

MARYLAND GENERAL BAR EXAMINATION
ONLINE ELECTRONIC BAR APPLICATION (“eBar”)

OVERVIEW

These instructions will assist you in using the State Board of Law Examiners’ (“SBLE”) online electronic Bar Application (“eBar”) to create a Bar Application and/or Notice of Intent to Take a Scheduled General Bar Examination (“Notice”) for the Maryland General Bar Examination. **SBLE STRONGLY RECOMMENDS THAT APPLICANTS PRINT THIS DOCUMENT FOR EASY REFERENCE DURING THE ONLINE APPLICATION PROCESS.**

- Please take note that applicants must not only create and submit their Application and/or Notice electronically, but also **mail or deliver hard copies of their Application and/or Notice to SBLE with original signatures and supplemental documentation, as necessary, along with the appropriate fees.**
- Completed hard-copy Applications and/or Notices must be **RECEIVED** in SLBE’s Office by 4:30 pm on the filing deadline.
- Any hard-copy Application and/or Notice 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 a good cause request to be considered by SBLE. Non-conforming good cause requests will be denied.

General Bar Exam

Recent law school graduates and attorneys who do not meet the eligibility requirements of Maryland Rule 19-212 to sit for the Attorney exam must apply to take the Maryland General Bar Examination. Applicants taking the Maryland General Bar Exam for the first time must complete and submit a Bar Application and Notice of Intent to Take a Scheduled General Bar Examination. These two (2) documents are both generated within eBar.

Applicants who have previously taken the Maryland General Bar exam one (1) or more times need only submit a Notice (but not an application, unless an update is required). Retake applicants will follow the same process for filling out an online Notice of Intent as those taking the exam for the first time. eBar will produce the appropriate Notice for each applicant.

Applicants whose applications are stale (i.e., the application remains pending more than three (3) years before the applicant passes the Bar exam) must file an Updated Application and pay a \$70.00 update fee. The Updated Application is discussed further on page 20 of this document.

To access eBar, click on the link for the General Bar Exam Electronic Application from SBLE’s website – www.mdcourts.gov/ble/generalbarexam.html.

Out-of-State Attorney Exam (Maryland Rule 19-213)

Applicants meeting the requirements of Maryland Rule 19-212 and wishing to sit for the Maryland Out-of-State Attorney exam must file a Petition (Md. Rule 19-213(a)). To access eBar for the Out-of-State Attorney’s exam, click on the link for the Out-of-State Attorney Bar Exam Electronic Application from SBLE’s website – www.mdcourts.gov/ble/outofstateexam.html. A separate instructional document exists for use in completing the online Petition for the Maryland Out-of-State Attorney’s Bar Examination.

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION (“eBar”)

INSTRUCTIONS FOR FILING A BAR APPLICATION

Creating an Account

Completing the Bar Application begins with creating an eBar account. On the Welcome screen, click on the “Create Account” link found near the login boxes.

