### **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.

#### **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 – <u>www.mdcourts.gov/ble/</u>

#### Creating an Account

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

IARYLAND	State Board of Law Examiners		
UDICIARY	Judiciary A-POD, 580 Taylor Avenue Annapolis, Maryland 21401 (410) 260-3640		
	Welcome to Maryland's Electronic Bar Application System("eBar")		
you have already created an a	ccount, enter your User Name (email address) and password to login and resume work.		
Submitting an Online Character	Questionnaire/Notice of Intent(UBE/UBT) or Petition(OSA)	EmailAddress	
🗧 Establish an account		(UserName)	
Applicants must establish an accound password in order to login and	unt in order to apply for admission to the Maryland bar. This is done only once. After an account is created applicants will need their username access their application.	Create Account	🛃 Login
Complete the Character Que	stionnaire/Notice of Intent(UBE/UBT) or Petition(OSA)	A Porgot Password	
Please refer to the Instructions a locuments to include with the prin fou must attach certain legal docu	nd Checklists found on SBLE's website. These resources will assist you in filling out the application as well as determining which additional ted copy of your materials. ments to your application. Applicants are encouraged to secure those documents early in the process.		
Submit the Character Quest	ionnaire/Notice of Intent(UBE/UBT) or Petition(OSA) online.		
<ol> <li>Prior to submitting on-line, plea and accurately.</li> <li>After thoroughly reviewing the Petition(OSA).</li> </ol>	ase click on "My Status" and then click on the printer icon to open your document. Review carefully that your document is filled out completely document(s), Return to "My Application" and click on the "Submit" button for your Character Questionnaire and/or Notice of Intent(UBE/UBT) or		
Print, Sign, and File the Req	uired Hard Copies		
. Return to the "My Status" page See appropriate Checklist). Send	to print your documents. The documents must be signed where indicated (No copies). Additional documents may need to be included as well the completed hard copy documents along with correct fees by mail or hand-deliver to:		
State Board of Law Examiners Iudiciary A-POD, 580 Taylor Avenue Annapolis, MD 21401			
<ol> <li>Your bar application is not deem (UBE only)Character Questionna</li> </ol>	red *filed* if the materials are incomplete or incorrect. sire and Notice of Intent must be received (not postmarked) no later than 4:30 pm on the filing deadline.		
ou may login and check the "My 5	Status" page at any time to see the current status of your bar application.		
Payment			
fou must provide a check or mone vebsite.	ey order payable to "State Board of Law Examiners". Applicable fees are set forth in Board Rule 1, and appear on the "Fees" page of the Board's		

Fig. 1 – Welcome Screen for the eBar system

You will be taken to the account creation form:

	State Board of Law Examin	ners
UDICIARY	Judiciary A-POD, 580 Taylor Avenuc Annapolis, Maryland 21401 (410) 260-3640	
	١	Welcome to Maryland's Electronic Bar Application System("eBar")
		O Hala
	Create an Account To Start the Application Pro	ocess For Bar Of Maryland
	* fields are mandatory	
	Create Account For *	Select Any
	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., 1, 9, #, \$, %, 8)
	Confirm Password *	(Must match the password that you have entered above)
	If the name that appears above is not your Full Legal Name y	ou 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 <sup>=</sup> (Enter Your Legal Name)	
	Middle Name * (Enter Your Legal Name)	Piease 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 : *	O Male O 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 Beard Office)
	Confirm Social Security Number "	
	Disclosure of your Social Security Number (SSN) is mandatory pure Enforcement Administration, upon its request, to assait it in enforce the bar of the State of Maryland. Pursuent to the Business Occupati dentifying new businesses within the State and to the Comprolet P Regulation. The Court of Appeals of Maryland, the Character Commit	useft to the Family Law Ander, The LD, action 10-1185 (D). Accordance Code of Mayhen, The State Soviet of Law Examines unit address your name, SBN, and address to the Chiel Support and the State Sta
		Mailing Address (Mailing Address will be used for all Board correspondence and seat number assignments)
	Address X	Unice states v
	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.)
	Daytime Phone *	Only numbers are allowed in this field
	Security Question *	Mother Maiden Name V
	Answer "	Cable 25 characters are allowed in this field
		Only 10 characters are allowed in this field
	mint	
		Scheare Account Scheares

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: The account creation portal of the eBar system currently provides applicants with the options to enter the genders "Male" and "Female" only. The SBLE understands that these two options may not satisfactorily or appropriately describe the gender of every applicant for admission to the Maryland bar. The SBLE is in the process of a full rewrite of the eBar system, which will include additional gender options and/or an opt-out option. Until that rewrite become available in mid-2025, the SBLE will work directly with those individuals for whom the available gender choices are not appropriate to redact the inappropriate gender choice from their printed and filed Character Questionnaire, which is the official application filing. Moreover, the SBLE will work directly with each affected individual to ensure that the SBLE and the Character Committees do not improperly disclose to schools and employers any former names that do not match the individual's current gender identity

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or otherwise disrespect the applicant's current gender identify in the application/investigation process. Applicants with questions about the available gender choices and investigation options should contact the SBLE by email at <u>SBLE@mdcourts.gov</u>.

