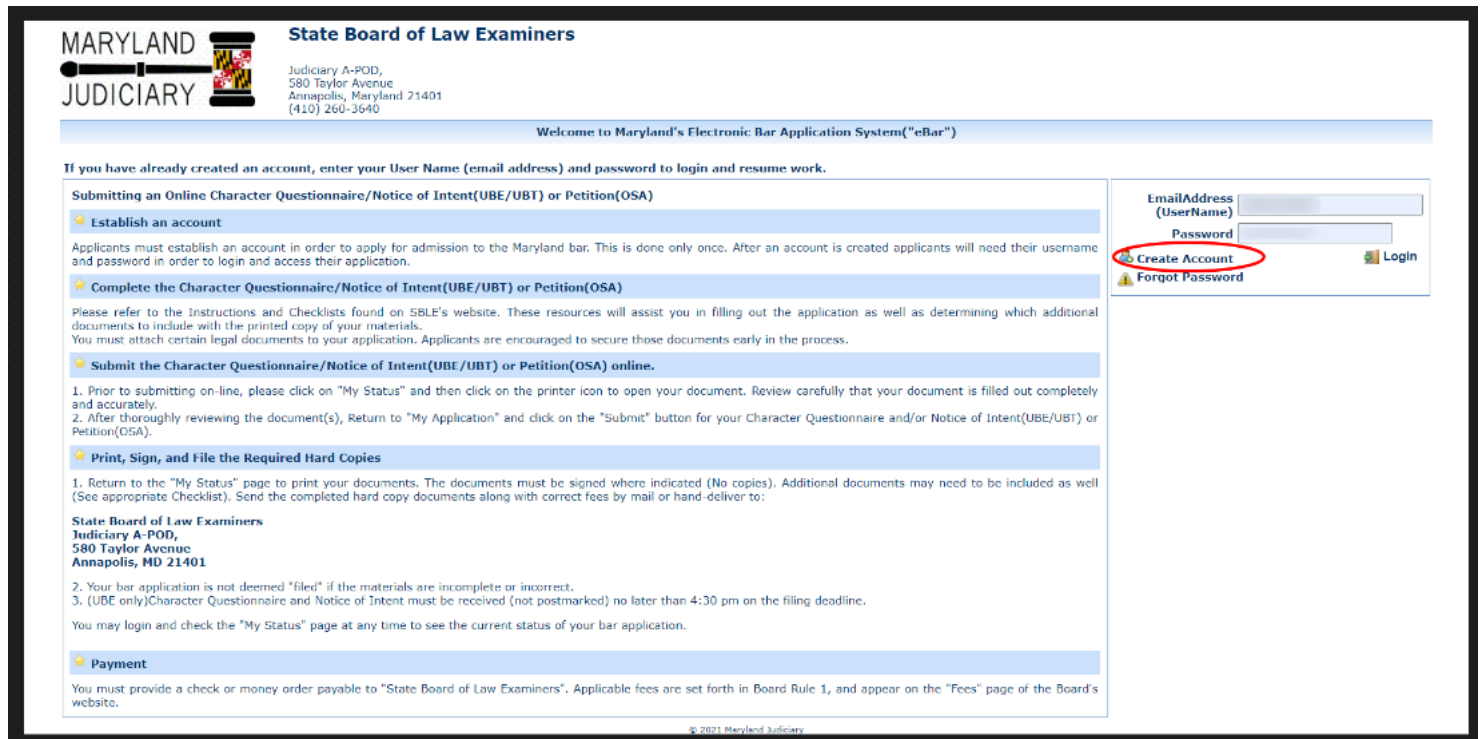


Fig. 1 – Welcome Screen for the eBar system

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You will be taken to the account creation form:

Fig 2 – Account creation form

Select the appropriate User Role: UBE Exam in Maryland; UBE Transfer; Out of State Attorney Admission Without Examination (OSA).

Complete all required information (marked with a red asterisk “*”). In eBar, your e-mail address becomes your Username. It is critical that the e-mail address you provide remain current and active at all times during the course of the examination process- from the time you create your account through the swearing-in ceremony. SBLE recommends using a personal email address rather than a work or school email address, which may change or become unavailable unexpectedly. Your password must contain a minimum of eight characters and must contain at least one (1) letter, one (1) number, and one (1) special character (! @ # \$ % & or *). Passwords are case sensitive.

*NOTE: In order to apply for an eBar account, you **must** disclose your U.S. Social Security number, pursuant to Md. Code Ann., Family Law, §10-119.3(b). If you do not have a valid Social Security number, you must contact SBLE’s office by telephone (410-260-3640) prior to completing your account for instructions on how to proceed.*

In order to create an account in eBar you must obtain and disclose an NCBE number issued by the National Conference of Bar Examiners. You may already have an NCBE number incidental to registering for the Multistate Professional Responsibility Exam (MPRE) or another other NCBE exam. If you do not yet have an NCBE number, the process for obtaining one is simple. You should navigate to www.ncbex.org. At the top of the page on the

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right-hand side is an orange button reading “NCBE Account.” Just click and register. There is no charge to register for an NCBE number.

As you fill out the required fields to create your user account, review your entries carefully before you save your data.

- Check carefully to avoid errors in entering data for Social Security number, date of birth, place of birth, suffix, prefix, etc.
- Your entries in eBar will carry through to your printed bar application, your exam results letter, and eventually, your bar admission certificate. As such, please ensure that entries are properly capitalized (no ALL CAPS, no “all-lowercase”)
- Be on the lookout for “auto-complete” errors, which may occur unnoticed.
- Before filing your bar application, errors may be corrected by calling or emailing SBLE’s office.
- After filing your bar application, mistakes may only be corrected by sending a signed letter to SBLE noting the error and correction to be made.

When all fields have been completed and double-checked, click “Create Account.”

Activation Email - After submitting the required information to create an eBar account, you will receive a confirmation e-mail that you will use to activate your account. Please be aware of the privacy and spam settings on your e-mail account, and ensure that “ebar@mdcourts.gov” is whitelisted in your spam settings. The email text is as follows:

Dear [APPLICANT NAME],

Welcome to Maryland e-bar application process. You have successfully registered to our website. However, to access your account and continue with the application submission process you will have to activate your account.

To activate your account, click on the link "Activate your account" below. [Activate your account](#)

If you cannot click on the link above, please copy and paste the link below to your browser.

<https://jportal.mdcourts.gov/ebarapp/account.activate?q=48561&u=c800f932a9044149edc36af64dc9864f&d=c28765dbec337b186ca583e07292b3b>

Sincerely,

*Jeffrey C. Shipley
Secretary, State Board of Law Examiners*

You **MUST** click on the “Activate your account” link before you can log in to eBar to create your application. If you do not receive an activation e-mail within a few hours of creating your user account, contact SBLE at (410) 260-3640 during normal business hours (M–F 8:30am to 4:30pm) to have your account manually activated.

CAUTION: In the past, e-mail account providers hosted with “.net” domains (e.g., comcast.net, verizon.net, att.net, etc.) and AOL have had trouble accessing with eBar. SBLE strongly recommends that applicants with “.net” and AOL email addresses create a “.com” email address for use with eBar. SBLE does not endorse any particular “.com” but has noted that Gmail, Yahoo, and Hotmail function properly with eBar.

CAUTION: Applicants using “.edu” email addresses issued by their law schools and/or colleges must ensure that their institution does not “turn off” access to that email address after graduation. If unsure, another email address should be utilized.

Instructions for Online Electronic Bar Application System (eBar)

CAUTION: Passwords and Security Question Answers are case-sensitive. The system will lock the account after five (5) failed login attempts. Please utilize eBar's "Forgot Password" system to recover your forgotten password prior to locking yourself out. Applicants who become locked out must contact the Board's Office by telephone (410-260-3640) during normal business hours (8:30a to 4:30p M-F) to unlock their account. Email requests to unlock eBar user accounts cannot be honored due to Md. Rule 19-105 confidentiality safeguards.

[OSA applicants proceed to page 25; UBE Exam and UBE Transfer applicants continue next page.]

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Filling Out the CQ and/or Notice of Intent for UBE Exam and UBE Transfer applications

After activating your account, you will be able to log in to eBar and begin your UBE Character Questionnaire and/or Notice of Intent.

Upon logging into eBar, you will land on the “My Status” screen, which shows a number of useful pieces of information.

The screenshot shows the 'My Status' page for a UBE Exam applicant in Maryland. The page is divided into several sections:

- Applicant Status:** Account Created, NCBE Number N.
- Document Filing Status:** Character Questionnaire Filing Status: [Create New Character Questionnaire](#) (circled in red), Notice of Intent Filing Status: You do not have a valid Notice to show., Undergrad Transcript: Not Received, Law School Transcript: Not Received.
- Notice of Intent to Take the UBE in Maryland:** Laptop (Exam Soft): You do not have a valid Notice to show., Test Accommodations: You do not have a valid Notice to show., Seat Number: [Redacted], Exam Site: [Redacted].
- Clearance Obligations:** Affirmation: Not Received, Maryland Law Component: Not Complete, Qualifying MPRE Score: Score Report Not Received.
- Character & Fitness:** Investigation Status: [Redacted].

On the right side, there is a warning box with the following text:

- 1) WARNING: "VOID" markings on printed documents indicate that those documents have not been successfully submitted online. The State Board of Law Examiners will not accept for filing hard-copy documents marked "VOID."
- 2) Your Applicant Status will remain on "Account Created" until your Character Questionnaire is accepted for filing by SBLE, at which time it will change to "Eligibility Met." Your status will remain "Eligibility Met" until SBLE and/or the Court of Appeals reach a final disposition on your bar application.
- 3) "Character Questionnaire Received" or "Notice Received" means that SBLE has received your required hard copy filing(s) and is reviewing your filing(s) for completeness. Character Questionnaires and Notices of Intent are processed in the order they are received and may remain in "received" status for up to a week. Non deficient filings will be marked "Accepted" as of the date received. SBLE will contact you with regard to any deficiencies in your filing(s). Deficient filings will be marked "Accepted" upon correction of the deficiency.
- 4) "Character Questionnaire Accepted" means that SBLE has accepted your filing and has or will deposit your fees and will begin your character and fitness investigation.
"Notice Accepted" for UBE exam applicants, means that SBLE has accepted your filing and has or will deposit your fees and you will receive a seat for the bar exam.
"Notice Accepted" for UBE transfer applicants, means that SBLE has accepted your filing and has or will deposit your fees and has received your Qualifying UBE Score from NCBE.
- 5) Refer to the "Exam Dates, Exam Sites, Deadlines, Fees and Application Process" document on the Board's website for further information on the location listed as your "Exam Site."
- 6) Clearance Obligations - You will be prompted to submit the Affirmation when SBLE notifies you that you have passed the UBE.

