

## **Admission to the Bar by the Out-of-State Examination**

### **A Checklist for the Applicant**

1. **Maryland Petition and Character Investigation by the National Conference of Bar Examiners.** File a complete application together with required fees. The application includes a petition for admission to the Maryland Bar and a character questionnaire on a form published by the National Conference of Bar Examiners (NCBE).

The Maryland petition must be accompanied by a separate check/money order payable to the State Board of Law Examiners. The NCBE character questionnaire must be accompanied by a check/money order payable to the National Conference of Bar Examiners or a credit card authorization for the appropriate amount

2. **Examination.** Take and pass the Out-of-State Attorneys' Bar examination. The examination is offered in February and July of each year at the same time as the Essay test for the General Bar Examination.

3. **Character Approval.** Receive a favorable character and fitness recommendation from the State Board of Law Examiners following its review of the character report prepared by the NCBE.

4. **Mandatory Professionalism Course.** Attend the mandatory Professionalism Course presented by the Maryland State Bar Association to all applicants who pass the Bar examination. There is a course fee.

5. **Licensing.** Execute the required oath or affirmation for admission before a notary public and return it to the Clerk's office of the Court of Appeals of Maryland. There is a fee associated with preparation of the Bar Admission certificate. The Clerk's office will then mail the Bar Admission certificate to the candidate. Once you have received the Bar admission certificate, you are entitled to practice in all of the state courts in Maryland.

You must take the oath of admission not later than 24 months after the date that the Court of Appeals ratifies the Board's report of the results of the examination.