



# APR 3 APPLICATION

## For the Washington State Bar Association Bar Examination

To the Washington State Supreme Court and the Washington State Bar Association Board of Governors:

I, \_\_\_\_\_, hereby apply for admission to the  
(Please print your name as you wish it to appear on your admissions certificate)  
practice of law in the State of Washington under Admission to Practice Rule (APR) 3.

I am applying for the  Winter  Summer examination of 20 \_\_\_\_.

I would like to take the Bar exam by:  Laptop Computer  Handwriting

*Note: If you elected to use your computer you must also register with Examsoft at [www.Examsoft.com/wabar](http://www.Examsoft.com/wabar)*

### **Applications Checklist:**

*Incomplete applications will not be processed*

- Registration Fee
- Two (2) completed applications (one needs to be a complete original and the second may be a copy)
- Two (2) signed Certificates of Good Moral Character
- Completed, signed and notarized Authorization & Release
- Attorneys Only:* Original Certificates of Good Standing from each jurisdiction (Active or Inactive) where you are admitted to practice

#### Mail completed applications to:

Washington State Bar Association

Admissions Department

1325 Fourth Avenue Suite 600

Seattle, WA 98101-2539

Fax (206) 727-8313

WSBA Service Center (206) 443-9722

[www.wsba.org](http://www.wsba.org)

**NO EXCEPTIONS TO THE FILING DEADLINES WILL BE GRANTED.** If your application is not received by any required deadline, a late filing charge will be imposed. **If you miss the late filing deadline, you will not be allowed to sit for this exam** (see filing schedule). The correct filing fee must accompany your application forms (see fee schedule).

<p><i>For WSBA Office Use Only</i></p> <p>GEN / ATY / REP</p> <p>Applicant ID Number:</p> <p>_____</p>	<u>Payment Information</u>	
	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Check <i>(Make checks payable to the Washington State Bar Association)</i>	
	Name (as it appears on the card) _____	
	Signature _____	
	Credit Card No. _____	Exp Date _____
Telephone Number _____	Amount _____	
<small>For WSBA Office Use Only</small>		
A/R Date:	Check No. :	Amount:



## Application Information:

- I. This is the application to sit for the Washington State Bar Examination and to be admitted to the practice of law in the State of Washington. Read the entire application carefully. Answer each question completely.
- II. The responsibility of full disclosure rests entirely upon the applicant. Failure to fully disclose as requested in this application may be considered a reflection on the applicant's moral character and may itself result in denial of admission. It is the applicant's duty to advise the Admissions Department of any changes in or additions to the information provided on this application. There cannot be too much disclosure.
- III. Two (2) complete applications must be filed, one (1) of which may be a photocopy. Incomplete applications will not be processed. Transcripts are not required, as the Washington State Bar Association (WSBA) Admissions Department will obtain Law School Certificates of graduation. Outdated information will not be accepted. All information submitted in applying for admission to the WSBA must be dated within 5 months of the application date.
- IV. The WSBA Admissions Department will send a letter acknowledging registration of each application within approximately 15 days of its receipt.
- V. Keep a copy of all application materials filed for your records.

## General Applicants:

- I. Applicants who have never been admitted to the practice of law in any state or territory of the United States or the District of Columbia, or in any jurisdiction in which the Common Law of England is the basis of its jurisprudence, are considered Student or General Applicants.
- II. Applicants who have been admitted to a qualifying bar within six (6) months previous to the Washington Bar exam for which they are applying, and who have never practiced law, may be considered as a General Applicant. Filing under these conditions requires the submission of a) a written affidavit confirming the applicant has never practiced law, and b) two (2) certificates of good standing (one for each application form) at least one of which must be an original.

## Attorney Applicants:

- I. Applicants who have been admitted to the practice of law in any state or territory of the United States or in the District of Columbia, or in any jurisdiction in which the Common Law of England is the basis of its jurisprudence, are considered Attorney Applicants. (*See General Applicants (II) for the only exception to this policy.*)
- II. All Attorney Applicants are to submit two certificates of good standing (one with each application) from each jurisdiction in which they are admitted (Federal Courts excepted), at least one of which must be an original. To obtain your certificates, contact the admitting authority (i.e. State Bar or highest state court) in each jurisdiction where you are admitted.
- III. The Character and Fitness Committee will not consider applications from lawyers who are currently under disciplinary suspension from another jurisdiction in which they are admitted to practice.