Figure 3 – “My Status” screen (UBE Exam in Maryland shown)

Click on the “Create New Character Questionnaire” button to begin the online application process and automatically moves you into the first page of the Character Questionnaire – “Personal Identification”.

Note - On the top right of your screen, you will see screen viewer adjustments (A+, reset, and A-). The screen viewer adjustments appear on each page of eBar.

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A+ | reset | A-



State Board of Law Examiners

Judiciary A-POD,
580 Taylor Avenue
Annapolis, Maryland 21401
(410) 260-3640

Welcome John Test to UBE

My Status My Account My Application

Application for Admission to the Bar of Maryland
CHARACTER QUESTIONNAIRE

Question 1 - Personal Identification Information

Save Application Next Page

* Fields are mandatory

1(a) Applicant's Full Legal Name:

First Name	John
Middle Name	Doe
Last Name	Test Sr.

1(b) Applicant's gender: Male

1(c) Applicant's Social Security Number (Last four digits): 1132

Pursuant to Md. Code Ann., Family Law, §10-119.3(d), the State Board of Law Examiners ("SBLE") will disclose your name, SSN and address to the Child Support Enforcement Administration upon its request, to assist it in enforcing compliance with child support orders. SBLE will provide your name, SSN and address to the Client Protection Fund of the Bar of Maryland when you are recommended to the Court of Appeals for admission to the Maryland Bar. Pursuant to Md. Code Ann. Bus. Occ. & Prof., §10-313, the Client Protection Fund will disclose this information to the State Department of Assessments and Taxation to assist it in identifying new businesses within the State and to the Comptroller to assist it in determining whether lawyers have paid undisputed taxes and unemployment insurance contributions payable to the Comptroller or to the Secretary of Labor, Licensing and Regulation. The Court of Appeals, SBLE, and the Court's Character Committees will use the SSN for positive identification of Bar applicants in the course of the character & fitness process.)

1(d) Have you ever used or been known by any other name? Yes No

(If so, state in full each name used or by which you, at any time, have been known, and the reasons for each such name. If your name has ever been legally changed, list each former name, and when and how the change was made. If the name currently used was adopted incident to any marriage, divorce or other legal proceeding, attach a certified copy of the marriage certificate, divorce decree, or other Order effecting the name change.)

List of Known Names

Add Details Edit Details Remove Details

1(e) Applicant's mailing address for Bar admissions correspondence:

Address Line 1	123 Somewhere St
Address Line 2	
City	Annapolis
County	Anne Arundel
State	MD
Zip Code	21401
Country	US

You must maintain on record with SBLE a reliable address to receive written bar admissions correspondence. In addition, the mailing address on file with SBLE will determine the Character Committee to which your bar application file is assigned for investigation.

1(f) Applicant's daytime telephone number: 410-260-3640

(You must provide a telephone number where you can be contacted throughout the Bar admissions process by SBLE, the Character Committee, and the Clerk's Office of the Court of Appeals during the Maryland Judiciary's normal business hours (M-F 8:30am to 4:30pm). You MUST keep your daytime telephone number up-to-date on a continuous basis in order to ensure that the Court, SBLE, and the Character Committee can contact you if necessary. SBLE recommends that applicants provide their mobile telephone number for purposes of Bar admissions contacts.)

1(g) Applicant's email address: ebartest1@xx.test

(You must provide an email address where you can be contacted throughout the Bar admissions process by SBLE, the Character Committee, and the Clerk's Office of the Court of Appeals. You MUST keep your email address up to date on a continuous basis in order to ensure that the Court, SBLE, and the Character Committee can contact you if necessary. SBLE recommends that you provide a personal email address rather than a school or work email address, as those addresses are often subject to change or cancellation on short notice. In particular, you will receive information via email ONLY regarding the Maryland Law Component.)

1(h) Do you have a valid driver's license issued by a U.S. jurisdiction? Yes No

If "Yes" provide following details:

State: Please select.

Applicant's driver's license number:

Have your driving privileges in any U.S. jurisdiction ever been suspended or revoked? Yes No

(Attach an official, complete driving history from the motor vehicle authority in each jurisdiction where you have held a driving license in the past three (3) years. The certified driving record is required even if you have no moving violations in your entire driving history. If your driving privileges have ever been suspended or revoked for any reason in any jurisdiction (including prior to the three (3) year window described above), a certified copy of your complete driving history from the motor vehicle authority in each jurisdiction where your driving privileges were ever suspended or revoked.)

1(i) Applicant's NCBE Number: N9000001

You must obtain an NCBE identification number to be entered into your Character Questionnaire. SBLE will use your NCBE number as a unique identifier for you with regard to scoring of your Multistate Bar Exam results. If you have taken the Multistate Professional Responsibility Exam (MPRE), you already have an NCBE number. To register for or to retrieve your NCBE number visit www.ncbex.org.

Question 2 - Date and Place of Birth/Citizenship

2(a) Applicant's Date of Birth: 01/01/2000

2(b) Applicant's Place of Birth:

City	Baltimore
State	MD (If within United States enter 2 Letter State Code - Example: DC, MD, etc.)
Country	United States

2(c) Are you a citizen of the United States? Yes No

If you are not a U.S. Citizen, what is your immigration status?

(If you are not a U.S. Citizen, attach a copy of the document(s) authorizing your presence in the United States. Undocumented immigration status, by itself, does not preclude admission to the Bar, provided that the applicant otherwise establishes good moral character and fitness for admission. See Maryland Rule 19-204(d).)

Save Application Next Page

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Figure 4 – "My Application" Page 1

The majority of fields on this page are pre-filled with information from the account creation screen. Complete each item marked by a red asterisk "*." Then, click "Save Application" at the bottom of the screen, which will take you to the next page of the Character Questionnaire.

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Adding/Editing Details

Some items on the Character Questionnaire require the applicant to “Add Details” (such as to enter information for aliases, residences, employment, marriage details, etc.).

For example, in Figure 5, below, Applicant John Test indicates that he was previously known by another name. Applicant John Test must now “Add Details” regarding his former name.

Click on the “Add Details” button.

Application for Admission to the Bar of Maryland
CHARACTER QUESTIONNAIRE

Question 1 - Personal Identification Information

Save Application Next Page

* Fields are mandatory

1(a) Applicant's Full Legal Name:

First Name	John
Middle Name	Doe
Last Name	Test Sr.

1(b) Applicant's gender Male

1(c) Applicant's Social Security Number (Last four digits) 1132

Pursuant to Md. Code Ann., Family Law, §10-119.3(d), the State Board of Law Examiners ("SBLE") will disclose your name, SSN and address to the Child Support Enforcement Administration upon its request, to assist it in enforcing compliance with child support orders. SBLE will provide your name, SSN and address to the Client Protection Fund of the Bar of Maryland when you are recommended to the Court of Appeals for admission to the Maryland Bar. Pursuant to Md. Code Ann. Bus. Occ. & Prof., §10-313, the Client Protection Fund will disclose this information to the State Department of Assessments and Taxation to assist it in identifying new businesses within the State and to the Comptroller to assist it in determining whether lawyers have paid undisputed taxes and unemployment insurance contributions payable to the Comptroller or to the Secretary of Labor, Licensing and Regulation. The Court of Appeals, SBLE, and the Court's Character Committees will use the SSN for positive identification of Bar applicants in the course of the character & fitness process.)

1(d) Have you ever used or been known by any other name ? * Yes No

(If so, state in full each name used or by which you, at any time, have been known, and the reasons for each such name. If your name has ever been legally changed, list each former name, and when and how the change was made. If the name currently used was adopted incident to any marriage, divorce or other legal proceeding, attach a certified copy of the marriage certificate, divorce decree, or other Order effecting the name change.)

List of Known Names

John Edward WilkesBooth

Add Details Edit Details Remove Details

Add Known Name Details FullName

First Name * John

Middle Name * Edward

Last Name * WilkesBooth

Used From (please use mm/yyyy format) * 01/2000

Used to (please use mm/yyyy format) * 01/2016

Reason * Birth name; adopted in 2016 by Mr. and Mrs. Test

Save Details

Figure 5 – “My Application” Page 2

Clicking the “Add Details” button will open a dialogue box, where you will enter your detail information. Then, click “Save Details.” You can also edit previously added details by highlighting the entry you wish to edit and clicking on the “Edit Details” button. Revise the detail information, then click “Save Details.” John Test has clicked on “Add Detail” and entered his former name, John Edward WilkesBooth and other information about use of a former name.

After entering the required information, click “Save Details” at the bottom of the dialogue box. This will return you the current page of the Character Questionnaire. On any give page, if you have additional details to add (e.g., multiple employers, multiple residences), click “Add Details,” enter the information, click “Save Details,” and repeat as many times as needed.

CAUTION: Do not click on “Save Application” when you are in the “Add Details” box. Your details information will not be saved. You must first save the information within the “Add Details” box by clicking on the “Save Details” button.

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Figure 6, below, shows that John Test's Character Questionnaire now lists his former name – John Edward WilkesBooth.

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Judiciary A-POD, 580 Taylor Avenue, Annapolis, Maryland 21401, (410) 260-3640

Welcome John Test to UBE

My Status My Account My Application

Application for Admission to the Bar of Maryland
CHARACTER QUESTIONNAIRE

Question 1 - Personal Identification Information

Fields are mandatory Save Application Next Page

1(a) Applicant's Full Legal Name:

First Name	John
Middle Name	Doe
Last Name	Test Sr.

1(b) Applicant's gender: Male

1(c) Applicant's Social Security Number (Last four digits): 1132

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1(d) Have you ever used or been known by any other name? Yes No

(If so, state in full each name used or by which you, at any time, have been known, and the reasons for each such name. If your name has ever been legally changed, list each former name, and when and how the change was made. If the name currently used was adopted incident to any marriage, divorce or other legal proceeding, attach a certified copy of the marriage certificate, divorce decree, or other Order effecting the name change.)

List of Known Names: John Edward WilkesBooth

Add Details Edit Details Remove Details

Figure 6 – "My Application" page 2 (partial, showing former name)

Moving from page to page in eBar

You must click on "Save Application" (at the bottom center of each page) when you are ready to move on to the next page. (See Figure 8, below.) If you do not click "Save Application" at the bottom of each page, you will lose the data you entered for that page. However, first review the data you entered to ensure it is completely filled in and correct before you save it. You must complete an entire page of the application to "Save Application." Trying to save an incomplete page will generate an error message.

MARYLAND JUDICIARY State Board of Law Examiners
Judiciary A-POD, 580 Taylor Avenue, Annapolis, Maryland 21401, (410) 260-3640

Welcome John Test to UBE

My Status My Account My Application

Application for Admission to the Bar of Maryland
CHARACTER QUESTIONNAIRE

Question 3 - Residential History

Previous Page Save Application Next Page

Fields are mandatory

3. The following constitutes every residence, address, and place where I have lived for a period of one month or greater within the past five (5) years, listed in reverse chronological order:
(You must disclose any period of homelessness lasting one month or greater.)