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 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."

<u>Activation Email</u> - 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 "<u>ebar@mdcourts.gov</u>" 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. <u>Activate your account</u>

*If you cannot click on the link above, please copy and paste the link below to your browser.* <u>https://jportal.mdcourts.gov/ebarapp/account.activate?q=48561&u=c800f932a9044149edc36af64dc986</u> <u>4f&d=c28765dbec337b186ca583e07292b3b</u>

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.

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.]

#### 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.

	<u>,</u>		
JDICIARY	nue yland 21401 0		
	Welcome	to UBE	
My Status 💩 My Account			
Annli	cant Status		
Applicant Status	Account Created	1) WARNING: "VOID" markings on printed documents indicate that those documents have not been successfully submitted	
NCBE Number	N	online. The State Board of Law Examiners will not accept for filing hard-copy documents marked "VOID."	
Documer	nt Filing Status		
Character Questionnaire Filing Status	Create New Character Questionnaire	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	
Notice of Intent Filing Status	You do not have a valid Notice to show.	remain "Eligibility Met" until SBLE and/or the Court of Appeals reach a final disposition on your bar application.	
Undergrad Transcript	Not Received		
Law School Transcript	Not Received	3) "Character Questionnaire Received " or "Notice Received" means that SBLE has received your required hard conv filing(s)	
Notice of Intent to	Take the UBE in Maryland	and is reviewing your filing(s) for completeness. Character Questionnaires and Notices of Intent are processed in the order	
Laptop (Exam Soft)	You do not have a valid Notice to show.	they are received and may remain in "received" status for up to a week. Non deficient filings will be marked "Accented" as of	
Test Accommodations	You do not have a valid Notice to show.	the date received. SBLE will contact you with regard to any deficiencies in your filmer(s). Deficient filmers will be marked	
Seat Number		"Accepted" upon correction of the deficiency.	
Exam Site			
Notice of Examination Results		<ol> <li>"Character Questionnaire Accepted" means that SBLE has accepted your filing and has or will deposit your fees and will</li> </ol>	
Clearan	ce Obligations	begin your character and fitness investigation.	
Affirmation	Not Received	has accepted for UBE exam applicants, means that SBLE has accepted your filing and has or will deposit your fees and	
Maryland Law Component	Not Complete	you will receive a seat for the bar exam.	
Qualifying MPRE Score	Score Report Not Received	house accepted your filing and has or will deposit your fees and has accepted your filing and has or will deposit your fees and has received your Ouplifying UBE Score from MCBE	
Chara	cter&Fitness	has received your Qualifying OBE Score from WeBE.	
Investigation Status		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.

LAND Judiciary A-POD, S80 Taylor Avenue Anappelis, Maryland 21401	iners
(410) 260-3640	Welcome John Test to UBE
tatus 💩 My Account 🔤 My Application	
	Application for Admission to the Bar of Maryland
	CHARACTER QUESTIONNAIRE
Question 1 - Personal Identification Information	elon b Va
<ul> <li>Fields are mandatory</li> </ul>	
1(a) Applicant's Full Legal Name:	
First Name	John
Middle Name	Dee
Last Name	HERE Sr.
1(0) Applicant's Goder	1132
Pursuant to Md. Code Ann., Family Law, §10-119.3(d), the State Board of Law Ex- support orders. SBLE will provide your name, SSN and address to the Client Prote- 313, the Client Protection Fund will disclose this information to the State Depart undisputed taxes and unenployment insurance contributions payable to the Compl Bar applicants in the course of the character & fitness process.)	aminers ("SBLE") will disclose your name, SSN and address to the Child Support Enforcement Administration upon its request, to assist it in enforcing compliance i tion 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. & P ment 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 I troller 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 identif
1(d) Have you ever used or been known by any other name ? *	Yes
(If so, state in full each name used or by which you, at any time, have been know used was adopted incident to any marriage, divorce or other legal proceeding, atta	n, 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 ch a certified copy of the marriage certificate, divorce decree, or other Order effecting the name change.)
List of Known Names	
1(e) Applicant's mailing address for Bar admissions correspondence:	Add Details Edit Details Remove Details
Address Line 1	123 Somewhere St
Address Line 2	
City	Annapolis
County	Anne Anundel
State	MD
Zip Code	21401
Country	US
You must maintain on record with SBLE a reliable address to receive written bar investigation.	r admissions correspondence. In addition, the mailing address on file with SBLE will determine the Character Committee to which your bar application file is ass
1(f) Applicant's daytime telephone number:	410-260-3640
(You must provide a telephone number where you can be contacted throughout 8:30am to 4:30am). You MUST keep your deptime telephone number up-to-date mobile telephone number for purposes of Bar admissions contacts.)	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 hu 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 pro
1(g) Applicant's email address:	ebartest1@xx.test
(You must provide an email address where you can be contacted throughout the B in order to ensure that the Court, SBLE, and the Character Committee can contact	ar 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 continue 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 c
cancellation on short notice. In particular, you will receive information via email ON	R.Y regarding the Maryland Law Component.
1(h) be you have a valid driver's license issued by a 0.5. jurisdiction? " If "Yes" provide following details:	Yes -
State	Please select.
Applicant's driver's license number:	
Have your driving privileges in any U.S. jurisdiction ever been suspended of	r revoked? * Yes C
(Attach an official, complete driving history from the motor vehicle authority in ea driving history. If your driving privileges have ever been suspended or revoked i authority in each jurisdiction where your driving privileges were ever suspended or	ch 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 yo 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 moto revoked.)
1(I) Applicant's NCBE Number:	N9000001
Professional Responsibility Exam (MRRE), you already have an NCBE number. To re	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: "	Ves O
If you are not a U.S. Citizen, what is your immigration status?	
Of you are not a U.S. Others attach a conv of the decompation with the decimant	presence in the United States. Undercomparted immigration status, by itself does not even us administrate to the Day annuided that the scaling of the states in stability of the states
(If you are not a U.S. Citizen, attach a copy of the document(s) authorizing your moral character and fitness for admission. See Maryland Rule 19-204(d).)	presence in the United States. Undocumented immigration status, by itself, does not preclude admission to the Bar, provided that the applicant otherwise establist