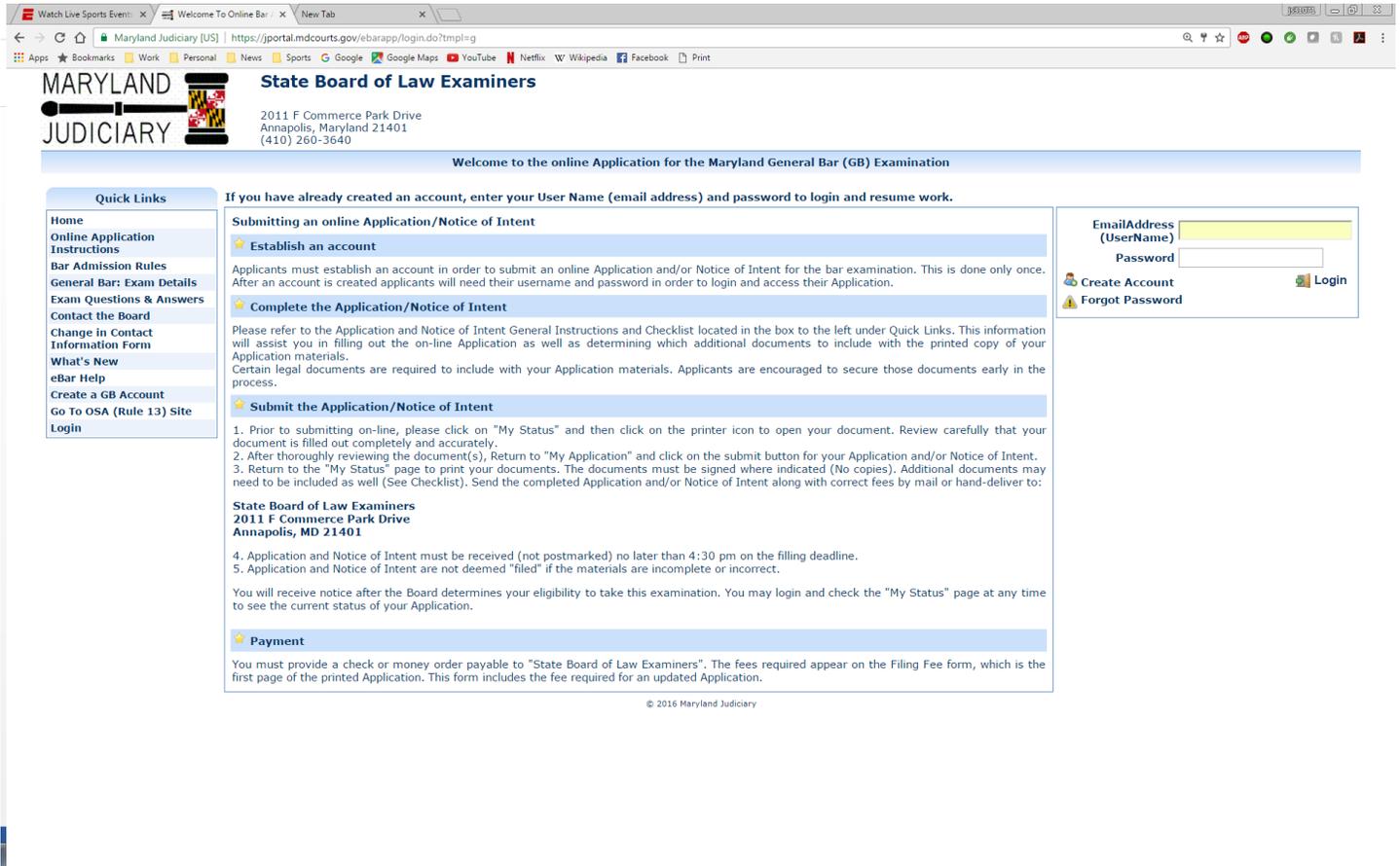


Fig. 1 – Welcome Screen for the eBar system (General Bar Exam)

NOTE: Check carefully to ensure you are creating an account for the exam you intend to take – General Bar (GB) Examination or Out of State Attorney’s (OSA) Examination.

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You will be taken to the account creation form:

The screenshot shows a web browser window displaying the account creation form for the Maryland General Bar Examination. The page header includes the Maryland Judiciary logo and the State Board of Law Examiners' contact information. The form is titled "Create an Account To Start the Application Process For Bar Of Maryland" and contains various fields for personal and contact information. Fields marked with a red asterisk (*) are mandatory. The form includes sections for "Place of Birth" and "Mailing Address". At the bottom, there are buttons for "Create Account" and "Cancel Request", along with a copyright notice for 2016 Maryland Judiciary.

Quick Links

- Home
- Online Application
- Instructions
- Bar Admission Rules
- General Bar Exam Details
- Exam Questions & Answers
- Contact the Board
- Change in Contact Information Form
- What's New
- eBar Help
- Create a GB Account
- Go To OSA (Rule 13) Site
- Login

Create an Account To Start the Application Process For Bar Of Maryland

* Fields are mandatory

Create Account For * General Bar Examination

Email Address (User Name) *

Password * (It should have minimum 8 characters and have at least one of each - a letter, a number and a special character eg., !@,#,\$,%,&)

Confirm Password * (Must match the password that you have entered above)

If the name that appears above is not your Full Legal Name you should promptly report this information to the office of the State Board of Law Examiners and submit the legal documentation supporting any name change.

First Name * (Enter Your Legal Name)

Middle Name * (Enter Your Legal Name) Please check if you have no Middle Name

Last Name * (Enter Your Legal Name)

Suffix (Examples of Suffix include Jr., Sr., I, II, III, IV, etc. **Not** Mr., Ms., Mrs., etc.)

Gender * Male Female

Date of Birth (please use mm/dd/yyyy format) * (You have to be at least 18 years of age to be admitted to the Bar of Maryland)

NCBE Number (Access www.ncbex.org to obtain your NCBE number) *

Social Security Number * (If you do not have a U.S. issued SSN, you must contact the Board Office)

Confirm Social Security Number *

Disclosure of your Social Security Number (SSN) is mandatory pursuant to the Family Law Article, Title 10, section 10-119.3(b), Annotated Code of Maryland. The State Board of Law Examiners 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. The State Board of Law Examiners will provide your name, SSN, and address to the Client Protection Fund when you are recommended for admission to the bar of the State of Maryland. Pursuant to the Business Occupations and Professions Article, Title 10, section 10-313, the Client Protection Fund, in turn, 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 all undeposited taxes and unemployment insurance contributions payable to the Comptroller or the Secretary of Labor, Licensing, and Regulation. The Court of Appeals of Maryland, the Character Committees appointed by the Court, and the State Board of Law Examiners will use the SSN for positive identification of bar applicants in the course of character and fitness investigations.

Place of Birth

Country * United States

City *

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

Mailing Address (Mailing Address will be used for all Board correspondence and seat number assignments)

Country * United States

Address *

County * (If not within a county, enter N/A)

City *

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

Zip *

Daytime Phone * Only numbers are allowed in this field

Security Question * Mother Maiden Name

Answer * Only 25 characters are allowed in this field

Hint * Only 10 characters are allowed in this field

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Fig 2 – Account creation form

Complete all required information (marked with a red asterisk “*”). In eBar, your e-mail address becomes your User Name. 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. 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 *). Please write down your password. 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) for instructions on how to proceed.

In order to create an account in eBar you must obtain and disclose an NCBE identification 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 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. Often, applicants will make errors in entering data for their Social Security numbers, date of birth, place of birth, suffix, prefix, etc. After submission, mistakes may only be corrected by sending a signed letter to the Board noting the error and correction to be made.