Details

Add Details Edit Details Save Application Remove Details Next Page

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Figure 7 – "Save Application" button

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Viewing the “My Application” Checklist

As you complete the Character Questionnaire, eBar creates a checklist of the CQ sections you have completed. Clicking the “My Application” link on the top menu displays this checklist.

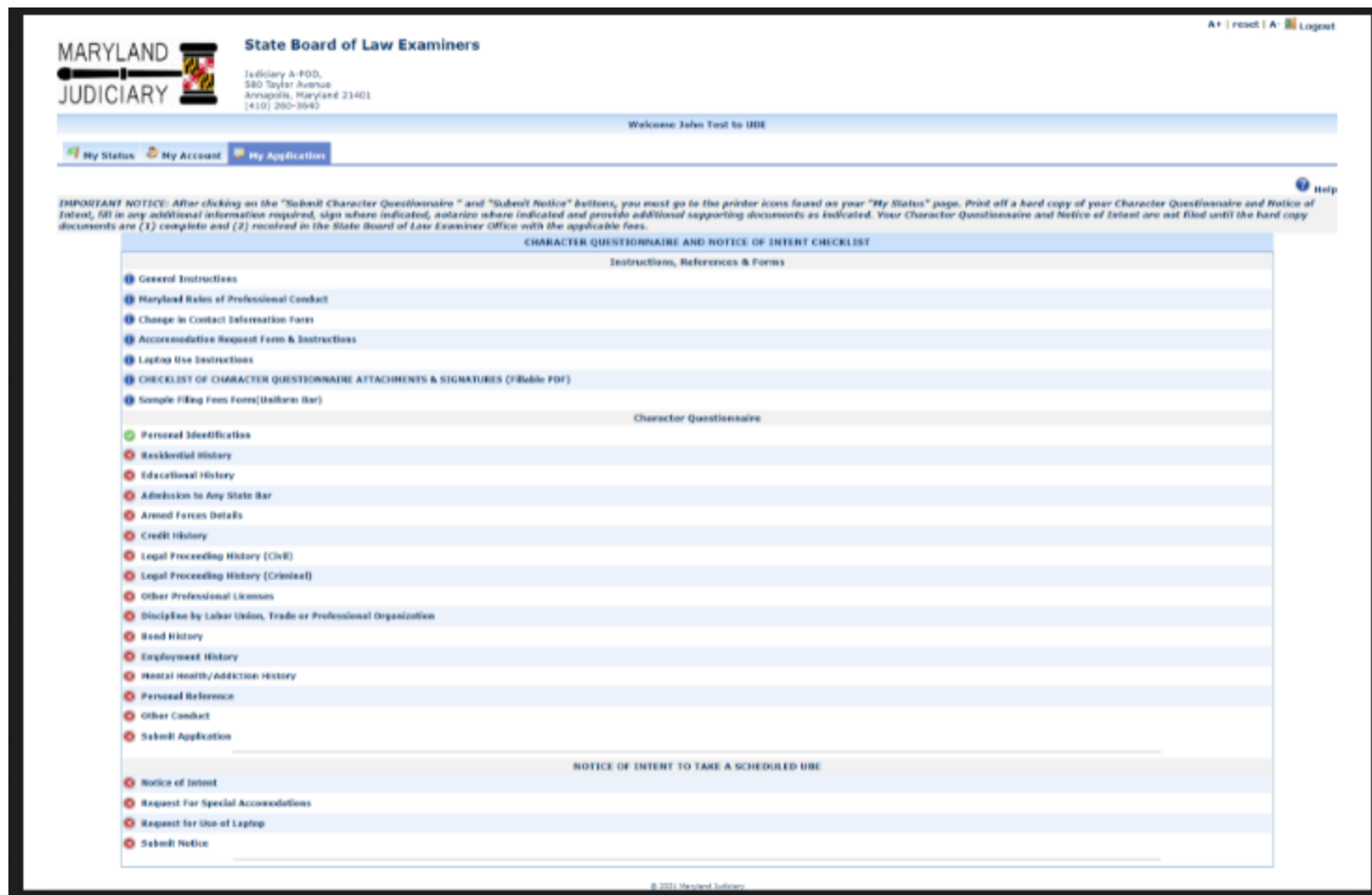


Figure 8 – My Application checklist

TIPS: If you exit eBar before submitting your electronic CQ, you may resume entering data by logging back in and accessing your CQ and/or Notice of Intent in the “My Application” page. The pages you have completed will be marked with a green “✓”. (See Figure 9, above.) You may navigate directly to a page by clicking the page name in the list.

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Submitting the Electronic CQ

A green “✓” next to each item in the CQ section of the “My Application” checklist indicates that you are ready to submit your CQ.

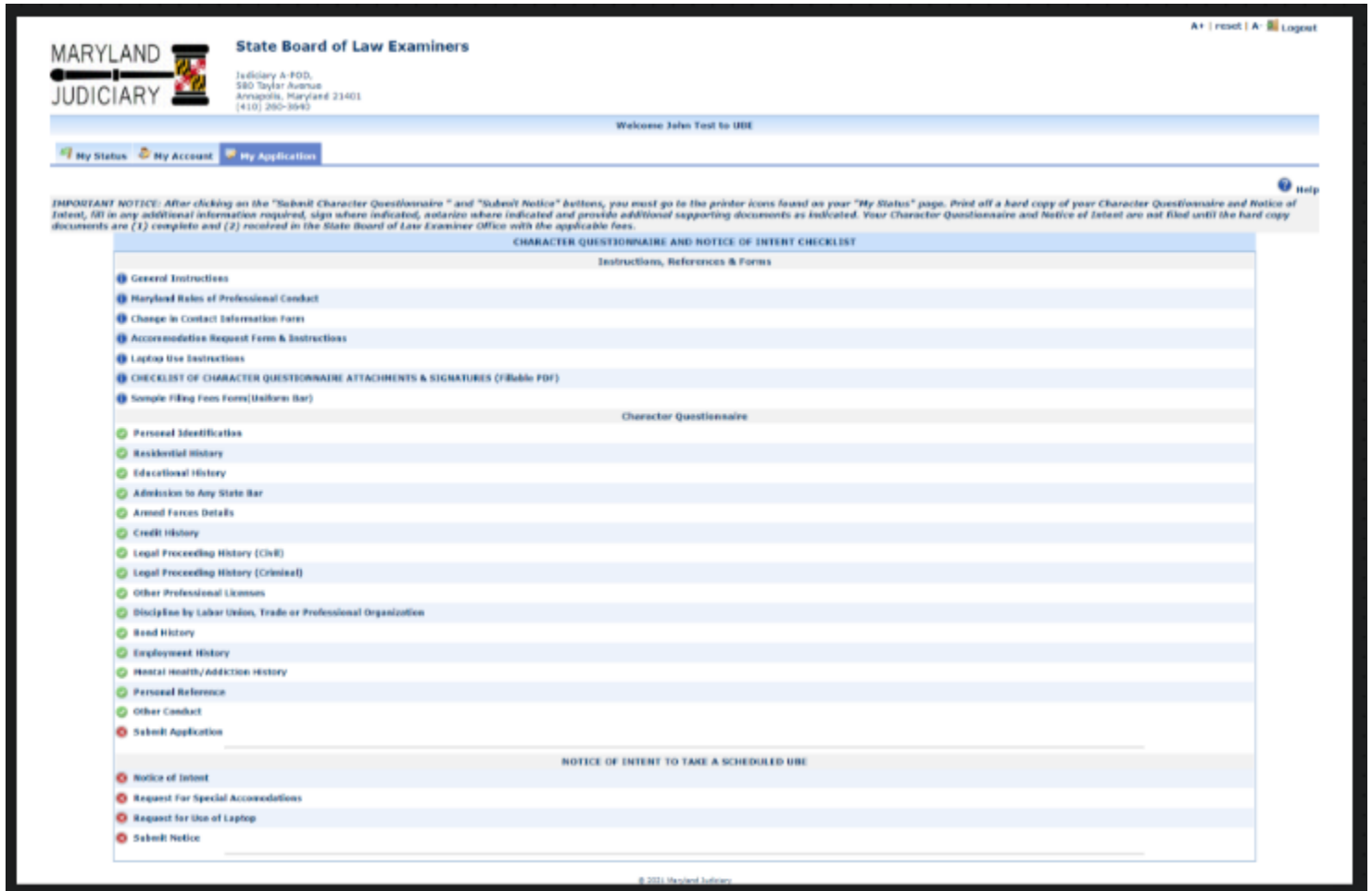


Figure 9 – My Application Checklist – Ready to Submit

You may generate a PDF of your CQ at any time by clicking the printer icon visible in the “CQ Filing Status” section of your “My Status” page.

When you are certain that you have entered and double-checked all required information, click on the “Submit Application” link at the bottom of the “My Application” Checklist. (See Figure 10, above.)

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If your submission is successful, you will receive a message toward the top of your screen (see Figure 11, below). Also, the “Submit Application” link will display a green “✓”