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.

[Next page] Page **7** of **28** 

### 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 fo	r Admission to the Bar of Maryland		
		CHA	RACTER QUESTIONNAIRE		
Question 1 - Personal Identification Information					
	Save App	blication			Next Page
* Fields are mandatory 1(a) Applicant's Full Legal Name:					
First Name			lohn		
Middle Name			Doe		
Last Name			Test Sr.		
1(b) Applicant's gender			Male		
1(c) Applicant's Social Security Number (Last four dialts)			1132		
Pursuant to Md. Code Ann., Femily Lew, 510-119.3(d), the State Board name, SSN and address to the Client Protection Fund of the Bar of Ma Department of Assessments and Taxation to assist it in Identifying new Labor, Licensing and Regulation. The Court of Appeals, SBLE, and the Client Labor, Licensing and Regulation. The Court of Appeals, SBLE, and the Client Court of Appeals, SBLE, and State Client State Client State Client Appeals, State Client State Client State Client State Client State Client State Client State Client State Client State Client State Client State State Client State Client State State State State State State State Stat	of Law Examiner yland when you v businesses with purt's Character (	("SBLE") will disclose your name, SSN and are recommended to the Court of Appeals in the State and to the Comptroller to assi committees will use the SSN for positive ide	I address to the Child Support Enforcement Ao for admission to the Maryland Bar. Pursuant t st it in determining whether lawyers have pai ntification of Bar applicants in the course of th	Iministration upon its request, to assist it in e o Md. Code Ann. Bus. Occ. & Prof., §10-313, d undisputed taxes and unemployment insur e character & fitness process.)	nforcing compliance with child support orders. SBLE will provide your the Client Protection Fund will disclose this information to the State ance contributions payable to the Comptroller or to the Secretary of
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 marriage, divorce or other legal proceeding, attach a certified copy of th List of Known Names	been known, and e marnage certifi	the reasons for each such name. If your n cate, divarce decree, or other Order effectin	name has ever been legally changed, list each ng the name change.)	former name, and when and how the chang	e was made. If the name currently used was adopted incident to any
			Add Details	CEdit Details	GRemove Details
	Add Knowr	Name Details	To Halo and		
	First Manual X	John	ruiname		
	First Name	John I			
	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 M	Irs. 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.

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

YLAND	State Board of Law Examiners				
CIARY	Judiciary A-POD, 580 Taylor Avenue Annapolis, Maryland 21401 (410) 260-3640				
	Welcome John Te	Test to UBE			
Status 🐉 My Account	My Application				
					(
	Application for Admission to	to the Bar of Maryland			
	CHARACTER QUEST	STIONNAIRE			
Question 1 - Persona	Identification Information				
	Save Application			Next Page	
<ul> <li>Fields are mandatory</li> </ul>	Henry				
First Name	Iname:	10			
Middle Name	Dee	•			
Findule Name	Test	* 57			
1(b) Applicant's reader	iest Mala	i. 51.			
1(c) Applicant's Social S	nate nate (125) 1123	20			
Pursuant to Md. Code Ann., your name, SSN and addre State Department of Assess of Labor, Licensing and Reg	Family Law, §10-119.3(d), the State Board of Law Examiners ("SBLE") will disclose your name, SSN and address to the to the Client Protection Fund of the Bar of Maryland when you are recommended to the Court of Appeals for admission nents and Toxation to assist in identifying new businesses within the State and to the Comptoller to assist in determ abon. The Court of Appeals, SELE, and the Courts Character Committee will use the SSN for positive Identification of Ba	 e Child Support Enforcement Administra In to the Maryland Bar. Pursuant to Md. Inining whether lawyers have paid undis Bar applicants in the course of the chara	tion upon its request, to assist it in enforcin Code Ann. Bus. Occ. & Prof., §10-313, the vuted taxes and unemployment insurance co cter & fitness process.)	g compliance with child support orders. SBLE will provide Clent Protection Fund will disclose this information to the ntributions payable to the Comptroller or to the Secretary	
1(d) Have you ever used	or been known by any other name ? *			Yes 🔿 No 🔿	
(If so, state in full each nan marriage, divorce or other l	e used or by which you, at any time, have been known, and the reasons for each such name. If your name has ever beer gal proceeding, attach a certified copy of the marriage certificate, divorce decree, or other Order effecting the name chan	en legally changed, list each former nar nge.)	ne, and when and how the change was made	e. If the name currently used was adopted incident to any	
List of Known Names	John G	Add Details	CEdit 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.