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

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After you submit 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
2011-F Commerce Park Drive
Annapolis, MD 21401
jeffrey.shipley@mdcourts.gov*

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 the SBLE Office at (410) 260-3640 during normal business hours (M–F 8:30am to 4:30pm) to manually activate your account.

CAUTION: E-mail account providers hosted with “.net” domains (e.g., comcast.net, verizon.net, att.net, etc) and AOL DO NOT interface 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.

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.

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Filling Out the Application and/or Notice of Intent Online

After activating your account, you will be able to log in to eBar and begin your General Bar Application and/or Notice of Intent.

Upon logging into eBar, you will land on the “My Status” screen.

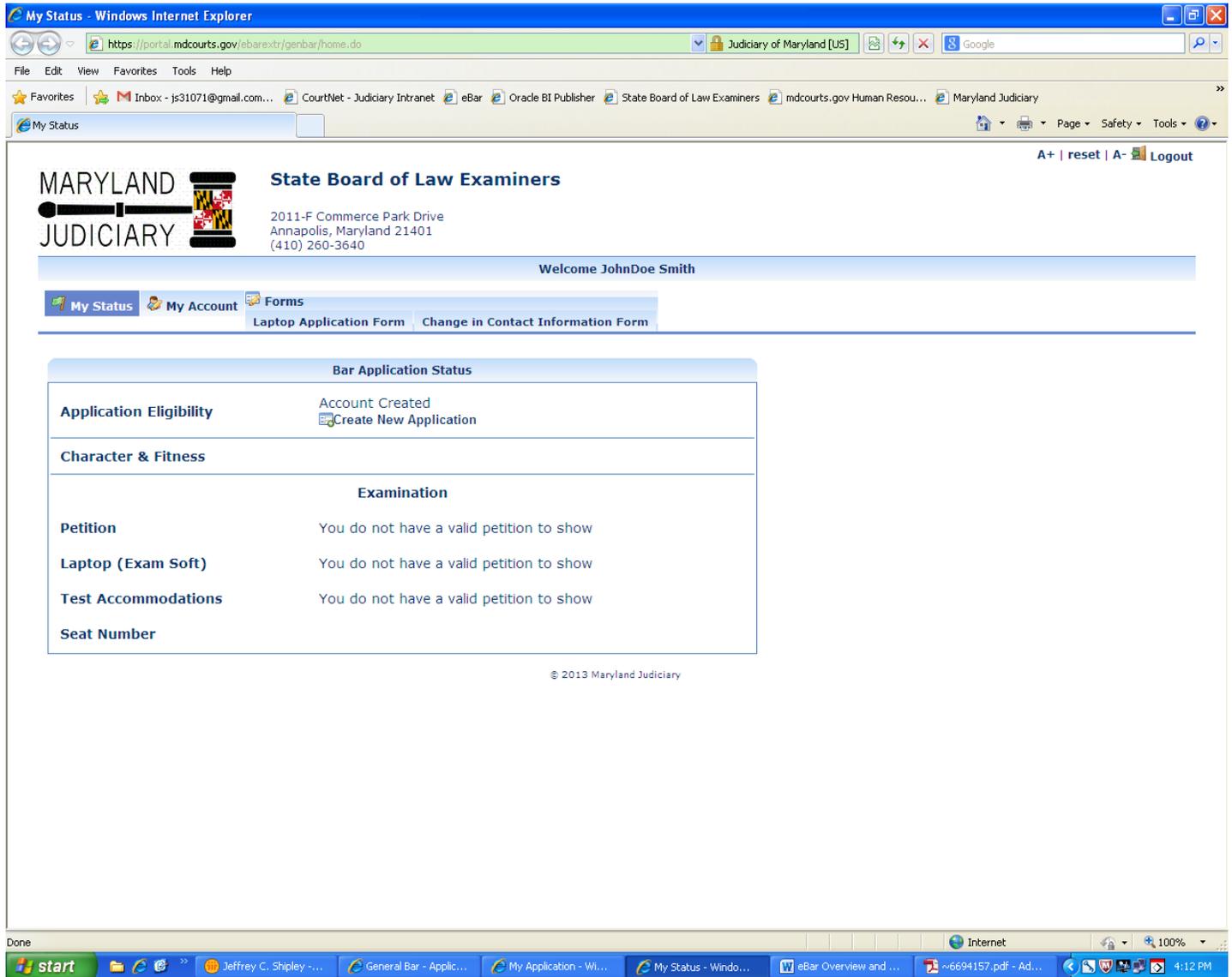


Figure 3 – “My Status” screen (General Bar application shown)

Click on the “Create New Application” button to begin the online application process.

Note - On the top right of your screen you will see A+, reset, and A-. These are screen viewer adjustments. If you want to increase the size of the screen fonts, click on the A+ symbol. If you want to decrease the size of the screen fonts, click on the A- symbol. If you want the screen fonts back to their original size, click “reset.” The screen viewer adjustments appear on each page of the Application.

Clicking “New Application” automatically moves you into the first page of the Application – “Personal Identification”

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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 Application.

The screenshot shows a web browser window with the URL <https://portal.mdcourts.gov/ebarapp/genbar/personalident.do>. The page header includes the Maryland Judiciary logo and the State Board of Law Examiners contact information. A navigation bar shows "My Status", "My Account", and "My Application". The main content area is titled "APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND" and "Question 1 - Personal Identification Information".