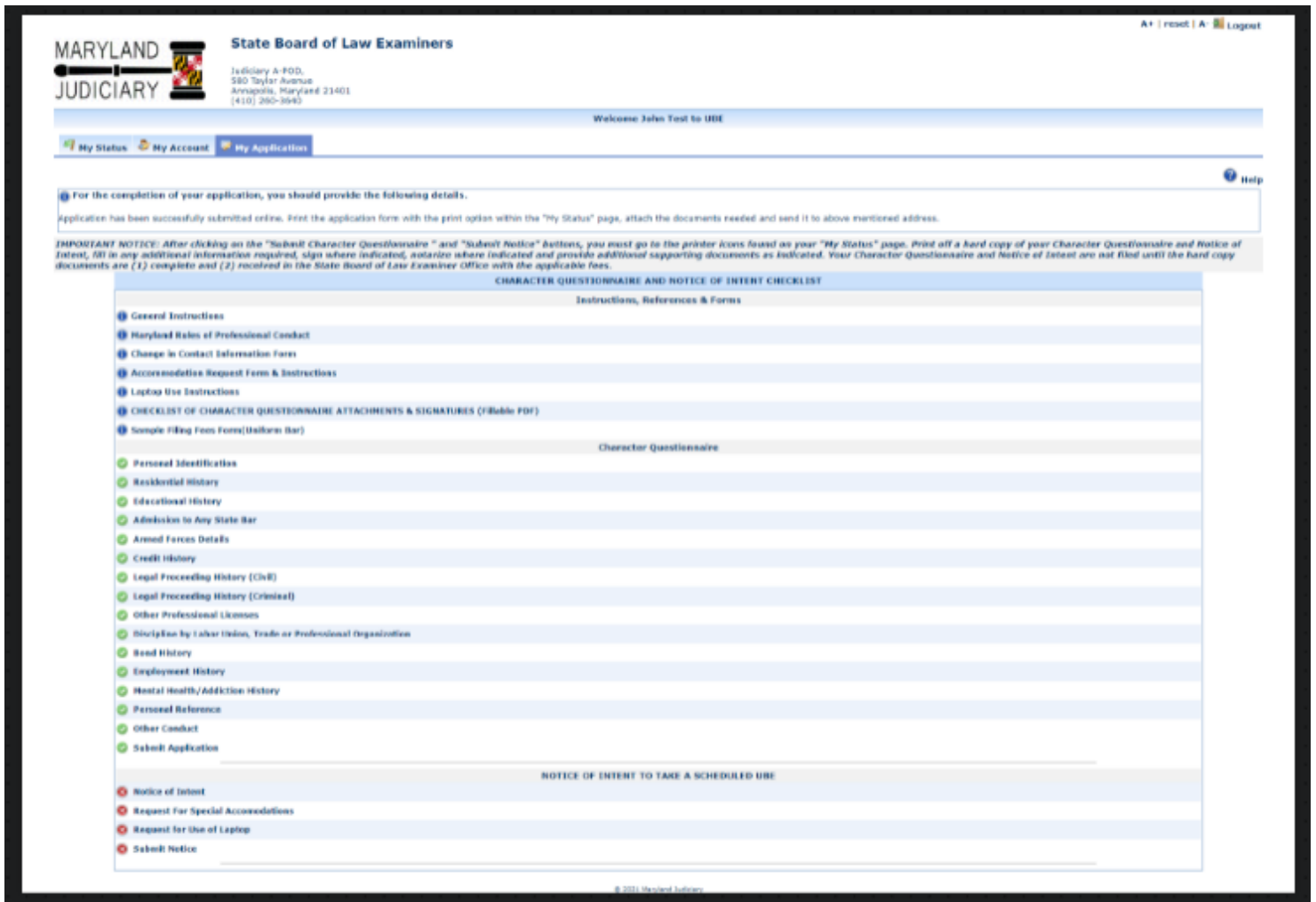


Figure 10 – My Application checklist showing successful submission message and ✓

You should then go to your “My Status” page.

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The “My Status” page will indicate that your Character Questionnaire has been submitted online and display printer icons.

Your CQ is ready to be printed, signed and filed with SBLE.

MARYLAND JUDICIARY State Board of Law Examiners
 Judiciary A-POD, 580 Taylor Avenue, Annapolis, Maryland 21401 (410) 260-3640

Welcome John Test to UBE

My Status My Account My Application

Applicant Status	
Applicant Status	Account Created
NCBE Number	

Document Filing Status	
Character Questionnaire Filing Status	Character Questionnaire Submitted Online
Notice of Intent Filing Status	You do not have a valid Notice to show.
Undergrad Transcript	Not Received
Law School Transcript	Not Received

Notice of Intent to Take the UBE in Maryland	
Laptop (Exam Soft)	You do not have a valid Notice to show.
Test Accommodations	You do not have a valid Notice to show.
Seat Number	
Exam Site	

Clearance Obligations	
Affirmation	Not Received
Maryland Law Component	Not Complete
Qualifying MPRE Score	Score Report Not Received

Character & Fitness	
Investigation Status	Initial Review by SBLE

- 1) WARNING: "VOID" markings on printed documents indicate that those documents have not been successfully submitted online. The State Board of Law Examiners will not accept for filing hard-copy documents marked "VOID."
- 2) Your Applicant Status will remain on "Account Created" until your Character Questionnaire is accepted for filing by SBLE, at which time it will change to "Eligibility Met." Your status will remain "Eligibility Met" until SBLE and/or the Court of Appeals reach a final disposition on your bar application.
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- 4) "Character Questionnaire Accepted" means that SBLE has accepted your filing and has or will deposit your fees and will begin your character and fitness investigation.
 "Notice Accepted" for UBE exam applicants, means that SBLE has accepted your filing and has or will deposit your fees and you will receive a seat for the bar exam.
 "Notice Accepted" for UBE transfer applicants, means that SBLE has accepted your filing and has or will deposit your fees and has received your Qualifying UBE Score from NCBE.
- 5) Refer to the "Exam Dates, Exam Sites, Deadlines, Fees and Application Process" document on the Board's website for further information on the location listed as your "Exam Site."
- 6) Clearance Obligations - You will be prompted to submit the Affirmation when SBLE notifies you that you have passed the UBE.

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Figure 11 – My Status page showing “Character Questionnaire Submitted Online” and printer icons

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Completing the Notice of Intent to Take a Scheduled UBE in Maryland

(UBE Transfer applicants go to page 19)

Once UBE Exam applicants have completed and submitted the CQ, a red “x” will remain by the “Notice of Intent,” “Laptop Request,” and “Accommodations Request” links.

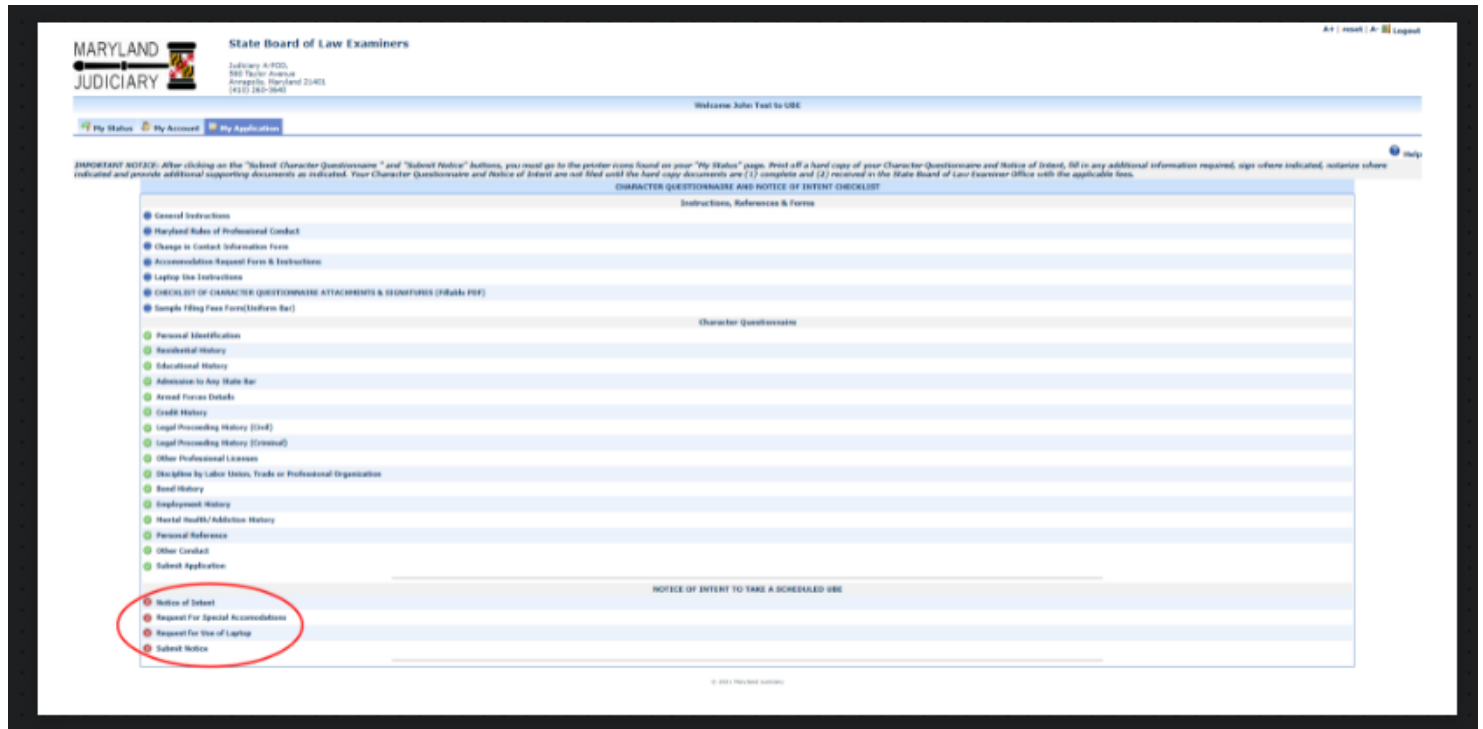


Figure 12 – My Application showing incomplete NOI

Exam applicants must click on “Notice of Intent to Take a Scheduled UBE” and then fill out the fields for the Notice of Intent. The process is the same as for filling out the CQ, except however, **you must complete the Notice of Intent, Laptop Request and Accommodations Request screens in one session.** Otherwise, your Notice of Intent will not be saved.

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Maryland State Board of Law Examiners

Instructions for Online Electronic Bar Application System (eBar)

eBar will pre-fill most of the fields with identifying information from your account. Select the exam session you plan to take from the dropdown box. Complete the required fields (“*”) at the bottom of the page and click “Save Application.”

The screenshot shows the 'Notice of Intent to Take the UBE in Maryland' form. At the top, there is a header for the Maryland State Board of Law Examiners with the logo and contact information. Below the header, there is a navigation bar with 'My Status', 'My Account', and 'My Application' tabs. The main content area is titled 'Notice of Intent to Take the UBE in Maryland' and includes a 'Save Application' button. The form is divided into several sections: 'Exam Session' with a dropdown menu showing 'July 20XX'; 'Personal Information' with fields for First Name, Middle Name, Last Name, Gender, Date of Birth, and Social Security Number; 'Contact Information' with fields for Address Line 1, Address Line 2, City, County, State, Zip/Postcode, Country, Daytime Phone, and Email Address; and 'Eligibility Information' with a dropdown menu showing 'University of Maryland Francis King Carey School of Law (JD-ABA Approved)'. There are also fields for 'Date Graduated' and 'Date of Birth'. The form includes a 'Next Page' button and a 'Help' icon.

Figure 13 – Notice of Intent to Take the UBE in Maryland

Then click, “Next Page” (to the right of “Save Application.)) You will be taken to the Laptop Request screen.

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Maryland State Board of Law Examiners
Instructions for Online Electronic Bar Application System (eBar)

Laptop Use Request

If you wish to use a laptop on the UBE, click the radio button for “Use a laptop computer for the written test.” You must also check the box on the lower left-hand side of the screen that you have read, understand and agree to the terms relative to your request. Then, click “Save Application,” and “Next Page” to be taken to the “Accommodations Request” page.