				A+   reset   A- 🛃 Log
LAND	State Board of Law Examiners			
-	Judiciary A-POD,			
CIARY 🚢	Annapolis, Maryland 21401 (410) 260-3640			
		Welcome John Test to UB	E	
atus 💩 My Account 👢	My Application			
				0
		Application for Admission to the Bar	of Maryland	
		CHARACTER QUESTIONNAL	RE	
Question 3 - Residenti	al History			
Previous Page		Save Applic	cation	Next Page
* Fields are mandatory				
3. The following constitute	s every residence, address, and place where I have live	d for a period of one month or greater within the past five (5) ye	ars, listed in reverse chronological order:	
(You must disclose any period	of homelessness lasting one month or greater.)			
	* ·			
Details *				
	OAdd Details	CEdit Details	CRemove Details	
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Figure 7 – "Save Application" button

### 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.

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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 " $\checkmark$ ". (See Figure 9, above.) You may navigate directly to a page by clicking the page name in the list.

### Submitting the Electronic CQ

A green " $\checkmark$ " next to each item in the CQ section of the "My Application" checklist indicates that you are ready to submit your CQ.

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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.)

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 " $\checkmark$ "

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Figure 10 – My Application checklist showing successful submission message and  $\checkmark$ 

You should then go to your "My Status" page.

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.

(410) 260	-3640	
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NCBE Number		filing hard-copy documents marked "VOID."
Docu	ment Filing Status	
Character Questionnaire Filing Stat	uK Character Questionnaire Submitted Online	Your Applicant Status will remain on "Account Created" until Your Character Questionnaire is accepted for filing by SBLE, at
Notice of Intent Filing Status	You do not have a valid Notice to show.	which time it will change to "Eligibility Met." Your status will remain "Eligibility Met" until SBLE and/or the Court of Appeals
Undergrad Transcript	Not Received	reach a final disposition on your bar application.
Law School Transcript	Not Received	2) "Character Questionnaire Received " or "Notice Received"
Notice of Inten	t to Take the UBE in Maryland	means that SBLE has received your required hard copy filing(s)
Laptop (Exam Soft)	You do not have a valid Notice to show.	Questionnaires and Notices of Intent are processed in the order
Test Accommodations	You do not have a valid Notice to show.	they are received and may remain in "received" status for up to a week. Non-deficient filings will be marked "Accepted" as of
Seat Number		the date received. SBLE will contact you with regard to any deficiencies in your filing(s). Deficient filings will be marked
Exam Site		"Accepted" upon correction of the deficiency.
Notice of Examination Results		41 "Character Churchennelse Accented" means that CBLE has
Clea	rance Obligations	accepted your filing and has or will deposit your fees and will
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Qualifying MPRE Score	Score Report Not Received	you will receive a seat for the bar exam.
Ch	aracter&Fitness	has accepted your filing and has or will deposit your fees and
Investigation Status	Initial Review by SBLE	has received your Qualitying ODE Score from MCDE.
		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

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

### 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.

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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.

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."

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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.

#### 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.

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#### 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.

#### 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."

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#### 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: <u>Accommodations Request Form</u> on the Board's website.

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	CHECKLIST OF CHARACTER QUESTIONNARE ATTACHMENTS & SEGRATURES (FIRable POF)	
	Sample Fillag Feas Form(Unifurm Bar)	
-	Character Questionnaire	
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0	Executional History	
0	Adventue to Any State Day	
0	Armod Parces Details	
0	Credit History	
0	Legal Proceeding History (CAR)	
0	Legal Proceeding History (Creminal)	
0	Other Professional Licenses	
0	Discipline by Laker Union, Trade or Professional Organization	
0	Bood History	
0	Engloyment History	
0	Hendal Health/Addiction History	
0	Personal Roberto	
0	Other Conduct	
0	Submit Application	
	NOTICE OF INTERT TO TAKE A SCHEDULED UNE	
0	Notice of Intent	
0	Request For Special Accompdations	
0	Request for Use of Laptop	

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]