Question 1 - Personal Identification Information

* Fields are mandatory

1(a) Applicant's Full Legal Name:

First Name	JohnDoe
Middle Name	
Last Name	Smith

1(b) Applicant's gender: Male

1(c) Applicant's Social Security Number (Last four digits): 1576

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

List of Known Names: John Doe Wilkesbooth

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

Country	US
Address	123 Backacre Lane
City	Annapolis
State	MD
Zip	21401

1(f) Applicant's daytime telephone number: 4102603646

1(g) Applicant's email address: greenbart182@gmail.com

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

State: MARYLAND

Applicant's driver's license number: 5555555555

1(i) Applicant's NCBE Number:

Question 2 - Date and Place of Birth/Citizenship

2(a) Applicant's Date of Birth: 03/10/1971

2(b) Applicant's Place of Birth:

Country	US
State	MD
City	Baltimore

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

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MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION (“eBar”)

Adding/Editing Details

Some items on the application 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 JohnDoe Smith indicates that he was previously known by another name. Applicant Smith must now “Add Details” regarding his former name.

The screenshot shows a web browser window with the URL <https://portal.mdcourts.gov/ebarapp/genbar/personalident.do>. The page header includes the Maryland Judiciary logo and contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A welcome message reads "Welcome JohnDoe Smith". Navigation tabs include "My Status", "My Account", and "My Application".

The main content area is titled "APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND" and "Question 1 - Personal Identification Information". It features a "Save Application" button and a "Next Page" link. A note states: "* Fields are mandatory".

Section 1(a) "Applicant's Full Legal Name:" includes fields for First Name (JohnDoe), Middle Name, Last Name (Smith), and 1(b) Applicant's gender (Male). Section 1(c) "Applicant's Social Security Number (Last four digits)" is 1576.

Section 1(d) "Have you ever used or been known by any other name?" is marked with a red asterisk. The "Yes" radio button is selected. A text box contains "John Doe WilkesBooth". Below this is a "List of Known Names" section with a dropdown menu showing "John Doe WilkesBooth". Buttons for "Add Details", "Edit Details", and "Remove Details" are present.

Section 1(e) "Applicant's mailing address for Bar admissions correspondence:" includes fields for Country (US), Address (123 Blackacre Lane), and City (Annapolis).

Figure 5 – “My Application” Page 2 (partial)

Click on the “Add Details” button.

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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 details you wish to edit, and clicking on the “Edit Details” button. Revise the detail information, then click “Save Details.” JohnDoe Smith has clicked on “Add Detail” and entered his former name, Jimmy Dean Smith and other information about use of a former name. (See Figure 6, below)

The screenshot shows a web browser window with the URL <https://portal.mdcourts.gov/ebarapp/genbar/personalident.do>. The page displays the 'My Application' form for the Maryland General Bar Examination. The form is divided into several sections:

- 1(b) Applicant's gender:** Male
- 1(c) Applicant's Social Security Number (Last four digits):** 1576
- 1(d) Have you ever used or been known by any other name? *** Yes No
- List of Known Names:** A dropdown menu showing 'John Doe WilkesBooth'.
- Add Known Name Details:** A dialog box with the following fields:
 - FullName:** Jimmy Dean Smith
 - First Name *:** Jimmy
 - Middle Name *:** Dean
 - Last Name *:** Smith
 - Used From (please use mm/yyyy format) *:** 10/2013
 - Used to (please use mm/yyyy format) *:** 10/2016
 - Reason *:** Ma Smith changed my name
- 1(e) Applicant's mailing address for Bar admissions correspondence:**

Country	US
Address	123 Blackacre Lane
County	Anne Arundel
City	Annapolis
State	MD
Zip	21401

Figure 6 – “My Application” Page 6 (showing open “Add Details” field)

After entering the required information, click “Save Details.” This will return you the current page of the Application. 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 time 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 7, below, shows that JohnDoe Smith’s Application now lists his former names. “John WilkesBooth Doe” and “Jimmy Dean Smith.”

MARYLAND JUDICIARY State Board of Law Examiners
2011-F Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-3640

Welcome JohnDoe Smith

My Status My Account My Application

APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND
Question 1 - Personal Identification Information

Save Application Next Page

* Fields are mandatory

1(a) Applicant's Full Legal Name:

First Name	JohnDoe
Middle Name	
Last Name	Smith

1(b) Applicant's gender: Male

1(c) Applicant's Social Security Number (Last four digits): 1576

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 Doe WilkesBooth, Jimmy Dean Smith

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

Country: US

Figure 7 – “My Application” page 2 (partial, showing former names)

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION (“eBar”)

Moving from page to page in the Application

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.”

The screenshot displays a web browser window with the URL <https://portal.mdcourts.gov/ebarapp/genbar/bondHistory.do>. The page header includes the Maryland Judiciary logo and the State Board of Law Examiners contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A navigation bar shows "Welcome JohnDoe Smith" and tabs for "My Status", "My Account", and "My Application". The main content area is titled "APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND" and "Question 12 - Surety and Fidelity Bonds". It features two questions, 12(a) and 12(b), each with a text input field and a "200 characters remaining" indicator. A green "Save Application" button is positioned between the two questions. Navigation links for "Previous Page" and "Next Page" are also visible.