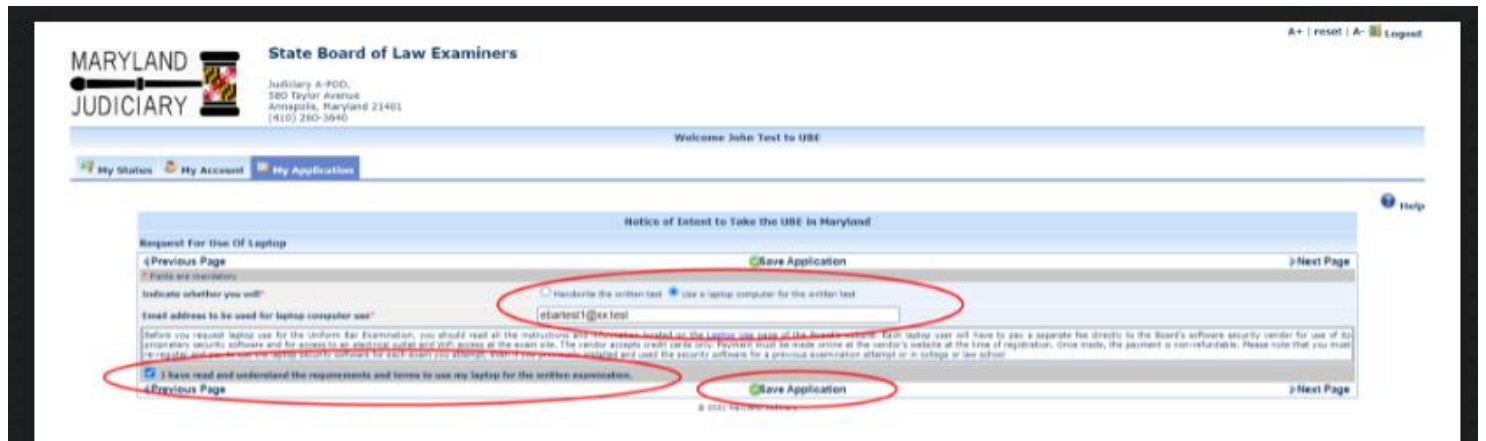


Figure 14 – Laptop Request page

*CAUTION: The Laptop Request in eBar is only the first step in the laptop use process. Applicants who wish to use laptop computers for the Day 1 (Essay Day) portion of the Maryland bar exam must (1) check the laptop designation in eBar first **AND** register their laptop with SBLE’s software vendor, in accordance with the policy on laptop use found in the “Exam Day Information” linked on the Board’s website.*

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Maryland State Board of Law Examiners
Instructions for Online Electronic Bar Application System (eBar)

Accommodations Requests

Applicants planning to request an ADA testing accommodation must click the radio button for “Yes” in response to the question, “Are you applying for test accommodations for the Bar Exam. You must also check the box indicating review of the terms and conditions. Then, click “Save Application, which will return you to the “My Application Checklist.”



Figure 15 – Request Test Accommodations screen

CAUTION: Applicants who plan to request ADA testing accommodations for the Maryland Bar exam must (1) complete the “Request for Special Accommodations” in eBar **AND** (2) print the Instructions and Applicant’s Accommodations Request Form, fulfill all the requirements therein, and mail/hand-deliver a complete and fully documented Request Form to the Board’s Office by the filing deadline. The Applicant’s Accommodations Request Form may be found at: [Accommodations Request Form](#) on the Board’s website.

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Maryland State Board of Law Examiners
Instructions for Online Electronic Bar Application System (eBar)

On the “My Application” screen, click “Submit Notice.” Each line of the Notice of Intent section will show a green “✓.”

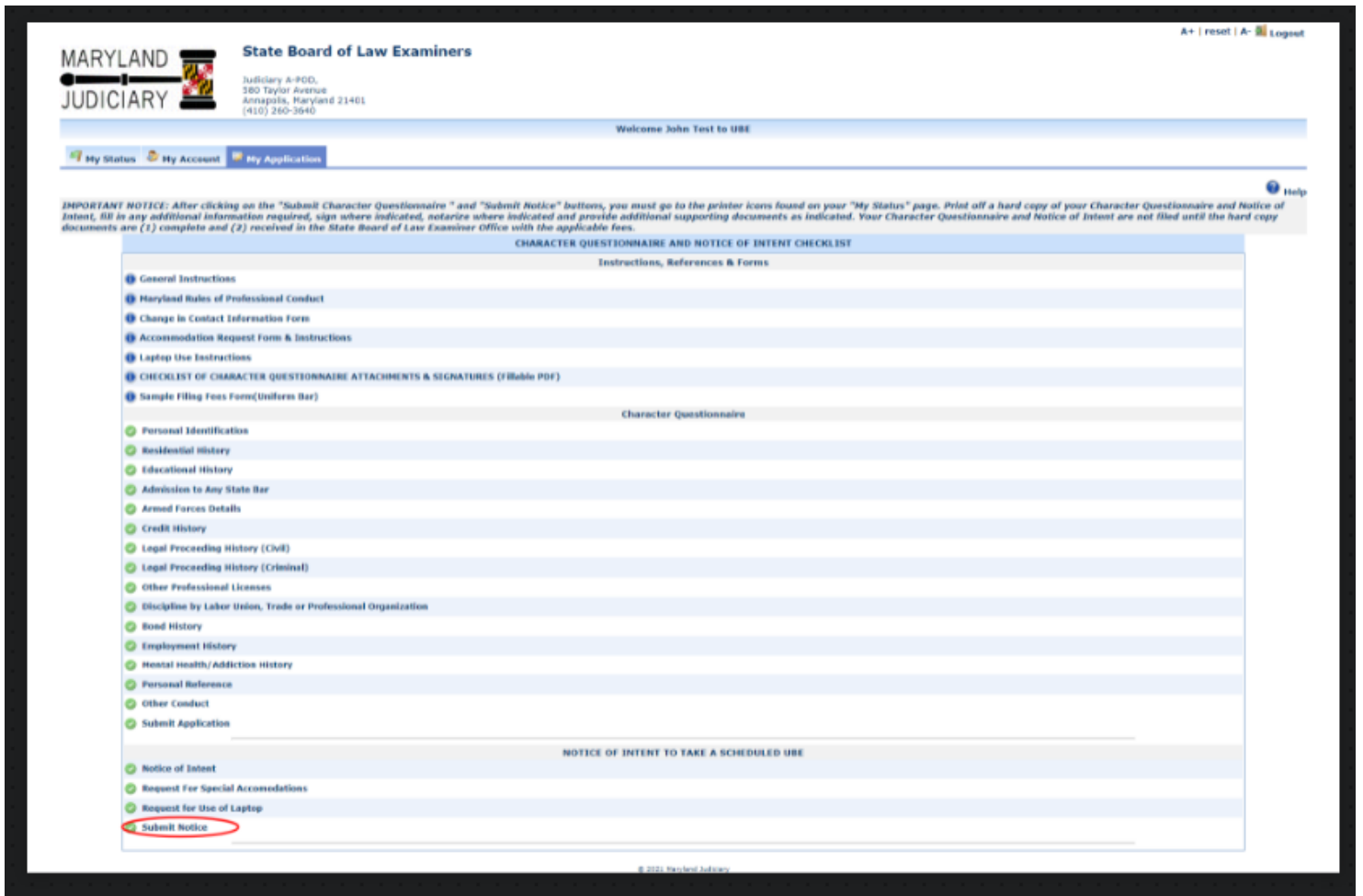


Figure 15 – My Application page after submission of Notice of Intent

You have now completed the process of creating and submitting your CQ and NOI online, **BUT YOU ARE NOT FINISHED**. You must still print and submit hard copies of your CQ and NOI with all required signatures and supporting documentation.

[Exam Applicants, go to page 23]

Maryland State Board of Law Examiners
Instructions for Online Electronic Bar Application System (eBar)

Completing the Notice of Intent to Transfer a Qualifying UBE Score to Maryland

Once UBE Transfer applicants have completed and submitted the CQ, a red “x” will remain by the “Notice of Intent to Transfer a Qualifying UBE Score” link.

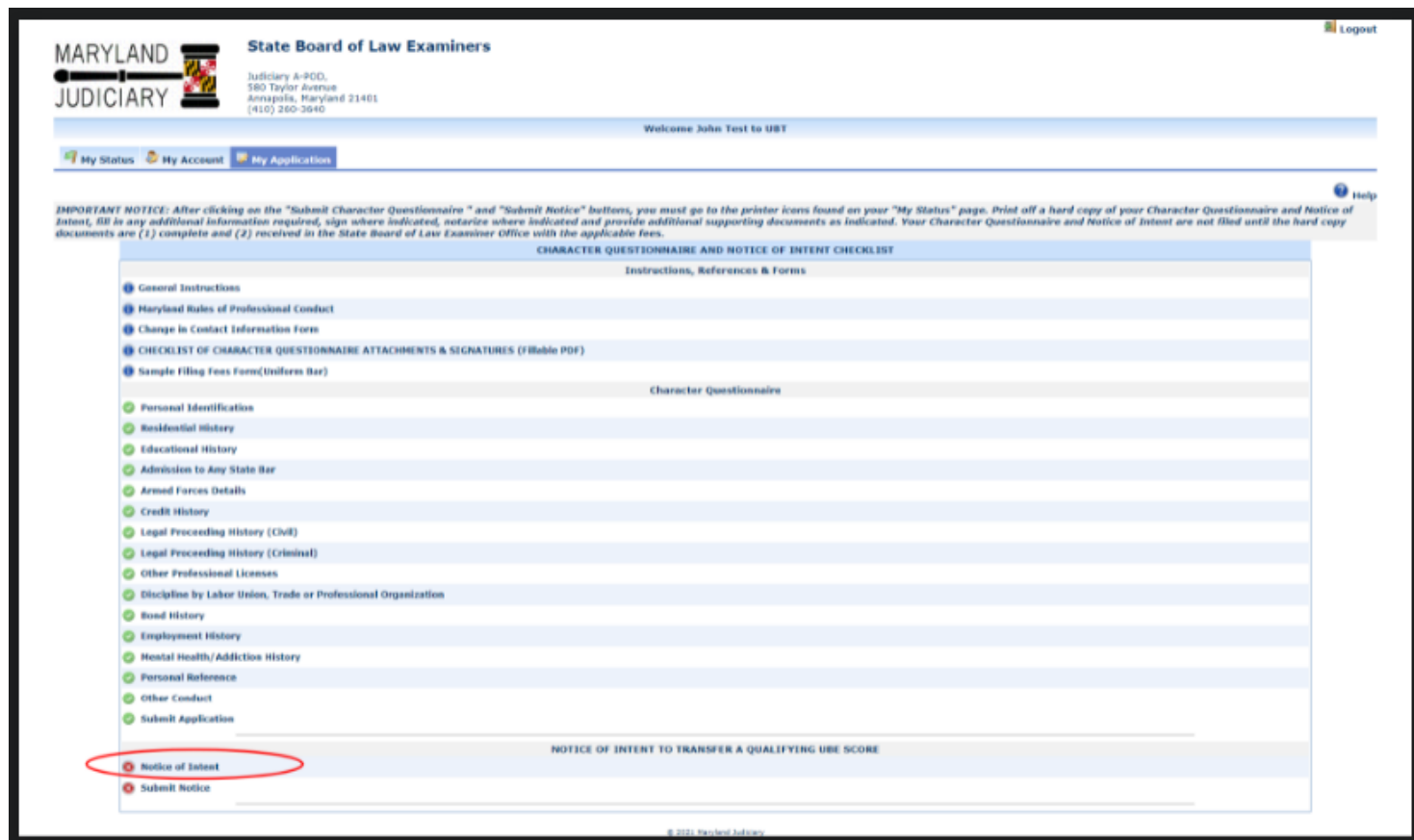


Figure 16 – My Application page for UBE Transfer role

BEFORE attempting to create a NOI, UBE Transfer applicants must ensure that SBLE has confirmed receipt of their qualifying UBE score from NCBE. Order your UBE score report via your NCBE Account at www.NCBEX.org. SBLE will record your score in your eBar account and notify you by email when it has done so.