### Completing the Notice of Intent to Tranfer 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.

JDICIARY 🎬	S80 Taylor Avenue Annapolis, Maryland 21401 (410) 265 Dato	
	Welcome John Test to UBT	
1		
Hy stolus w Hy Access	E Territory Applications	
		0
ORTANT NOTICE: After clic nt, fill in any additional ini ments are (1) complete a	king on the "Submit Charactur Questionnaire" and "Submit Notice" butters, you must go to the printer icons found on your "My Status" page. Print off a hard capy of your Character Questionnaire and formation required, sign where indicated, netwice where indicated and provide additional supporting decements as indicated. Your Character Questionnaire and Notice of Intent are not Bied until the 1 of (2) received in the State Beard of Law Examiner Office with the augustable fees.	d Notice of hard copy
	CHARACTER QUESTIONNAIRE AND NOTICE OF INTENT CHECKLIST	
	Instructions, References & Forms	
General Instruct	loss .	
Haryland Rules (	d Professional Conduct	
Change in Conta	ct Information Form	
CHECKLIST OF C	HARACTER QUESTIONNAIRE ATTACHMENTS & SEGNATURES (FIRable PDF)	
O Sample Filing Fo	as Form(Uniform Gar)	
	Character Questionnaire	
Personal Identif	Acation	
Ø Residential Hist	ery .	
Educational Hist	any .	
Admission to An	y State Ber	
Armed Forces D	etalis	
Credit History		
O Legal Proceeding	g History (Cvil)	
C Legal Proceedia	g History (Criminal)	
O Other Profession	aal Licenses	
Oiscipline by Lai	kor Union, Trade or Professional Organization	
Bond History		
C Employment His	Aury	
Ø Heatal Health//	4ddction History	
Personal Refere	ace	
Cother Conduct		
Submit Applicat	how .	
	INVESTIGATION TO TRANSPORT A GUILATION OF A START	
	NOTICE OF INTERFE O TRANSPER & GOALD THIS USE SCORE	

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 <u>www.NCBEX.org</u>. 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.

- 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.

LISICIARY Maryland 21401 CIARY	
	Wolcome Julin Test to UBT
Tatur Ante Account Report for Continue	
Sales of Hy Account and Hy Application	
Not	tice of Intent to Transfer a Qualifying URE Score
To the Honorable, the Court of Appeals of Maryland:	- Next Page
Geste represente	Exem Session
<ul> <li>Fields are manufactory 1 intend to transfer a gasifying UBE acces to Maryland, pursuant to Maryland Rule 19-207, and is suggest of this Nor.</li> </ul>	tee give the following information:
	Full Name
Enter Your Legal Name	adm
Hiddle Name	Dee
Last Norre	Test (
Gender	main
Bate of Birth (mm/dd/yyyy)	81/01/2050
Social Security Number(Last 4)	110
Database of your loads allowants Animher (2004) is mendatory partnared to ML Code Ann. Perroli Law, 3(1)-12:03, companyana was the full arguest ranges. The Balani of animeter your immediate Site, and advances to the Code Homestern Code Animeters Fund, on non- cut decision for advantation to the Table Codestructure of Assessment Code Animeters Fund, on non- cut decision for advantation to the Table Codestructure of Assessment Code Animeters Fund, and the Code Code Code Code Code Code Code Cod	3). The Bales Bared of Law Disorders will induce your name, SDB, and address in the Chief Baugest Enforcement Antimistrysin, spin in projects, to entire to interforming Analysism you assumemended for administry for the State and 1 the State of Harperion Christians in the Chief Chief Angel Is assoil of administry for the Bales and to the Chief Induce a to distance on phateers because to based all indigeded these and comprehenses of a disect of administry for the Harperion Christians and the Chief Chief Angel Indiged and Angel Chief
NONE Runder	N9800001
You must obtain an InCBE identification number to be antered into your bar application No. 3BLE will use your INCBE antered in a second provide the second provide and an InCBE must be an included on the second provide and an InCBE must be an included on the second provide and an InCBE must be an included on the second provide and an InCBE must be an included on the second provide and an InCBE must be an included on the second provide and an InCBE must be an included on the second provide and an InCBE must be an included on the second provide and an included on the second provide an included on the second provide an included on the second provide and an included provide and an included on the second provide and and an included provide an	number as a unique standfur for you with regard to source of your Multistate day Event muchts. If you have taken the Multistate Professional Respondibility Event (MMR), your
	Contact Information
Address Line1	123 Environment St.
Address Live2	
City	kreapila
County	Anne Arundel
State	HD.
Tip/Fostcode	21401
Country	45
Daytime Phone	410-280-3040
Email Address	ebertest L Gravitest
If any of your contact reformation fideal advise is morement, correct if remeatable using the Change of Contact Inform	nation fairs on SELES examines.
1 will/did graduate from " Distinguished or description or expended 1.0, degree from an ABA-approved see school must pained "OTVER," and SB/27 widely for additional processing a second of the standard educational requirements. Not. Rule 13-023(2)()	follow the instruction of the second se
Date Graduated (please use mm/dd/yyyy format) *	
I physically sat for the Uniform Bar Examination in: *	Peace select. V time in (select. V)
Enter URL scare 1*	

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.