## Repeating Applicants:

- I. Any applicant who has ever sat for the Washington State Bar exam and must retake it is considered a Repeat Applicant. Applicants who have previously transferred their fees but have never actually taken the exam are not considered Repeating Applicants.
- II. REPEATING ONE SECTION ONLY: If you have passed only the Substantive *or* the Professional Responsibility portion of the examination within 25 months previous to the exam for which you are now applying, you need repeat only the portion of the examination you previously failed.



**Fees and Filing Deadline Schedule:** The required examination fee must accompany your application.

- I. GENERAL APPLICANTS (not admitted to practice in any jurisdiction) must file at least 120 days prior to the first day of the Bar examination for which they are applying .....**\$585**
- II. ATTORNEY APPLICANTS (previously admitted to practice in any US jurisdiction) must file at least 120 days prior to the first day of the Bar examination for which they are applying .....**\$920**  
(\$620 plus NCBE Investigation fee of \$300 for US attorneys)
- III. ATTORNEY APPLICANTS (previously admitted to practice in any **foreign jurisdiction**)...**\$1220**  
(\$620 plus NCBE investigation fee of \$600 for foreign attorneys)
- IV. REPEATING APPLICANTS must file at least 120 days prior to the first day of the Bar examination for which they are applying.
  - 1) Repeating Substantive Only .....**\$450**
  - 2) Repeating Professional Responsibility Only .....**\$300**
  - 3) Repeating both portions - applicants must pay the full fee, as shown above. See (I), (II) or (III).
- V. LATE FILING – Applicants who register any time after the appropriate filing deadlines must pay an additional **\$300** late filing fee penalty. Late applications must be received at least 90 days prior to the examination. **No application will be accepted after this final deadline.**

**Admission to Practice Law:**

- I. The examination consists of two parts: Substantive and Professional Responsibility. Applicants must take and pass both parts of the examination to qualify for admission to the practice of law in Washington.
- II. To be approved to sit for the examination, all applicants must establish that they are of good moral character and are fit to practice law. Approval of this application does not automatically secure admission to the practice of law, even if the applicant is successful on the examination. The Board of Governors and the Washington Supreme Court have the right to raise questions concerning admission at any time.
- III. For further information regarding admission to the practice of law, please refer to the *Admissions to Practice Rules (APR)* in the State of Washington.

**Exam Withdrawal and/or Transfer:**

- I. REFUNDS: The WSBA Admissions Department charges all applicants a **\$300** non-refundable processing fee. If the WSBA Admissions Department receives an applicant’s written request to withdraw at least 10 days prior to the first day of the examination, the applicant may receive a refund of the fee paid less: a) the \$300 processing fee, and b) any investigative costs incurred by the WSBA (including the fee paid to the National Conference of Bar Examiners for attorney applicants).
- II. TRANSFERS TO THE NEXT EXAM: An applicant may request to withdraw from one examination and transfer **to the next examination only** by submitting a written request at least 10 days prior to the first day of the examination. The examination fee will be applied **to the next examination only**, on the following conditions:
  - A. The written transfer request must be postmarked or received by the WSBA Admissions Department at least 10 days prior to the exam. If there are extraordinary circumstances that prevent an applicant from taking the examination (e.g., a serious medical emergency, death in the immediate family, significant health problems, house fire), a written request must be postmarked or delivered to the WSBA within 10 days after the exam. Any applicant making a transfer request less than 10 days prior to the date of the original examination who then withdraws from the subsequent examination, **will receive no refund of any kind.**
  - B. The applicant must file an application in the prescribed form by the appropriate deadline and pay an additional **\$300** processing fee at the time of reapplying.
  - C. Applications and/or fees may be transferred **only once** and **only to the next examination**. Applicants not applying to the next examination will forfeit all fees.



# WSBA

## APR 3 BAR EXAM APPLICATION

**An applicant may be denied admission for making a materially false statement or failing to disclose a material fact in connection with a Bar Application. Also, the Rules of Professional Conduct provide that a lawyer is subject to discipline for making a materially false statement or for failing to disclose a material fact in connection with a Bar Application.**

Please print or type your application carefully. It must be legible.

A. Name: \_\_\_\_\_  
First Name Middle Name Last Name Suffix

Social Security No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address for all official correspondence:

*(The WSBA Admissions Department must be informed, **in writing**, of any address changes.)*

\_\_\_\_\_  
Street or Box number

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
Daytime Telephone number

\_\_\_\_\_  
Email Address

B. If you have used another name on any records of a law school, court, military branch, Bar application, or other, list the name(s) and when/where used:

\_\_\_\_\_

C. List the name and address of the law school from which you graduated with a Juris Doctorate or equivalent. If you attended more than one school, or have advanced degrees, please list them on a separate sheet of paper.