When your score has been recorded in your account, click on “Notice of Intent” and then fill out the empty fields at the bottom of the NOI.

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Maryland State Board of Law Examiners Instructions for Online Electronic Bar Application System (eBar)

- Enter the law school from which you graduated and the date of your graduation.
- Select the state in which you earned your qualifying UBE score and the date of exam on which you earned your qualifying score
- Enter your qualifying UBE score as reported to SBLE by the NCBE.

The screenshot displays the 'Notice of Intent to Transfer a Qualifying UBE Score' form. The form is divided into several sections: 'Exam Session', 'Contact Information', and 'Eligibility/Exam Details'. The 'Eligibility/Exam Details' section is circled in red and contains the following fields:

- I will/Did graduate from:** A dropdown menu with a downward arrow.
- Date Graduated (please use mm/AA/yyyy format):** A text input field.
- Place taken:** A dropdown menu with a downward arrow.
- Exam in:** A dropdown menu with a downward arrow.

Other visible fields include 'Full Name' (John Doe), 'NCBE Number' (98000001), and 'Address' (123 Somewhere St, Annapolis, MD 21401, US). The form also includes a 'Save Application' button and a 'Next Page' link.

Figure 17 – Notice of Intent to Transfer a Qualifying UBE Score to Maryland

After filling out the required fields, click “Save Application” to be returned to the My Application page.

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Maryland State Board of Law Examiners

Instructions for Online Electronic Bar Application System (eBar)

Click on the "Submit Notice" link at the bottom of the page to electronically submit your Notice of Intent.



State Board of Law Examiners

Judiciary A-POD,
580 Taylor Avenue
Annapolis, Maryland 21401
(410) 260-3640

Welcome John Test to UBT

[My Status](#) [My Account](#) [My Application](#)

IMPORTANT NOTICE: After clicking on the "Submit Character Questionnaire" and "Submit Notice" buttons, you must go to the printer icons found on your "My Status" page. Print off a hard copy of your Character Questionnaire and Notice of Intent information required, sign where indicated, notarize where indicated and provide additional supporting documents as indicated. Your Character Questionnaire and Notice of Intent are not filed until the hard copy documents are (1) complete a State Board of Law Examiner Office with the applicable fees.

CHARACTER QUESTIONNAIRE AND NOTICE OF INTENT CHECKLIST	
Instructions, References & Forms	
<input type="checkbox"/> General Instructions	
<input type="checkbox"/> Maryland Rules of Professional Conduct	
<input type="checkbox"/> Change in Contact Information Form	
<input type="checkbox"/> CHECKLIST OF CHARACTER QUESTIONNAIRE ATTACHMENTS & SIGNATURES (Fillable PDF)	
<input type="checkbox"/> Sample Filing Fees Form(Uniform Bar)	
Character Questionnaire	
<input checked="" type="checkbox"/> Personal Identification	
<input checked="" type="checkbox"/> Residential History	
<input checked="" type="checkbox"/> Educational History	
<input checked="" type="checkbox"/> Admission to Any State Bar	
<input checked="" type="checkbox"/> Armed Forces Details	
<input checked="" type="checkbox"/> Credit History	
<input checked="" type="checkbox"/> Legal Proceeding History (Civil)	
<input checked="" type="checkbox"/> Legal Proceeding History (Criminal)	
<input checked="" type="checkbox"/> Other Professional Licenses	
<input checked="" type="checkbox"/> Discipline by Labor Union, Trade or Professional Organization	
<input checked="" type="checkbox"/> Bond History	
<input checked="" type="checkbox"/> Employment History	
<input checked="" type="checkbox"/> Mental Health/Addiction History	
<input checked="" type="checkbox"/> Personal Reference	
<input checked="" type="checkbox"/> Other Conduct	
<input checked="" type="checkbox"/> Submit Application	
NOTICE OF INTENT TO TRANSFER A QUALIFYING UBE SCORE	
<input checked="" type="checkbox"/> Notice of Intent	
<input checked="" type="checkbox"/> Submit Notice	

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Figure 18 – My Status page for UBE Transfer

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Maryland State Board of Law Examiners

Instructions for Online Electronic Bar Application System (eBar)

A correctly submitted NOI will show a green checkmark on the last line and there will be success message at the top of the screen:

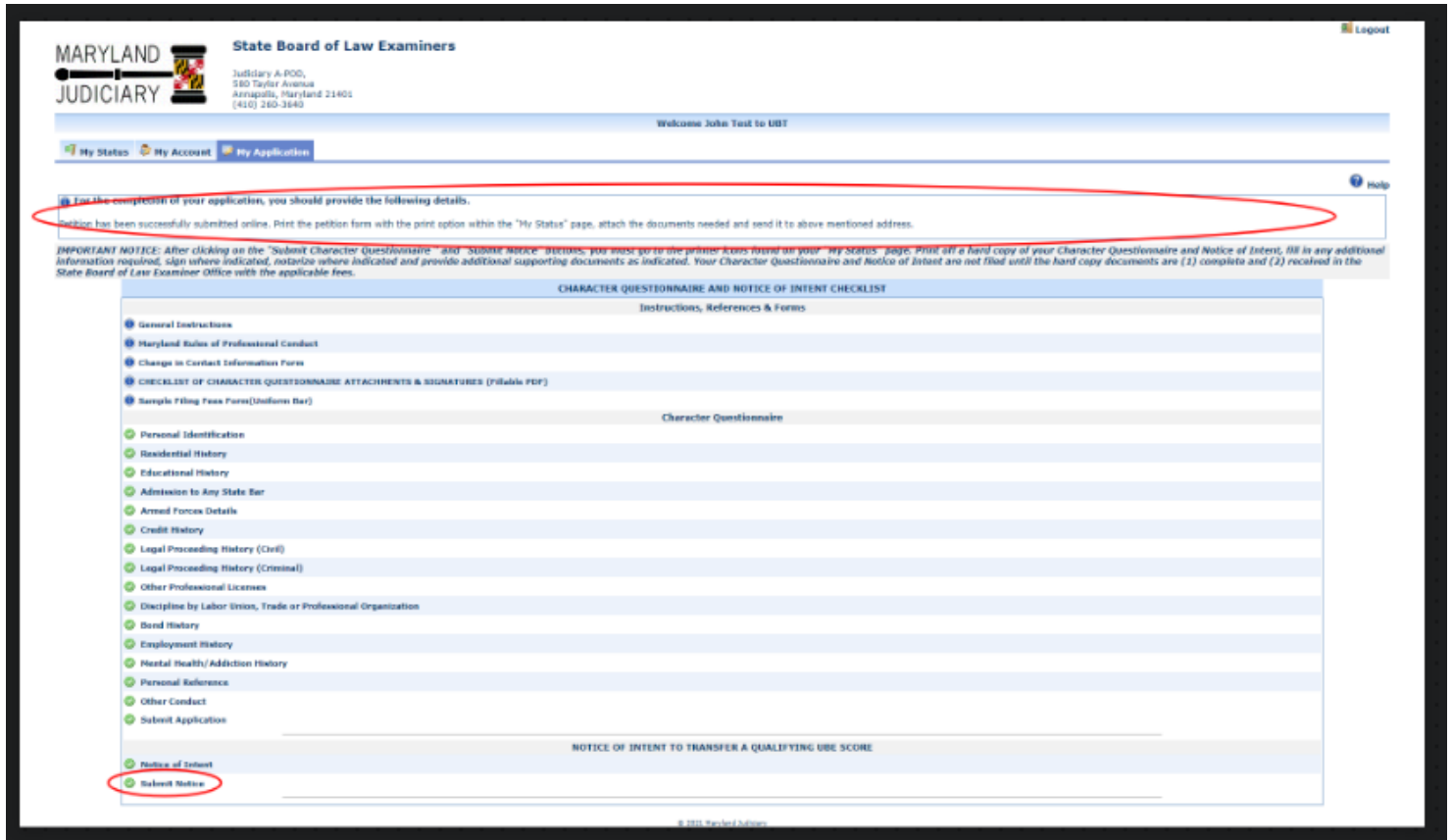


Figure 19 – Correctly submitted Notice of Intent

YOU ARE NOT FINISHED. You must go to the My Status tab to print your CQ and NOI for filing.

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Maryland State Board of Law Examiners
Instructions for Online Electronic Bar Application System (eBar)

PRINTING and FILING YOUR HARD COPY CHARACTER QUESTIONNAIRE AND/OR NOTICE OF INTENT

Once you have submitted your CQ and NOI electronically, go to your “My Status” page. You should see (1) a printer icon for the CQ and (1) a printer icon for the Notice of Intent.