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

YLAND	State Board of Law Examiners
	Judiciary A-POD,
ICIARY 🕮	500 Taylor. Avenue Annapolis, Maryland 21401 (410) 260-3640
	Welcome John Test to UBT
Status 🐉 My Account	₹ Ny Application
ANT NOTICE: After clicki tion required, sign where ard of Law Examiner Off	ng 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 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 i
	CHARACTER QUESTIONNAIRE AND NOTICE OF INTENT CHECKLIST
	Instructions, References & Forms
General Instruction	ons
1 Maryland Rules of	Professional Conduct
Change in Contact	t Information Form
CHECKLIST OF CH	ARACTER QUESTIONNAIRE ATTACHMENTS & SIGNATURES (Fillable PDF)
Sample Filing Fee	s Form(Uniform Bar)
	Character Questionnaire
Personal Identified	cation
Residential Histo	ry ·
C Educational Histo	ny
Admission to Any	State Bar
Armed Forces De	tails
Credit History	
Legal Proceeding	History (Civil)
Legal Proceeding	History (Criminal)
Other Profession	al Licenses
Ø Discipline by Lab	or Union, Trade or Professional Organization
Ø Bond History	
Employment Hist	ory
Mental Health/Ad	Idiction History
Personal Referent	ce
Other Conduct	
Submit Applicatio	an and a second s
	NOTICE OF INTENT TO TRANSFER A QUALIFYING UBE SCORE
Notice of Intent	
Submit Notice	
	© 2021 Maryland Judiciany

Figure 18 – My Status page for UBE Transfer

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:

ARYLAND The Board of Law Examiners	
Judidary A POD,	
JDICIARY 🚢 Arright Martine 21401	
VIII of for another	
Weikleis John feit to Uni	
My States 🧶 My Account 💭 Hy Application	
per the employed of your application, you should provide the following details.	
tion has been successfully submitted online. Print the petition form with the print option within the "Hy Status" pape, attach the documents needed and send it to above ment	loned address.
PORTANT NOTICE: After clicking on the "Soland Character Questionnaire" and "Submit MERCE" DEEMIS, por most period in the prime know function of the solar of provide additional supporting documents as indicated. Your Character Questionnaire a to board of Law Solarise Office with the applicable fees.	tatus: page. Print all a hand copy of your Character Questionnaire and Notice of Listent, BII is any addition of Notice of Intent are not filed until the hand copy documents are (1) complete and (2) received in the CM 197
Institutions, References & Forms	(ALIS)
General Instructures	
Planyland Balws of Professional Conduct	
Change in Certail Enformation Ports	
CHECKLEST OF CHARACTER QUISTIONNABLE ATTACHMENTS & SIGNATURES (Pillable PDF)	
B Sergels Filing Face Permi(Soffern Bar)	
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C Educational History	
Admission to Any State Ber	
Arrend Porces Details	
Credit Ridory	
Lagal Proceeding History (Civil)	
O Legal Proceeding History (Criminal)	
Other Professional Licenses	
Otextpline by Labor Union, Trade or Professional Organization	
Bond History	
C Engloyesett History	
Peatal Health/Addiction History	
Personal Reference	
Other Conduct	
Submit Application	
NOTICE OF INTENT TO TRANSFER A QUALIFYING UNE SC	ONE
C Fadeward Servert	
Subwell Nation	

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.

#### 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.

		Welcome John Test to UBE
Hy Status 🧶 Hy Account 🐸 Hy Application		
Α	oplicant Status	
Applicant Status	Account Created	<ol> <li>WARNENG: "VOID" markings on printed documents indicate that those documents have not been successfully submitted online. The State Boar</li> </ol>
NCBE Number		of Law Examiners will not accept for filing hard-copy documents market "votp."
Docu	ment Filing Status	
Character Questionnaire Filing Status	Character Questionnaire Submitted Online	2) Your Applicant Status will remain on "Account Created" until your
Notice of Intent Filing Status	Notice Submitted Online ( July 2000)	Character Questionnaire is accepted for filing by SBLE, at which time it will change to "Eligibility Het." Your status will remain "Eligibility Het"
Undergrad Transcript	Not Received	until SBLE and/or the Court of Appeals reach a final disposition on your bar application.
Law School Transcript	Not Received	-
Notice of Inten	t to Take the UBE in Maryland	3) "Character Questionnaire Received " or "Notice Received" means the
Laptop (Exam Soft)	Requested	SBLE has received your required hard copy filing(s) and is reviewing you filing(s) for completeness. Character Questionnaires and Notices of
Test Accommodations	Requested	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
Seat Number	Required hard copy filings not yet received.	"Accepted" as of the date received. SBLE will contact you with regard to any deliciencies in your filing(s). Deficient filings will be marked
Exam Site	Not Assigned	"Accepted" upon correction of the deficiency.
Notice of Examination Results		4) When star functions in Accepted? means that 600 5 has accepted
Clea	rance Obligations	your filing and has or will deposit your fees and will begin your character
Affirmation	Not Received	and miners investigation.
Maryland Law Component	Not Complete	accepted your filing and has or will deposit your fees and you will receiv
Qualifying MPRE Score	Score Report Not Received	a seat for the bar exam.
ch	aracter&Fitness	accepted your filing and has or will deposit your fees and has received
Investigation Status	Initial Review by SBLE	your quantying USE Score from NCBE.
		5) Refer to the "Exam Dates, Exam Sites, Deadlines, Fees and Applicatio
		Process' document on the Board's website for further information on th
		sector and the same area
		6) Clearance Obligations - You will be prompted to submit the Affirmation
		6) Clearance Obligations - You will be prompted to submit the Affirmati when SBLE notifies you that you have passed the UBE.

