

ADMISSION BY MOTION APPLICANTS

FREQUENTLY ASKED QUESTIONS

ADMISSIONS DEPARTMENT
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1. What are the application fees?

Admission by Motion applicant fee is \$620 + [NCBE Investigation fee](#). The required application fee must be paid at the time of filing your application. It may be paid online, by submitting a check, credit card or by EFT (Electronic Funds Transfer). The NCBE fee is structured – most commonly it is \$500, but can vary depending on application type or a prior generated NCBE report. After review of your application by the WSBA office, the NCBE will contact you and provide you with NCBE payment and authorization and release forms that will need to be executed by you.

2. Should I seek to be admitted by motion or should I apply for limited admission as house counsel?

If you are employed as house counsel in Washington State, you can choose between applying for the limited license or for full admission by way of admission by motion.

The WSBA encourages lawyers who are licensed in another U.S state or territory and have active legal experience for three of the past five years, to apply for Admission by Motion. Lawyers who are admitted by motion are fully licensed members of the WSBA and are authorized to fully practice law and appear in Washington State courts.

Lawyers admitted under APR 8(f) as house counsel are strictly limited to providing advice to their employer-client and cannot appear in court but still must abide by the same MCLE requirements and license fees as fully licensed lawyers. Additionally, if a lawyer licensed as house counsel under APR 8(f) later applies for full admission by motion, they will have to pay all of the same application fees again.

3. What's the difference between applying for admission by motion or for limited admission as house counsel?

The Admission by Motion application is online. The application for limited admission as House Counsel is paper and must be mailed or hand-delivered.

All applicants for Admission by Motion must take the Washington Law Component (WLC), a 60-question online, open-book test that can be taken at any time after submitting an application. House Counsel Applicants do not have to take this test.

Admission by Motion applicants must have active legal experience for at least three of the five years immediately preceding the filing of the application.

4. I obtained a house counsel license because I did not possess the requisite years of active legal experience required for admission by motion. I now possess the active legal experience and would like to apply for admission by motion. Is there a different process for transition from limited license to full admission?

No. You will have to apply as new for full admission by motion through the online admission portal.

5. How long will it take for me to get approved in Washington?

It takes approximately three to five months from the time an application is submitted for the application for admission by motion to be approved.

6. What counts as “active legal experience” for admission by motion?

Active legal experience means experience in the active practice of law as a lawyer, a teacher at an approved law school, or a judge of a court of general or appellate jurisdiction in the U.S or a common law jurisdiction. Other positions such as policy analyst, judicial clerkships, and document reviewer may qualify if the position requires a license to practice law to perform the job functions. You must also have an active license to practice law. For example, if you started your clerkship in August, but were not licensed until December you may count only that experience starting in December. The preceding months do not count.



7. Do I need to submit a certificate of good standing?

Yes, you must submit a certificate of good standing from each jurisdiction to which you are or have ever been admitted to practice law. You may submit your certificate of good standing using the supplemental application information tool on the online admissions system. Go to your dashboard and click the [Create Supplemental Request] link in the Supplemental Application Information section in the lower right hand corner of your dashboard. A text box will appear and you will be able to enter a message and upload the certificate of good standing. The certificate must be signed and dated within six months of the application date.

8. How do I amend my application with additional documentation?

Please log on to your [online application](#) dashboard and click the [Create Supplemental Request] link in the Supplemental Application Information section in the lower right hand corner of your dashboard. In addition, log on to your [NCBE account](#) to amend your application.

9. I need to report a speeding ticket I received several years ago but I'm unable to find any documentation or information. What do I do?

You are required to provide details of any violations, even if you are unable to find any documentation. Please be as accurate as possible with the information you provide in your application. Please answer the question to the best of your ability.

10. I moved and would like to change my address.

You may update your address by logging on to your online account.

11. Can I withdraw my application and receive a refund?

Admission by Motion applicants may withdraw their application and receive a partial refund if it is withdrawn less than 12 months after filing it. There is a \$300 nonrefundable administrative processing fee. NCBE fees are nonrefundable.

12. When can I take the Washington Law Component (WLC) online test?

After you submit your application and pay the application fee, you have access to completing the Washington Law Component by logging into your online application. There is no requirement that you take the WLC at any specific time during the course of your application processing, but it must be completed prior to admission.

13. What type of judge can swear me in?

The Oath of Attorney must be taken before an elected or appointed judge, excluding judges pro tempore, retired judges and administrative law judges, sitting in open court. See APR 5(f) for more information.

14. Does my Admission by Motion application expire? If so, can I get an extension to complete the admission requirements?

You have one year from the date you submitted your application to complete all requirements for admission, including passing the Washington Law Component. There are no extensions.



15. Can a judge in another state swear me in?

Yes, make your request via your online application with the required out of state information. We will forward your request to the WA Supreme Court. The Court will issue an order conferring jurisdiction on the judge you have chosen. Upon receipt of the order, WSBA Admissions will send your copy of the order to be used at the swearing in ceremony. Return the original Oath of Attorney, signed by you and the judge to the WSBA Admissions Department.

16. When will I receive my bar card?

After an applicant completes all of the new admittee licensing requirements a recommendation for admission is then forwarded to the Washington Supreme Court. It generally takes two to three weeks for the Court to issue an order admitting you to the practice of law in Washington. You will be notified by email when you have been admitted and a bar number is assigned. Your bar card and certificate will be mailed within two weeks.

17. Can I fax the Admissions Team my completed oath?

No, we must receive the original oath signed by you and the judge. Please do not upload your completed oath onto your online dashboard.

18. I live in another state and don't know anyone in Washington that could serve as my agent of service.

What do I do?

Your agent for service is not required to be a Washington lawyer; you may designate a friend or family member, or your firm's branch office, as long as the agent is within the state of Washington. If you can't find an individual you may designate a service organization. Neither the Secretary of State nor the WSBA may be designated as an agent of service. We cannot recommend any businesses or services, but an internet search should provide several options. Please note you must provide your agent's street address, **not** a post office box or other private mailbox location.