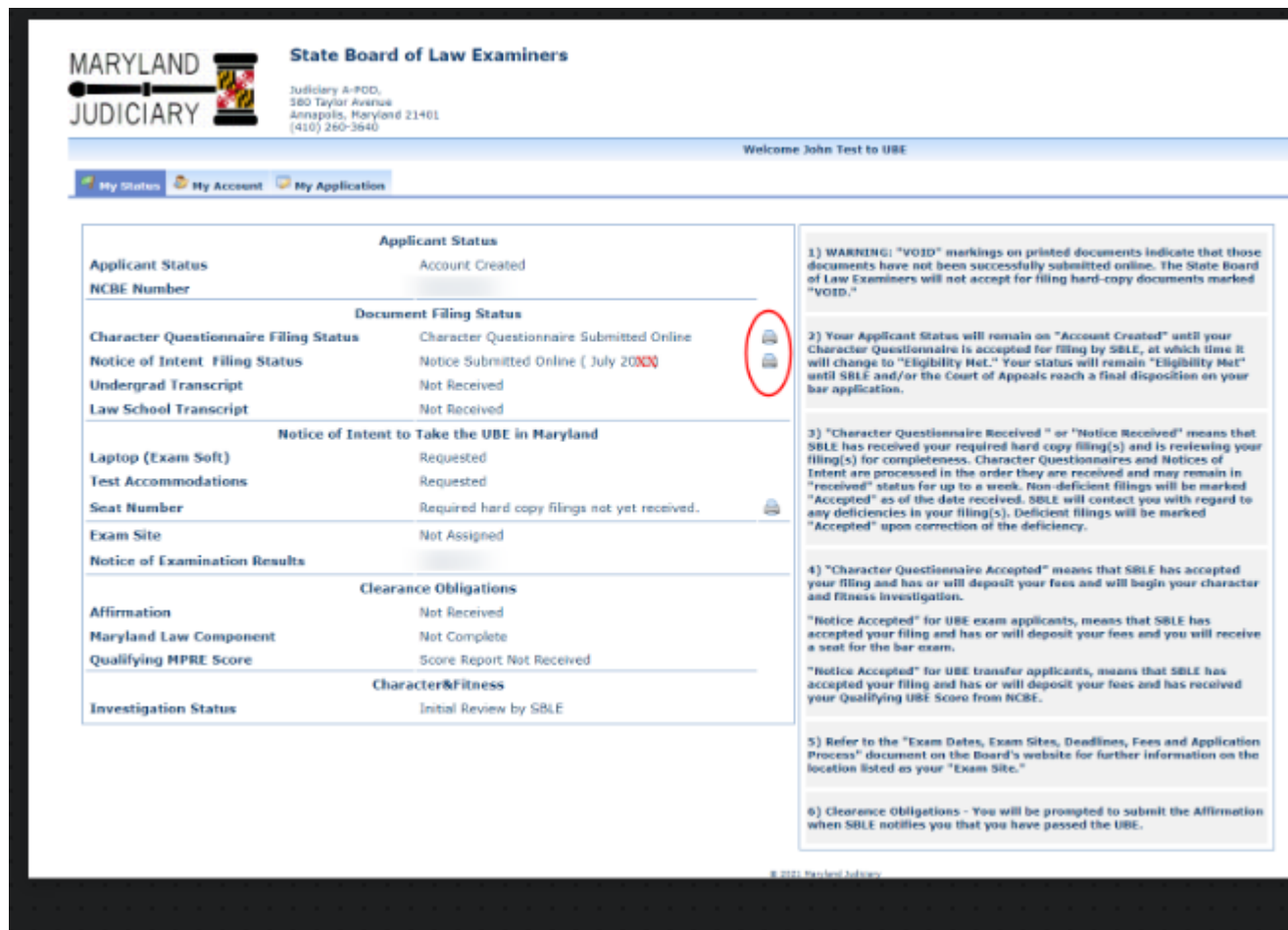


Figure 20 – “My Status” showing printer icons.

Click on the icon(s) to print hard copies of your CQ and NOI.

CAUTION: If your printed document(s) contain(s) a “VOID” watermark, you did not electronically submit the documents. Go back to “My Application” and scroll down to the bottom of the page until you see “Submit Application” and/or “Submit Notice”. Click on Submit and look for your confirmation message. Then return to My Status and re-print the document(s). You should now have no “Void” watermarks.

You must sign each document where indicated. You must also provide supplemental documentation as necessary in order for your bar application to be complete. Locate the [CQ Attachments Checklist](#) on SBLE’s website for details of the required attachments

Only completed CQs and NOIs submitted online and in hard-copy with the required signatures and filing fee(s) will be treated as “filed” by SBLE. When SBLE processes your hard copy CQ and NOI along with original signatures and supplemental documents, your “My Status” page will display changes to your status. You may also receive e-mails from the eBar system when your status changes.

Maryland State Board of Law Examiners
Instructions for Online Electronic Bar Application System (eBar)

CHARACTER QUESTIONNAIRES PENDING MORE THAN THREE YEARS

UBE Exam and Transfer applicants (including former General Bar Exam applicants) whose Character Questionnaires have been pending more than three (3) years since the most recently filed CQ must complete and electronically submit an Updated CQ before eBar will permit the creation and submission of a Notice of Intent to Take a Scheduled UBE in Maryland or a Notice of Intent to Transfer a Qualifying UBE Score. Click Create New Character Questionnaire to start the update process. If an update is required, you may not file a new Notice of Intent in our office to take a scheduled bar examination until the completed new updated Character Questionnaire is filed in our office along with the prescribed update fee.

eBar will permit you to copy the information from your prior electronic Character Questionnaire in order to assist you in completing your new Updated Character Questionnaire. ***You will only have this option once. If you leave the page or skip the option to copy your old data to the new CQ, you will have to reenter all of your former information from scratch.*** The “copy” function is only available if you have previously submitted an original application or updated application after October 4, 2010 in the eBar system.

Except as noted below, the Updated Character Questionnaire must be printed, signed and filed in the same manner as the original Character Questionnaire, along with the prescribed fees and attachments.

[End of document for UBE Exam and UBE Transfer applicants]

Maryland State Board of Law Examiners Instructions for Online Electronic Bar Application System (eBar)

Creating a Petition for Admission Without Examination

To create a Petition, click “Create New Petition” from the My Status page.

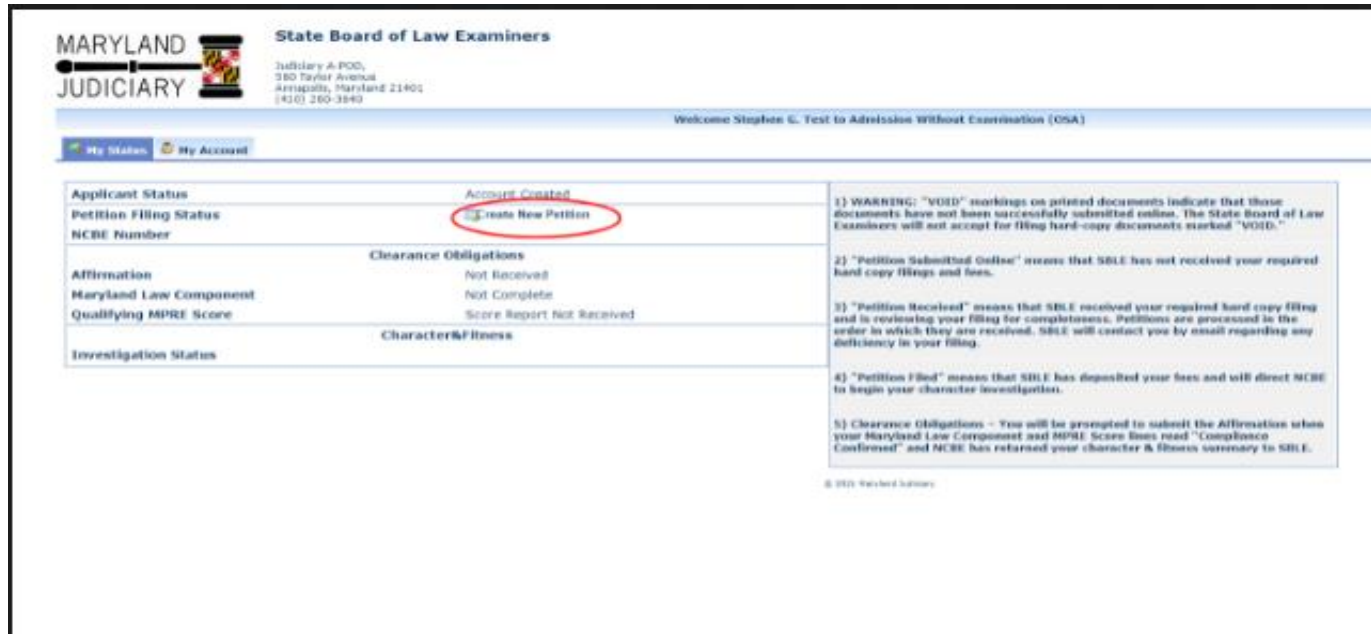


Figure 21 – My Status page for OSA role

Most of the fields will be populated by your account information. Answer the questions at the bottom of the page.

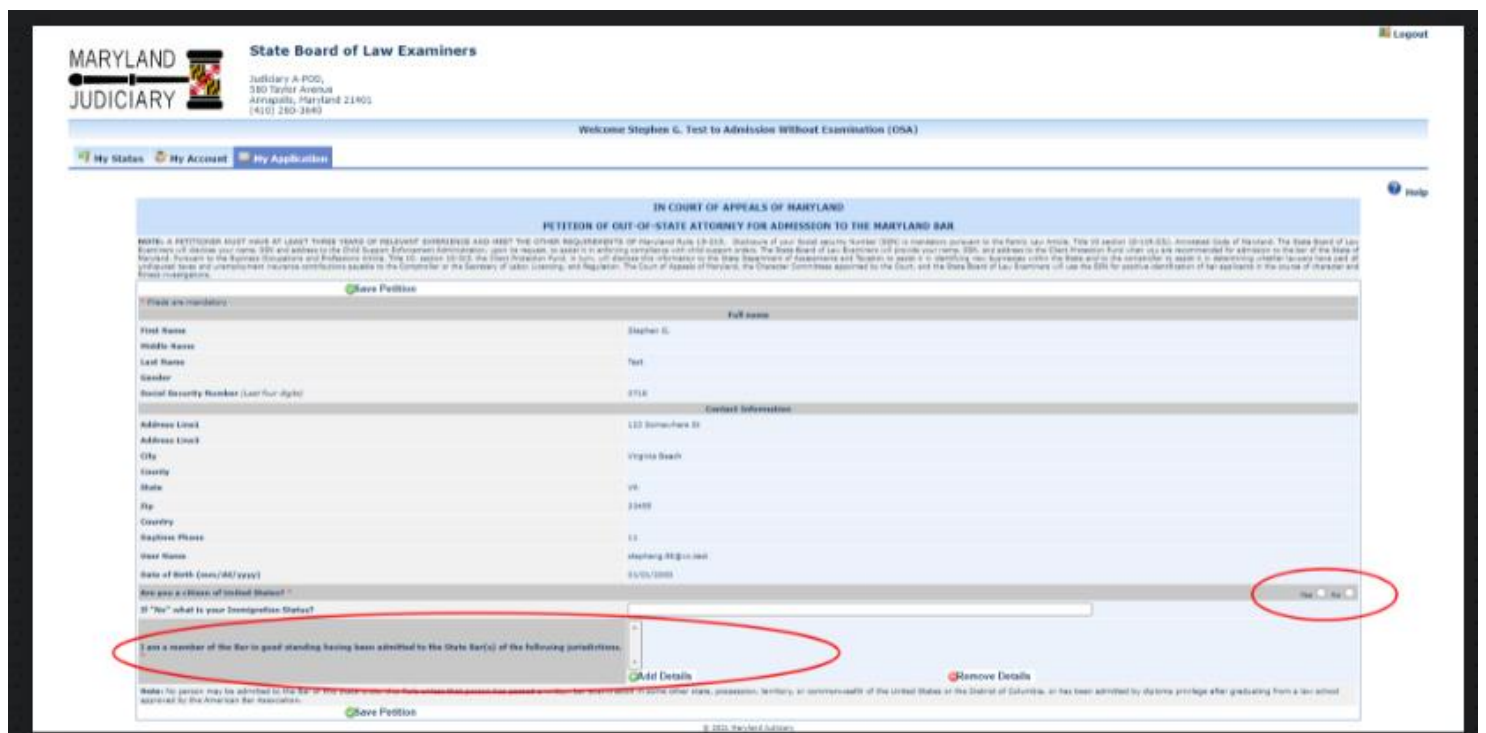


Figure 22 – Petition showing questions to be answered

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Maryland State Board of Law Examiners