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 <u>CQ Attachments Checklist</u> 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.

#### **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]

### **Creating a Petition for Admission Without Examination**

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

(410) 260-364	0	
	Welcome	Stephen G. Test to Admission Without Examination (OSA)
Hy Status 🖉 Hy Account		
Applicant Status	Account Created	1) WARRAND "WOLD" purchase on pointed decomparts indicate that those
Petition Filing Status	Excente New Petition	documents have not been successfully submitted online. The State Board of Law
NCBE Number		examiners was not accept for rang hard copy accomments marked works.
	Clearance Obligations	2) "Petition Submitted Gallac" means that SBLE has not received your required
Affirmation	Not Received	hard copy Hings and fees.
Maryland Law Component	Not Complete	33 "Petition Received" means that SBLE received your required hard core films
Qualifying MPRE Score	Score Report Not Received	and is reviewing your filing for completineess. Petitions are processed in the
Investigation Status	Character&Fitness	deficiency in your filling.
		<ol> <li>"Petition Filed" means that SBLE has deposited your fees and will direct NCB to begin your character investigation.</li> </ol>
		5) Charance Obligations - You will be prompted to submit the Affirmation when your Maryland Law Component and MPRE Score lines read "Compliance Confirmed" and NCEE has returned your character & fitness summary to SILE.

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.

Hy Status 🖉 Hy Account 🏁 Hy Application	
9 Hy Status 🔮 Hy Account 🔤 by Application	
	IN COURT OF APPEALS OF MARYLAND
	PETITION OF OUT-OF-STATE ATTORNEY FOR ADMISSION TO THE MARTLAND BAR
NOTE: A PETITIONER MUST MARE AT LEAST THREE YEARS OF RELEVANT EXPERIENCE AND MEET THE	ONSIGN REQUIREMENTS OF Plancing Rate 18-125. Biologues of our listed startery Specific (1997) is reprintery persent to the Farity Law Atom. The 31 sector 30-125.23b). Avoidant Cade of Plancing, The Start Reard of Law
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Last Name	Test
Gauder	
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	Contact Information
Address Lines	123 Sorrachara IN
Address Line3	
City	Virginia Baadh
Courty	
Bate	
ne	11400
Country	
Baytone Phone	
Taxer Name	standard At g to deal
Bate of Both (non/dd/yyyy)	3 \$ 00.7000
Are per a chines of bished Mater? *	( w * v *

Figure 22 – Petition showing questions to be answered

[Next page] Page **25** of **28** 

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.

I am a member of the Bar in good standing having been admitted to the State Bar(s) of the followi jurisdictions. *	ng @Add Details	Remove Details
	Bar Admission Details Jurisdiction * Highest State Court to which admitted * Date * Date *	
	Indicate whether admission was by *	
Note: No person may be admitted to the Bar of this State under this Rule unless that person has passed a wri approved by the American Bar Association.	tten bar examination in some other state, possession, territory, or commonwealth of the United Stat	tes or the District of Columbia, or has been admitted by diploma privilege after graduating from a law school

Figure 23 Petition (partial) showing Bar Admissions Details Box

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

(410) 260-3640	
	Welcome Stephen G. Test to Admission Without Exemination (OSA)
Hy Status 🖉 Hy Account 🔤 by Application	
	IN COURT OF AFPEALS OF MARYLAND
	PETITEON OF OUT-OF-STATE ATTORNEY FOR ADMESSION TO THE MARYLAND BAR
BOTE: A PETERDENE MAIL PARE AT LEAST TWEEP TEACH OF RELATED TRADUCTS. Exercises of their part over, the start attracts and built sectors of the terms of term	ADM MEY TO COMEN Registrements for interpret Advances in the local and advances and advances and advances protections in the terms and advances. The latence of the local advances advances and advances protections and advances advances and advances advances and advances advances and advances
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Public Report	
Last Name	Test
Gander	
Bastal Decertly Humber (Last four digits)	974
	Contact (whereastion
Address Live3	122 Spreader 20
Address Line2	
Chy .	- Vignia Baath
County	
(hare	
Dp	
Courtery Report	
	A state and a state an
mate of moth (mon/whi/vypy)	
Are ere a chicker of Method Maleet"	No. 8 No.
19 "No" what is your Insmigration Status?	
	taria) of the following jurisdictions.

