



CHECKLIST OF DATES, APPLICATIONS & FEES REQUIRED FOR ADMISSION TO THE CALIFORNIA BAR*

~This document is intended to help students navigate the California State Bar application process. It is not intended as a substitute for your own research.~

***Note:** INFORMATION, FEES, AND LINKS WITHIN THIS DOCUMENT ARE SUBJECT TO CHANGE WITHOUT NOTICE. FOR LATEST INFORMATION REFER TO WWW.CALBAR.CA.GOV. THIS IS SEPARATE FROM ANY REGISTRATION DATES FOR EXAM PREP COURSES AND IS NOT INTENDED TO SUBSTITUTE FOR YOUR OWN RESEARCH. GUIDANCE IS BASED ON INFORMATION AVAILABLE AS OF SEPTEMBER 10, 2012 AND MAY NOT BE COMPLETE.

☐ **Registration with the Committee of Bar Examiners | 1st Year recommended**

Students must register with the California Committee of Bar Examiners as a law student. You likely did this during the first 90 days of our first year of law school. If you did not, you can still register, but you will be charged a late registration fee. Students can register on-line through the California Bar web site, www.calbar.ca.gov.

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| <u>When</u> | 90 days of starting first year/ now |
| <u>Cost</u> | \$108 + late registration fee (if applicable) |
| <u>Website:</u> | http://www.calbarxap.com/Applications/CalBar/California_Bar_Registration/default.asp |

☐ **Application for the Determination of Moral Character | 2nd Yr & within 90 days of Fingerprinting**

A positive moral character determination is a prerequisite to being admitted to the bar and practicing law in California. The filing of the moral character application begins the process of character investigation which generally takes eight to ten months, but could possibly take longer.

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| <u>When</u> | Now. (Most students file during their 2 nd year of law school. The committee recommends that applicants file at least 8-10 months prior to date you expect to practice law). |
| <u>Cost</u> | \$500 |
| <u>Website:</u> | http://www.calbarxap.com/Applications/CalBar/California_Bar_Moral_Character/default.asp |

Note: The Application for the Determination of Moral Character must be filed within 90 days of obtaining Live Scan Fingerprinting otherwise the fingerprinting will be considered invalid. Please be aware that the vendor conducting the fingerprinting only retains the records for 90 days.

☐ **Live Scan Fingerprinting: | 2nd/3rd year & within 90 days of filing for Determination of Moral Character**

The California Bar also requires that all applicants to the practice of law be fingerprinted. Applicants are required to submit fingerprints through the Live Scan system with the application for Moral Character Determination.

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| <u>When</u> | At USF in KN 105, Wed., October 24th & Thurs, October 25th from 10am – 6:20pm |
| <u>Cost</u> | \$21 (at USF) |

In addition, a list of agencies providing the Live Scan fingerprinting service can be found at the California Attorney General - Department of Justice website:
<http://www.ag.ca.gov/fingerprints/publications/contact.php>

NOTE: The Office of Admissions of the California Bar strongly advises that applicants file for the Determination of Moral Character within 90 day of fingerprinting. Please be aware that the vendor conducting the fingerprinting only retains the records for 90 days.

☐ **Multi-state Professional Responsibility Examination (MPRE): | 2nd or 3rd or 4th year**

This examination is administered by the National Conference of Bar Examiners (NCBE) and is one of the requirements for admission to practice law in California (and in all but 3 of the other U.S. jurisdictions). The next three test dates are November 3, 2012, April 6, 2013, August 17, 2013 and November 3, 2013. **The late registration deadline for the November MPRE is October 4, 2013.**

NOTE: It is necessary that you request that National Conference of Bar Examiners report your score to the California Committee of Bar Examiners.

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| <u>Exam Date</u> | November 3, 2012 |
| <u>When</u> | Register September 18, 2012 for the November 3, 2012 exam (regular deadline). OR register in early January for the April and August 2013 exams. |
| <u>Cost</u> | \$70 (\$140 for late applications) |
| <u>Website</u> | http://www.ncbex.org/multistate-tests/mpre/ |
| <u>More Info</u> | http://admissions.calbar.ca.gov/Examinations/MultistateProfessionalResponsibilityExamination.aspx |

☐ **Bar Examination Application: | 3rd/4th year, by applicable deadline below.**

Students graduating from law school must file an application to sit for the bar examination in California.