Figure 8 – “Save Application” Button

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION (“eBar”)

Viewing the “My Application” Checklist

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

The screenshot shows a web browser window displaying the Maryland Judiciary eBar application checklist. The browser's address bar shows the URL: <https://portal.mdcourts.gov/ebarapp/genbar/checkList.do>. The page header includes the Maryland Judiciary logo and the State Board of Law Examiners contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A navigation menu contains links for My Status, My Account, and My Application. A welcome message reads "Welcome JohnDoe Smith". An important notice states: "IMPORTANT NOTICE: After clicking on the 'Submit Application' and 'Submit Notice' buttons, you must go to the printer icons found on your 'My Status' page. Print off a hard copy of your Application and Notice of Intent, fill in any additional information required, sign where indicated, notarize where indicated and provide additional supporting documents as indicated. Your Application and Notice of Intent are not filed until the hard copy documents are (1) complete and (2) received in the State Board of Law Examiner Office with the applicable fees." The main content area is titled "APPLICATION AND NOTICE OF INTENT CHECKLIST" and is divided into three sections: "Instructions, References & Forms", "Application", and "NOTICE OF INTENT TO TAKE A SCHEDULED GENERAL BAR EXAMINATION". The "Instructions, References & Forms" section includes links for General Instructions, Maryland Rules of Professional Conduct, Change in Contact Information Form, Accommodation Request Form & Instructions, Laptop Use Instructions, and a Checklist of Application Attachments & Signatures (Fillable PDF). The "Application" section lists various categories with status indicators: Personal Identification (checked), Residential History (checked), Educational History (checked), Admission to Any State Bar (not checked), Armed Forces Details (checked), Credit History (checked), Legal Proceeding History (Civil) (checked), Legal Proceeding History (Criminal) (checked), Bond History (checked), Employment History (checked), Mental Health/Addiction History (checked), Personal Reference (checked), and Submit Application (not checked). The "NOTICE OF INTENT TO TAKE A SCHEDULED GENERAL BAR EXAMINATION" section includes links for Notice of Intent (not checked), Request For Special Accommodations (not checked), Request for Use of Laptop (not checked), and Submit Notice (not checked). A "Help" icon is located in the top right corner. The footer of the page reads "© 2016 Maryland Judiciary".

Figure 9 – My Application checklist

TIPS: If you exit eBar before submitting your electronic application, you may resume entering data by logging back in and accessing your Application 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.) Each time you log out of your eBar account without submitting your Notice of Intent, you will be required to verify your response to the Notice of Intent, laptop request, and special accommodations request. Click “Save & Next” to go to the next page.

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION (“eBar”)

Submitting the Electronic Application

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

The screenshot displays the Maryland Judiciary State Board of Law Examiners' online application portal. The user is logged in as JohnDoe Smith. The main content area is titled "APPLICATION AND NOTICE OF INTENT CHECKLIST" and is divided into two sections: "Instructions, References & Forms" and "Application".

Instructions, References & Forms:

- General Instructions
- Maryland Rules of Professional Conduct
- Change in Contact Information Form
- Accommodation Request Form & Instructions
- Laptop Use Instructions
- CHECKLIST OF APPLICATION ATTACHMENTS & SIGNATURES (Fillable PDF)

Application:

- Personal Identification ✓
- Residential History ✓
- Educational History ✓
- Admission to Any State Bar ✓
- Armed Forces Details ✓
- Credit History ✓
- Legal Proceeding History (Civil) ✓
- Legal Proceeding History (Criminal) ✓
- Bond History ✓
- Employment History ✓
- Mental Health/Addiction History ✓
- Personal Reference ✓
- Submit Application ✗

NOTICE OF INTENT TO TAKE A SCHEDULED GENERAL BAR EXAMINATION:

- Notice of Intent ✗
- Request For Special Accommodations ✗
- Request for Use of Laptop ✗
- Submit Notice ✗

At the bottom of the page, there is a copyright notice: © 2016 Maryland Judiciary.

Figure 10 – My Application Checklist – Ready to Submit

You may generate a PDF of your Application at any time by clicking the printer icon visible in the “Application 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 “✓”

The screenshot displays the Maryland Judiciary eBar application status page. At the top, the Maryland Judiciary logo and State Board of Law Examiners information are visible. A navigation bar includes "My Status", "My Account", and "My Application". A welcome message for "JohnDoe Smith" is present. A message states: "Application has been successfully submitted online. Print the application form with the print option within the 'My Status' page, attach the documents needed and send it to above mentioned address." An important notice follows, advising users to print and submit hard copies of the application and notice of intent. The main content is a checklist titled "APPLICATION AND NOTICE OF INTENT CHECKLIST". It is divided into three sections: "Instructions, References & Forms" (with 6 items), "Application" (with 13 items, all marked with green checkmarks), and "NOTICE OF INTENT TO TAKE A SCHEDULED GENERAL BAR EXAMINATION" (with 4 items, all marked with red X's). The "Submit Application" item in the Application section is highlighted with a green checkmark. The footer indicates "© 2016 Maryland Judiciary".

Figure 11 – My Application checklist showing successful submission message and “✓.”

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

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION (“eBar”)

The “My Status” page will indicate that your General Bar application has been submitted online and display printer icons. (See Figure 12, below). Your application is ready to be printed, signed and filed with SBLE.