Figure 24 - Completed Petition

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



Figure 25 – Petition ready for submission.

Click "Submit Petition" to submit the Petition be shown a success message and a green "
</

RYLAND	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)			
v Status 🐉 My Account	R My Application			
or the completion of your application, you should provide the following details.				
OSA PETITION CHECKLIST				
	OSA PETITION CHECKLIST			
	OSA PETITION CHECKLIST Instructions & Help			
🕕 General Instructi	OSA PETITION CHECKLIST Instructions & Help			
<ol> <li>General Instructi</li> <li>Maryland Bar Rul</li> </ol>	OSA PETITION CHECKLIST Instructions & Help ans es of Professional Conduct			
<ul> <li>General Instructi</li> <li>Maryland Bar Rul</li> <li>Change Of Conta</li> </ul>	OSA PETITION CHECKLIST Instructions & Help ons es of Professional Conduct t Information form			
<ol> <li>General Instructi</li> <li>Maryland Bar Ru</li> <li>Change Of Conta</li> </ol>	OSA PETITION CHECKLIST  Instructions & Help  ans as of Professional Conduct t Information form			
General Instructi     Maryland Bar Rul     Change Of Conta     All OF THE ITEME LIB     Of A Delthionar's	OSA PETITION CHECKLIST Instructions & Help ons as of Professional Conduct at Information form as the perimeter The PETITION. Checklind Flammater			
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General Instructi     Maryland Bar Rui     Gohange Of Conta     All OF THE TTEME LTE     OSA Petitioner's     Certificate(s) Human     NOTE: CERTIFICATE PE	OSA PETITION CHECKLIST  Instructions & Help  as of Professional Conduct  t Information form  tex-sections where set articular to complete the petitions. Checklist of Required Attachments  to where the articular to complete the petitions.  to where the articular the petitions of the state there in alleged.  the to where of courts is decourded where the articular the peditor the ROUREMENTS of the RULE.			
General Instruct     Maryland Bar Rui     Change Of Conta     All OF THE TITLE LIF     OSA Petitioner's     Certificate(s) Junnate     NoTE: CERTIFICATE FR     National Conference 1	OSA PETITION CHECKLIST  Instructions & Help  as of Professional Conduct  t Information form  Eco Section W Heer Set Articly and Conduct t Information form  Eco Section W Heer Set Articly and Conduct To Conduc			
General Instructi     Maryland Bar Rui     Change Of Conta     All Of Tue TYPE VE     OSA Petitioner's     Certificate(s) furnism     NOTE: CERTIFICATE FR     National Conference     A statement in your     Checkits contains built	OSA PETITION CHECKLIST Instructions & Help Ins			
General Instructi     Maryland Bar Rul     Change Of Conta     All OF THE THEME LIE     OSA Petitioner's     Centificate(s) Junname     NoTE: CERTIFICATE FR     National Conference     A statement in your c     Checklist contains tip	OSA PETITION CHECKLIST Instructions & Help ans as			
General Instructi     Maryland Bar Rui     Change Of Conta     Al of Tute Trens Loc     GoSA Petitioner's     OSA Petitioner's     Note: Certificate(s) fuminit     OSA Petition is fuminit     OP Petition By Out-1	OSA PETITION CHECKLIST Instructions & Help Ins			

Figure 26 – Successfully submitted Petition

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

MARYLAND 🚍	State Board of Law Examiners	
JUDICIARY	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	Wy Application	
Applicant Status	Account Created	1) WARNING: "VOID" markings on printed documents indicate that those
Petition Filing Status NCBE Number	Petition Submitted Online	Cocuments have not been successfully submitted online. The State Board of Law Examiners will not accept for filing hard-copy documents marked "VOID."
Clearance Obligations		2) "Petition Submitted Online" means that SBLE has not received your required
Affirmation	Not Received	hard copy filings and fees.
Maryland Law Component	Not Complete	2) "Detition Dessived" means that SDLE received your required hard convicting
Qualifying MPRE Score	Score Report Not Received	and is reviewing your filing for completeness. Petitions are processed in the
	Character&Fitness	order in which they are received. SBLE will contact you by email regarding any deficiency in your filing.
Investigation Status	Initial Review by SBLE	
		4) "Petition Filed" means that SBLE has deposited your fees and will direct NCBE to begin your character investigation.
		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.
		© 2021 Maryland Judiciary

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 <u>Checklist of Petition Attachments (OSA)</u> on the left-hand menu of SBLE's website for details of the required attachments.

<u>Only completed Petitions submitted online and in hard-copy with the required signatures and filing fee(s) will</u> <u>be treated as "filed" by SBLE</u>. 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.