College/University	Address	Phone Number	Degree Received	Graduation Date
	_____ _____ _____			_____ / /

D. List personal residential addresses for the past five (5) years. *(Attach additional sheet if necessary.)*

Address	Dates



E. List all employment, or your employment status (e.g., unemployed) for the past five (5) years. Give all employer names, addresses, phone numbers, your job title, dates employed and reason for leaving. *If you are self-employed or employed by a relative, provide a reference who can verify the nature and length of your employment or practice. If you provide a business address, please include both the reference name and the business name. (Attach additional sheet if necessary)*

Employer	Address/Phone Number	Job Title	Dates Employed	Reason for Leaving

Yes    No

F.            Do you have a disability for which you will need reasonable accommodation if you are required to take the Bar exam? *If yes, please notify the WSBA Admissions Department, in writing, at least 40 days prior to the first day of the bar examination for which you are applying. **Medical documentation must support all requests.***

G.            Are there any lawsuits or unsatisfied judgments or liens pending against you? *If yes, provide full details on an attached sheet with appropriate documentation. Include a copy of any complaint, answer and judgment or other document setting forth the nature of the matter and/or the amount owed.*

H.            Have you ever been charged with fraud, deceit, misrepresentation or forgery in any civil, criminal, administrative or other proceeding? *If yes, provide full details on an attached sheet with appropriate documentation. Include a copy of the charging instrument and any document establishing the resolution of the charge.*

I.            During the past 5 years have you experienced, or undergone treatment for, any mental impairment or alcohol or drug dependency that, if untreated, would interfere with your ability to practice law? *If yes, provide full details on an attached sheet.*



YES NO

- J.   Have proceedings ever been instituted against you for the revocation of any license, including but not limited to a drivers license? *If yes, provide full details on an attached sheet.*
- K.   Have you been involved as a debtor in proceedings filed under any provision of the Bankruptcy Code during the past 7 years? *If yes, give full details on an attached sheet and provide appropriate documentation. Include schedules filed showing debts, any creditors' objections, and any order of discharge.*
- L.   Have you ever been dropped, suspended or expelled from a college or university or had any form of school or student disciplinary proceeding brought against you? *If yes, provide full details on an attached sheet.*
- M.   Have you ever been cited, arrested, charged or convicted for a violation of any law including minor traffic violations? *If yes, complete the information below.*

Complete one line for each citation, arrest, charge or conviction whether stemming from the same facts or not. Continue on an additional sheet, if necessary, and attach relevant documentation.

No.	Traffic	Misdemeanor	Felony	Other	DATE	LOCATION	COURT	BASIC ALLEGATIONS OF CHARGES	DISPOSITION
<i>Example</i>		*			<i>March 1, 2000</i>	<i>Seattle, WA</i>	<i>Municipal</i>	<i>DUI</i>	<i>Dismissed</i>
1									
2									
3									
4									
5									
6									
7									

- N. On matters other than traffic violations, you must set forth on an ***additional sheet*** the full circumstances surrounding the incident, including the date and place; a description of your conduct; the nature of the citation, arrest, charge or conviction; the enforcement agency involved; any courts involved; file number and the disposition, including dismissal, acquittal, sentences, fines or probation, etc. It is your responsibility to provide full details, explanation and relevant documentation (copy of information, complaint or indictment, judgment and sentence, order of deferral or dismissal, etc.) to the best of your ability to do so.



<b>Professional History</b>
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YES      NO

- O.            Have you ever applied for or taken a Bar examination in this State? *If yes, when:*  
*Winter \_\_\_\_\_ Summer \_\_\_\_\_ Results \_\_\_\_\_*
- P.            Have you ever applied for or been enrolled as a Washington State APR 9 Legal  
Intern? *If yes, give dates and your intern number: \_\_\_\_\_*
- Q.            Are you now or have you ever been authorized to practice in Washington in any  
capacity other than Rule 9 (such as a Special Admissions under APR 8)? *If yes,*  
*what was the date of admission and in what capacity? \_\_\_\_\_*
- R.            Are you now, or have you ever been enrolled in the APR 6 Law Clerk Program?  
*If yes, what was the date of enrollment? \_\_\_\_\_*
- S.            Except for Bar applications, have you ever held a license, presented an  
application, or taken an exam for which proof of good moral character was  
required? *If yes, provide full details on an attached sheet.*
- T.            Have you ever applied for admission or taken a Bar examination in any state or  
Territory of the United States or in the District of Columbia? *If yes, when, where*  
*and what were the results? \_\_\_\_\_*
- U.            Have any proceedings ever been initiated regarding your moral character for  
admission to practice law in any jurisdiction in the United States or any other  
place in the world? *If yes, provide full details on an attached sheet.*
- V.            Have you ever been denied the privilege of sitting for a Bar examination or been  
denied admission to practice law in any jurisdiction? *If yes, provide full details on*  
*an attached sheet.*
- W.            Have you ever been admitted to practice law in any jurisdiction in the United  
States or any other place in the world?  
*If yes, complete questions X and Y on Page 8.*