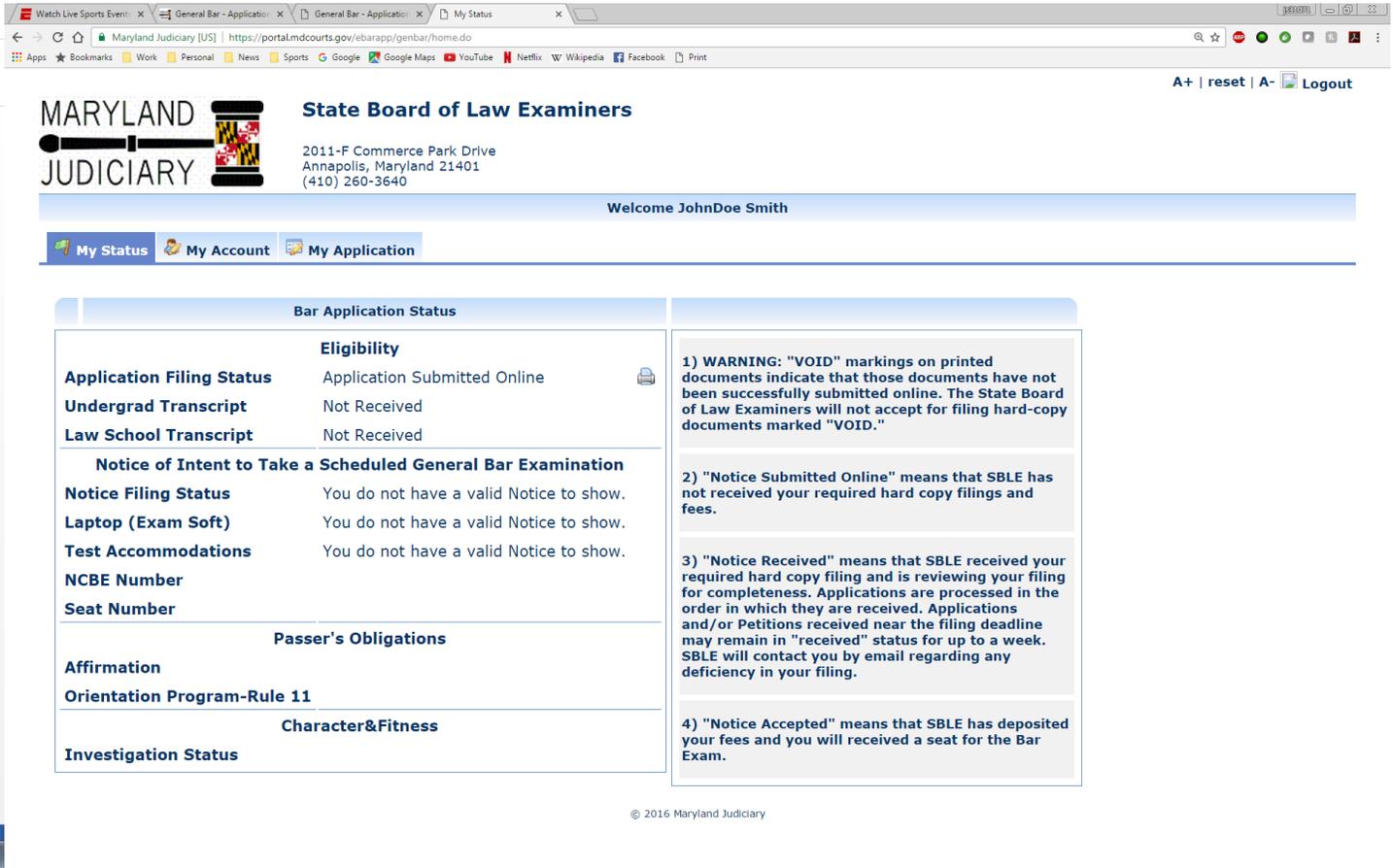


Figure 12 – My Status page showing “Application Submitted Online” and printer icons

After completing your Application, move on to completing the Notice of Intent, and, if appropriate, the Laptop Use and Accommodations Requests.

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION (“eBar”)

COMPLETING THE NOTICE OF INTENT TO SIT FOR A SCHEDULED BAR EXAM (GENERAL BAR ONLY)

Once General Bar applicants have completed and submitted the Application, a red “x” will remain by the “Notice of Intent to Take a Scheduled General Bar Examination,” “Laptop Request,” and “Accommodations Request” links. (Figure 11, above.) Applicants who intend to sit for a scheduled Bar Exam must click on “Notice of Intent to Take a Scheduled General Bar Examination” and then fill out the fields for the Notice of Intent. The process is the same as for filling out the Application, 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.

The screenshot shows a web browser window with the URL <https://portal.mdcourts.gov/ebarapp/genbar/petition.do>. The page header includes the Maryland Judiciary logo and contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A navigation bar contains links for My Status, My Account, and My Application. The main content area is titled "Notice of Intent to Take a Scheduled General Bar Examination" and includes a "Save Application" button and a "Next Page" link. The form is divided into several sections: "Fields are mandatory" (with a note that the user is taking the exam for the first time in July 2013), "Full Name" (with fields for Enter Your Legal Name, Middle Name, Last Name, Gender, Date of Birth, and Social Security Number), "Contact Information" (with fields for Country, Address, County, City, State, Zip/Postcode, Daytime Phone, and Email Address), and "Eligibility/Exam Details" (with fields for I will did graduate from, Date Graduated, I intend to take this Maryland Bar Examination concurrently, and I will physically sit for the Multistate Bar Examination in:). The "Save Application" button is highlighted in green.