Instructions for Online Electronic Bar Application System (eBar)

To answer the question regarding prior bar admissions, click the “Add Details” button. Enter the details of your prior bar admission in the dialogue box. Click “Save Details.” If you have more than one prior bar admission, you must “Add Details” and “Save Details” separately for each admission.

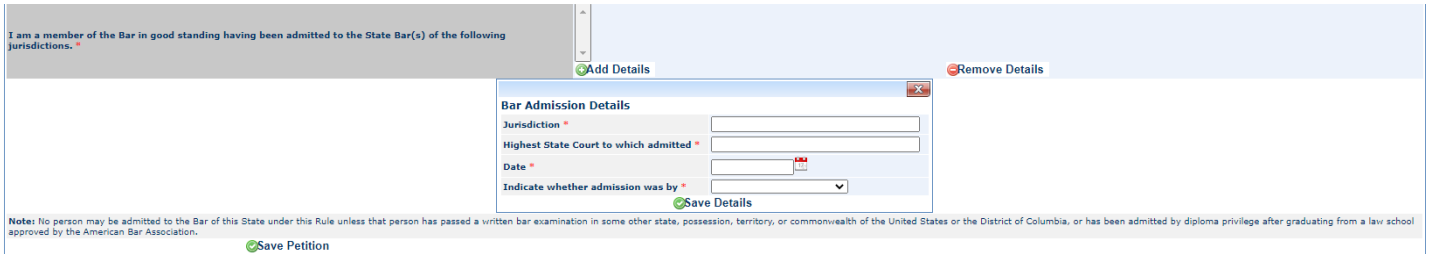


Figure 23 Petition (partial) showing Bar Admissions Details Box

After adding and saving details for all bar admissions, click “Save Petition.”

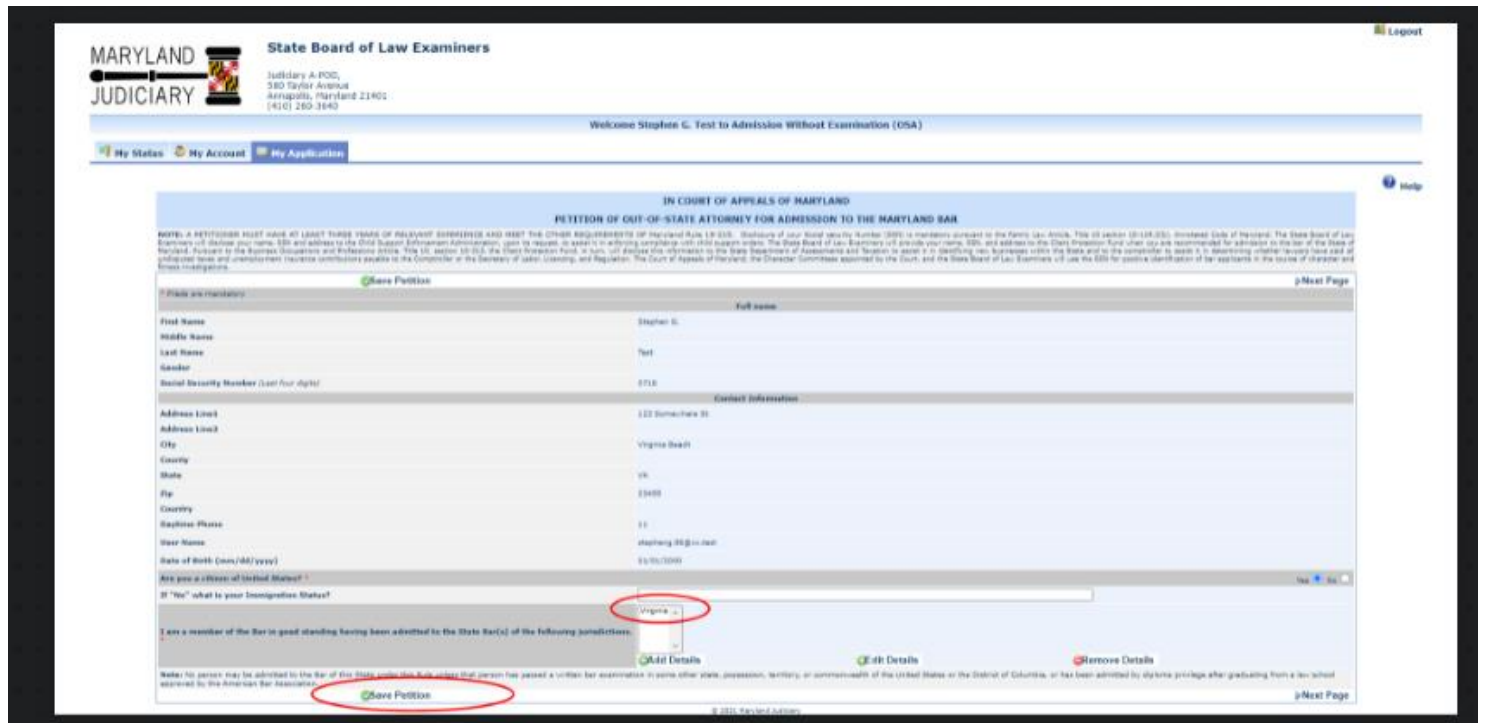


Figure 24 - Completed Petition

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Maryland State Board of Law Examiners

Instructions for Online Electronic Bar Application System (eBar)

“Save Petition” will return you to the My Application screen where you will see “Submit Petition” with a red “x.”

The screenshot shows the Maryland State Board of Law Examiners website. The header includes the logo and contact information for the State Board of Law Examiners. Below the header, there is a navigation bar with links for "My Status", "My Account", and "My Application". The main content area is titled "OSA PETITION CHECKLIST" and contains several sections: "General Instructions", "Maryland Bar Rules of Professional Conduct", "Change Of Contact Information form", and "OSA Petitioner's Checklist of Required Attachments". The "OSA Petitioner's Checklist of Required Attachments" section is expanded, showing a list of items to be attached to the petition. The "Submit Petition" button is circled in red.

Figure 25 – Petition ready for submission.

Click “Submit Petition” to submit the Petition be shown a success message and a green “✓”


The screenshot shows the Maryland State Board of Law Examiners website. The header includes the logo and contact information for the State Board of Law Examiners. Below the header, there is a navigation bar with links for "My Status", "My Account", and "My Application". The main content area is titled "OSA PETITION CHECKLIST" and contains several sections: "General Instructions", "Maryland Bar Rules of Professional Conduct", "Change Of Contact Information form", and "OSA Petitioner's Checklist of Required Attachments". The "OSA Petitioner's Checklist of Required Attachments" section is expanded, showing a list of items to be attached to the petition. The "Submit Petition" button is circled in green. A success message is displayed above the checklist, stating: "Petition has been successfully submitted online. Print the petition form with the print option within the 'My Status' page, attach the documents needed and send it to above mentioned address."

Figure 26 – Successfully submitted Petition

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Maryland State Board of Law Examiners Instructions for Online Electronic Bar Application System (eBar)

After submitting the Petition online, go to the My Status page and print the Petition using the printer icon.



**MARYLAND
JUDICIARY**

State Board of Law Examiners

Judiciary A-POD,
580 Taylor Avenue
Annapolis, Maryland 21401
(410) 260-3640

Welcome Stephen G. Test to Admission Without Examination (OSA)

My Status
My Account
My Application

Applicant Status	Account Created	<p>1) WARNING: "VOID" markings on printed documents indicate that those documents have not been successfully submitted online. The State Board of Law Examiners will not accept for filing hard-copy documents marked "VOID."</p> <p>2) "Petition Submitted Online" means that SBLE has not received your required hard copy filings and fees.</p> <p>3) "Petition Received" means that SBLE received your required hard copy filing and is reviewing your filing for completeness. Petitions are processed in the order in which they are received. SBLE will contact you by email regarding any deficiency in your filing.</p> <p>4) "Petition Filed" means that SBLE has deposited your fees and will direct NCBE to begin your character investigation.</p> <p>5) Clearance Obligations – You will be prompted to submit the Affirmation when your Maryland Law Component and MPRE Score lines read "Compliance Confirmed" and NCBE has returned your character & fitness summary to SBLE.</p>
Petition Filing Status	Petition Submitted Online	
NCBE Number		
Affirmation	Clearance Obligations Not Received	
Maryland Law Component	Not Complete	
Qualifying MPRE Score	Score Report Not Received	
Investigation Status	Character&Fitness Initial Review by SBLE	

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Figure 27 – My Status page showing Petition Submitted Online and printer icon.

CAUTION: If your printed document(s) contain(s) a "VOID" watermark, you did not electronically submit the documents. Go back to "My Application" and scroll down to the bottom of the page until you see "Submit Petition" Click on Submit and look for your confirmation message. Then return to My Status and re-print the document(s). You should now have no "Void" watermarks.

You must sign the printed Petition where indicated. You must also provide supplemental documentation as necessary in order for your bar application to be complete. Locate the [Checklist of Petition Attachments \(OSA\)](#) on the left-hand menu of SBLE’s website for details of the required attachments.

Only completed Petitions submitted online and in hard-copy with the required signatures and filing fee(s) will be treated as "filed" by SBLE. When SBLE processes your hard copy Petition along with original signatures and supplemental documents, your "My Status" page will display changes to your status. You may also receive e-mails from the eBar system when your status changes.