## Attorney Applicants

YES NO

X.   Have any complaints, formal or informal, ever been made against you to the authority responsible for discipline in the jurisdictions or courts to which you have been admitted? *If yes, give full details on an attached sheet, Include a copy of the complaint(s) and other relevant documentation.*

Y.   Have you ever been disbarred, suspended, reprimanded, censured or otherwise disciplined for professional misconduct by any jurisdiction or court? *If yes, provide full details on an attached sheet with appropriate documentation.*

Name all jurisdictions and courts in which you are admitted to practice law. Include the date of admission and your current standing (continue on an additional sheet if necessary).

<i>Jurisdiction</i>	<i>Date of Admission</i>	<i>Current Standing</i>

### **Certification of Applicant**

To be completed by ALL applicants

I, \_\_\_\_\_, (NAME) certify under penalty of perjury under the laws of the State of Washington that I am the applicant above named; that I have read the Rules of Professional Conduct adopted by the Washington State Supreme Court and agree to abide by them; that I have read the foregoing application; and that the statements contained in it are full, true and correct. I also understand that I have a duty to inform the Washington State Bar Association Admissions Department in writing of any changes to the information above that occur at any time between the date signed and the date I am admitted to the Washington State Bar Association.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
*City, State where signed*

\_\_\_\_\_  
*Signature of Applicant*



**Certificates of Good Moral Character**

(To be completed by two lawyers in good standing in any state/jurisdiction; original signatures required.)

**Lawyer I**

*This is to certify that I, \_\_\_\_\_, am a member in good standing of the Bar of \_\_\_\_\_; that I am and have been well acquainted with \_\_\_\_\_, an applicant for admission to the Bar of the State of Washington, since \_\_\_\_\_; and that I believe this applicant is of good moral character and that I recommend his or her admission.*

*Certified on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, Zip*

**Lawyer II**

*This is to certify that I, \_\_\_\_\_, am a member in good standing of the Bar of \_\_\_\_\_; that I am and have been well acquainted with \_\_\_\_\_, an applicant for admission to the Bar of the State of Washington, since \_\_\_\_\_; and that I believe this applicant is of good moral character and that I recommend his or her admission.*

*Certified on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, Zip*



**Authorization and Release**

To be completed by all applicants

I, \_\_\_\_\_, \_\_\_\_\_, born at \_\_\_\_\_  
Name Social Security Number City

\_\_\_\_\_, on \_\_\_\_\_ having filed an  
State Birth Date

application for admission to the Washington State Bar Association, hereby consent to have an investigation made as to my moral character, professional reputation and fitness for the practice of law and to have such information as may be received reported to the admitting authority. I agree to give any further information which may be required in reference to my past record. I understand that I will not receive and am not entitled to a copy of the report or to know its contents, and I further understand that the contents of any such report are privileged.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association, or institution having control of any documents, record and other information pertaining to me to furnish to the Washington State Bar Association and the National Conference of Bar Examiners any such information, including: documents; records; bar association files regarding charges or complaints filed against me, formal or informal, pending or closed; or any other pertinent data, and to permit the National Conference of Bar Examiners or the Washington State Bar Association or any of its agents or representatives to inspect and make copies of such documents, records, and other information.

I hereby request and authorize the Department of the \_\_\_\_\_ to furnish to the  
Army, Navy Air Force, Marine Corp  
Washington State Bar Association and the National Conference of Bar Examiners, the record of each period of my service therein, and to furnish the character of service rendered for each period. My serial number was \_\_\_\_\_.

I hereby release, discharge and exonerate the National Conference of Bar Examiners, its agents and representatives, the Washington State Bar Association, its agents and representatives, and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information, or the investigation made by the National Conference of Bar Examiners or by the Washington State Bar Association.

I have read the foregoing document and have answered all questions fully and frankly. The answers are complete and are true of my own knowledge.

Date \_\_\_\_\_ ) \_\_\_\_\_  
Signature

State of \_\_\_\_\_ ) s.s.

County of \_\_\_\_\_ ) \_\_\_\_\_  
Notary Public

Subscribed and sworn to me before me this \_\_\_\_\_) day of \_\_\_\_\_ My commission expires \_\_\_\_\_  
\_\_\_\_\_ ) s.s A.D., 20 \_\_\_\_\_)