Notice of Intent to Take a Scheduled General Bar Examination	
To the Honorable, the Court of Appeals of Maryland:	
Save Application Next Page	
* Fields are mandatory I intend to take the Maryland bar examination for the First time in July 2013 and in support of this notice give the following information.	
Full Name	
Enter Your Legal Name	JohnDoe
Middle Name	
Last Name	Smith
Gender	Male
Date of Birth (mm/dd/yyyy)	03/10/1971
Social Security Number	1576
<small>Disclosure of your Social Security Number (SSN) is mandatory pursuant to Md. Code Ann., Family Law, §10-119.3(b). The State Board of Law Examiners 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. The Board will provide your name, SSN, and address to the Client Protection Fund when you are recommended for admission to the Bar of the State of Maryland. Pursuant to Md. Code Ann., Business Occupations and Professions Article, §10-313, the Client Protection Fund, in turn, 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 all undisputed taxes and unemployment insurance contributions payable to the Comptroller or the Secretary of Labor, Licensing, and Regulation. The Court of Appeals of Maryland, the Character Committees, and the Board will use the SSN for positive identification of bar applicants in the course of character and fitness investigations.</small>	
NCBE Number	N23456789
<small>You must obtain an NCBE identification number to be entered into your Bar Application. 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.</small>	
Contact Information	
Country	US
Address	123 Blackacre Lane
County	Anne Arundel
City	Annapolis
State	MD
Zip/Postcode	21401
Daytime Phone	4102603646
Email Address	greenbar182@gmail.com
<small>If any of your contact information listed above is incorrect, correct it immediately using the Change of Contact Information form on SBLE's website.</small>	
Eligibility/Exam Details	
I will did graduate from *	University of Maryland School of Law
<small>(Applicants without a conferred or expected J.D. degree from an ABA-approved law school must select "OTHER," and follow the instructions on SBLE's website for obtaining a waiver of the standard educational requirements. Md. Rule 19-201(b).)</small>	
Date Graduated (please use mm/dd/yyyy format) *	05/16/2016
I intend to take this Maryland Bar Examination concurrently (in the same exam session) with the Bar Examination in another jurisdiction:	<input type="radio"/> Yes <input checked="" type="radio"/> No
If "Yes", name other jurisdiction	<input type="text"/>
I will physically sit for the Multistate Bar Examination in:	<input type="radio"/> Other Jurisdiction <input checked="" type="radio"/> Maryland
Save Application Next Page	

Figure 13 – Notice of Intent to Take a Scheduled Maryland Bar Examination

Select the NCBE exam session you plan to take from the dropdown box. eBar will pre-fill most of the fields with information from your application. Complete the required fields (“*”) at the bottom of the page and click “Save Application.” (Figure 13, above.) Then click, “Next Page” (to the right of “Save Application.”) You will be taken to the Laptop Request screen.

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION (“eBar”)

Laptop Requests

If you wish to use a laptop on the General Bar Exam, click the radio button for “Use a Laptop computer for the written test.” (Figure 14, below.) 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.

The screenshot shows a web browser window with the URL <https://portal.mdcourts.gov/ebarapp/genbar/laptopRequest.do>. The page header includes the Maryland Judiciary logo and the State Board of Law Examiners contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A navigation bar contains links for "My Status", "My Account", and "My Application". The main content area is titled "Notice of Intent to Take a Scheduled General Bar Examination" and contains a "Request For Use Of Laptop" form. The form has "Previous Page" and "Next Page" buttons at the top and bottom. It includes a "Save Application" button with a green checkmark. The form asks the user to "Indicate whether you will*" with radio buttons for "Handwrite the written test" and "Use a laptop computer for the written test". The "Use a laptop" option is selected. Below this is a text field for "Email address to be used for laptop computer use*" with the value "johndoesmith@gmail.com". A paragraph of text provides instructions and terms for laptop use, including a link to <http://www.courts.state.md.us/ble/pdfs/laptopuse.pdf>. At the bottom of the form, there is a checked checkbox for "I have read and understand the requirements and terms to use my laptop for the written examination." The footer of the page reads "© 2016 Maryland Judiciary".

Figure 14 – Laptop Request page

CAUTION: The Laptop Request in eBar is only the first step in the laptop application 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 ExamSoft, SBLE’s software vendor, in accordance with the policy on laptop use: <http://www.courts.state.md.us/ble/pdfs/laptopuse.pdf>. This link may be accessed from your “My Status” page, or SBLE’s website.

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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. (Figure 14, below.) 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.”