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| <u>Exam Date</u> | February 2013 Bar Examination |
| <u>When</u> | Application Available October 1, 2012. Timely filing November 1, 2012. Final filing deadline: January 15, 2013. |
| <u>Cost</u> | \$614 (+ laptop/ late laptop fee if desired and late fee if after timely deadline). |
| <u>Late Fees:</u> | \$50 Late Filing Fee (November 1, 2012 – November 30, 2012) \$250 Late Filing Fee (December 1, 2012 - January 15, 2013). |
| <u>Exam Date:</u> | July 2013 Bar Examination |
| <u>When:</u> | Info. TBA |

Website: http://calbar.xap.com/Applications/CalBar/California_Bar_Exam/default.asp ;
<http://admissions.calbar.ca.gov/Examinations/CaliforniaBarExam.aspx>

The examination application will ask for your student ID number in place of your social security number. This is the 8 digit number issued to you by the University of San Francisco when you were first admitted to the law school, otherwise known as the USFID. This number appears on the following documents which you have received: programs notices, exam number mailers, final grade reports, and official transcripts. Please note that this number is not printed on your university issued ID card (OneCard). If you do not have a record of this ID number you may obtain it from USFConnect by clicking on the link in the "Secure Access Login" box and following the instructions. You may also obtain the USFID from the Law Registrar's office, in person only, during normal business hours. Presentation of a photo ID is required.

☐ **Laptop Certification: | By applicable deadline**

If you plan to use a computer for the essay portion of the exam you must apply for laptop certification. There are a number of steps that you will have to follow in order to register with the exam software. The link below is to the July 2012 bulletin. There will be an updated bulletin for laptop users 4 months prior that will post for the February 2013 exam. Keep your eyes out when you complete your bar examination application in the spring.

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| <u>When</u> | When Registering for the Bar Examination |
| <u>Cost</u> | \$139 (\$15 late fee, requested after submitting application) |
| <u>Website</u> | http://admissions.calbar.ca.gov/Portals/4/documents/Examinations/BXLaptopBul.0712-R.pdf http://admissions.calbar.ca.gov/Examinations/CaliforniaBarExam.aspx |

☐ **Testing Accommodations for the Bar Examination:** | 2nd year, or ASAP by last year (3rd or 4th)

Students who have received examination accommodations while attending law school must petition the Committee of Bar Examiners to receive accommodations for the Bar Examination. Students may petition the Bar any time after having registered with the Bar, *and the Committee of Bar Examiners strongly encourages students to file their second year or the beginning of their third year and no later than four months prior to the exam that you wish to take.* Petitions generally take, anywhere from 30 days to six months to review and approve, and may take longer if additional documentation is required. The application for accommodations must be received no later than the final filing deadline for testing accommodation petitions, although earlier filing is STRONGLY encouraged.

When **Now**, if applicable. (2nd year is strongly encouraged **but no later** than four months prior to the exam that you wish to take).

Website <http://admissions.calbar.ca.gov/Examinations/TestingAccommodations.aspx>
Testing Accommodations for Applications with Disabilities (S.F. Office Phone: (415-538-2185).

☐ **Comply with California court-ordered child or family support obligations (if applicable):**

Applicants who have met all other requirements but who have been certified by the State Department of Social Services as being in non-compliance with court ordered child or family support will not be certified to the Supreme Court as qualified to practice law in California unless the appropriate release has been obtained.

When When filing moral character application (2nd year)

Website http://www.calbarxap.com/Applications/CalBar/California_Bar_Moral_Character/default.asp
<http://www.calbarxap.com/applications/CalBar/info/child.html>

Helpful Websites

State Bar Admissions General Information: <http://admissions.calbar.ca.gov/> ;
<http://admissions.calbar.ca.gov/Examinations/CaliforniaBarExam.aspx>

Summary of Requirements for Admission to Practice Law in California:
<http://admissions.calbar.ca.gov/Requirements.aspx>

Applications, Forms, and Bar Examination Information: <http://admissions.calbar.ca.gov/>

ABA Scholarship Information:
http://www.americanbar.org/groups/diversity/diversity_pipeline/projects_initiatives/legal_opportunity_scholarship.html

Past State Bar of California Exam Questions: <http://admissions.calbar.ca.gov/Examinations/PastExams.aspx>

Additional Information: Additional information and the application form can be found under Bar Exam Admissions at www.calbar.ca.gov.