The screenshot shows a web browser window with the URL <https://portal.mdcourts.gov/ebarapp/genbar/laptopRequest.do>. The page header includes the Maryland Judiciary logo and the State Board of Law Examiners contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A user is logged in as JohnDoe Smith. The navigation menu includes 'My Status', 'My Account', and 'My Application'. The main content area is titled 'Notice of Intent to Take a Scheduled General Bar Examination' and contains a 'Request For Use Of Laptop' form. The form has 'Previous Page' and 'Next Page' buttons on either side of a 'Save Application' button. It includes a 'Fields are mandatory' warning, a question 'Indicate whether you will*' with radio buttons for 'Handwrite the written test' and 'Use a laptop computer for the written test', and an 'Email address to be used for laptop computer use*' field with the value 'johndoesmith@gmail.com'. A text block provides instructions on applying for a laptop, including links to <http://www.courts.state.md.us/ble/pdfs/laptopuse.pdf> and www.examssoft.com/mdbar. A checkbox at the bottom is checked and labeled 'I have read and understand the requirements and terms to use my laptop for the written examination.' The footer of the form area says '© 2016 Maryland Judiciary'.

Figure 14 – 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 first **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:

<http://www.courts.state.md.us/ble/pdfs/testaccommodations.pdf>.

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On the “My Application” screen, click “Submit Notice.” Each line of the Notice of Intent section will show a green “✓.” (See Figure 15, below.)

The screenshot shows a web browser window with the URL <https://portal.mdcourts.gov/ebarapp/genbar/submitPetition.do>. The page header includes the Maryland Judiciary logo and the State Board of Law Examiners contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A navigation bar contains "My Status", "My Account", and "My Application" tabs. A welcome message reads "Welcome JohnDoe Smith".

Below the navigation bar, a message states: "For the completion of your application, you should provide the following details. 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."

An "IMPORTANT NOTICE" follows, advising users to print and submit hard copies of their Application and Notice of Intent along with supporting documents and fees.

The main content area is titled "APPLICATION AND NOTICE OF INTENT CHECKLIST" and is divided into two sections:

- Instructions, References & Forms:**
 - General Instructions
 - Maryland Rules of Professional Conduct
 - Change in Contact Information Form
 - Accommodation Request Form & Instructions
 - Laptop Use Instructions
 - CHECKLIST OF APPLICATION ATTACHMENTS & SIGNATURES (Fillable PDF)
- Application:**
 - Personal Identification
 - Residential History
 - Educational History
 - Admission to Any State Bar
 - Armed Forces Details
 - Credit History
 - Legal Proceeding History (Civil)
 - Legal Proceeding History (Criminal)
 - Bond History
 - Employment History
 - Mental Health/Addiction History
 - Personal Reference
 - Submit Application
- NOTICE OF INTENT TO TAKE A SCHEDULED GENERAL BAR EXAMINATION:**
 - Notice of Intent
 - Request For Special Accommodations
 - Request for Use of Laptop
 - Submit Notice

At the bottom of the page, the copyright notice "© 2016 Maryland Judiciary" is visible.

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

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

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION (“eBar”)

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

Once you have submitted your Application and Notice of Intent electronically, go to your “My Status” page. You should see (1) a printer icon for the Application and (1) a printer icon for the Notice of Intent. (See Figure 16, below.)

The screenshot shows the Maryland State Board of Law Examiners' "My Status" page. The page is titled "Bar Application Status" and is divided into several sections. The "Eligibility" section shows "Application Filing Status" as "Application Submitted Online" with a printer icon, "Undergrad Transcript" as "Not Received", and "Law School Transcript" as "Not Received". The "Notice of Intent to Take a Scheduled General Bar Examination" section shows "Notice Filing Status" as "Notice Submitted Online (July 2013)" with a printer icon, "Laptop (Exam Soft)" as "Requested", and "Test Accommodations" as "No request found for Special Accommodation". Below this, there are fields for "NCBE Number" and "Seat Number". The "Passer's Obligations" section includes "Affirmation" and "Orientation Program-Rule 11". The "Character & Fitness" section includes "Investigation Status". On the right side, there are four numbered warnings: 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) "'Notice Submitted Online' means that SBLE has not received your required hard copy filings and fees."; 3) "'Notice Received' means that SBLE received your required hard copy filing and is reviewing your filing for completeness. Applications are processed in the order in which they are received. Applications and/or Petitions received near the filing deadline may remain in 'received' status for up to a week. SBLE will contact you by email regarding any deficiency in your filing."; 4) "'Notice Accepted' means that SBLE has deposited your fees and you will received a seat for the Bar Exam." The page also includes a navigation bar with "My Status", "My Account", and "My Application" tabs, and a footer with "© 2016 Maryland Judiciary".

Figure 16 – “My Status” showing printer icons.

Click on the icon(s) to print hard copies of your Application and Notice of Intent.

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 Application to be complete. The General Bar Application includes a Checklist (1st page) to ensure you include all the required documents. Please review the checklist carefully.

Only completed Applications 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 Application (GB) 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 GENERAL BAR EXAMINATION
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APPLICATIONS PENDING MORE THAN THREE YEARS

Applicants whose applications have been pending more than three (3) years before passing the Maryland Bar Exam must complete and electronically submit an Updated Application before eBar will permit the creation and submission of a Notice of Intent to Take a Scheduled General Bar Examination. eBar will permit you to copy the information from your prior electronic Application in order to assist you in completing your new Updated Application. Except as noted below, the Updated Application must be printed, signed and filed in the same manner as the original Application, along with the prescribed fees and attachments.

CAUTION: The “copy” function is only available if you electronically submitted an original application or updated application after October 4, 2010 in the eBar system.

CAUTION: 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 Application is filed in our office along with the prescribed update fee.