

Admission FAQs

General Information

1) *Where can the Application for Admission as well as the Information and Filing Instructions be found?*

The Application for Admission and the Information and Filing Instructions can be found on the Wisconsin Supreme Court webpage under Services→For attorneys→Admission to practice law in Wisconsin.

<https://www.wicourts.gov/services/attorney/bar.htm>

We recommend **printing** both a copy of the Sample Application and the filing instructions to reference and use. Thoroughly **read** both items and then **collect** the necessary information before creating your on-line account and completing the actual application. Taking these preparatory steps will help to ensure that a more thorough and complete application is submitted.

2) *What is the deadline for filing my application?*

All deadlines are listed within the Information and Filing Instructions. Please use this link to find your specific deadline dates:

<https://www.wicourts.gov/services/attorney/bar.htm>

3) *What is required for my application to be considered “filed”?*

Three items must be submitted for an application to be considered filed:

- The completed online application (BE-001)
- The signed, dated, and notarized Authorization and Release Form (BE-002)
- Payment of the filing fee

Upon receipt of these three items, an application is considered filed. However, a filed application is not synonymous with a completed application.

The Information and Filing Instructions indicate what documents are required at the outset of the application process. But additional documents are commonly needed to complete an application. The Board of Bar Examiners will notify applicants through e-mail if additional documents are required. Applicants should access their on-line accounts to determine whether documents have been received or to check their file status.

Diploma privilege applicants and proof of practice applicants have one year to complete their files. Bar exam applicants have six months from the date exam results are released to complete their files.

4) *How do I submit the filing fee payment?*

Before submitting the on-line application, applicants will be prompted to pay the filing fee electronically (via credit card or ACH). Occasionally, there are web browsers that do not activate the electronic payment feature. As a result, applicants sometimes submit their applications without the required payment. If electronic payment cannot be made with the submission of an application, payments may be made electronically at <https://www.wicourts.gov/services/payment/paymentbbe.htm>.

Veterans Fee Waiver: A fee waiver exists for qualified veterans applying for admission to the Wisconsin Bar. Eligibility for this fee waiver is determined by the Wisconsin Department of Veterans Affairs. Go to <https://dva.wi.gov/pages/educationemployment/feewaiver.aspx> (external link) for more information and to apply for the eligibility code. When you receive the email with your eligibility code, upload a copy of that email with your application to have your filing fee waived.

5) *How do I check the status of my application or know when a required document has been received?*

Your online account will list which documents are required to be submitted and which ones have been received. Applicants are responsible for checking the status of their files.

6) *How do applicants obtain and submit required documents?*

Applicants are responsible for ordering any required documents. Unless otherwise instructed, all documents must be sent directly to the BBE by the originating agency or institution.

Transcripts may be sent through a BBE recognized transcript vendor. All transcripts must be ordered by the applicant; the schools do not automatically send them. Please see the Information and Filing Instructions for specific requirements for transcripts. <https://www.wicourts.gov/services/attorney/bar.htm>

Other required documents may be submitted electronically provided the originating agency or institution can be verified. In some instances, applicants may choose to supply the BBE with login credentials so that required items may be downloaded directly from the original site. However, applicants must first provide consent for that to occur. Applicants may need to contact the BBE directly to coordinate any search downloads.

7) *How long does it take to process an application?*

Depending on the complexity of an application and the speed with which required documents or other materials are received, the processing of an application may take between three and six months to complete.

8) How do applicants know if they have been certified for admission?

Applicants will be notified by e-mail with their certification paperwork and instructions for how to be sworn-in.

9) When is an application required to be amended?

Pending applications must be kept current. Changes related to employment, internships, future legal employment, names or addresses, bar exam applications in another state, etc., must be reported using an amendment form. Applications should also be amended to include any new criminal or traffic violations. Amendments are submitted through the online account. See SCR 40, BA 14.03
<https://www.wicourts.gov/sc/scrule/DisplayDocument.pdf?content=pdf&seqNo=252190>

10) Are there alternatives for applicants who are unable to attend a scheduled group swearing-in ceremony?

Applicants who have been certified for admission will receive an email with instructions for how to schedule an individual swearing-in ceremony.

Wisconsin Bar Exam

11) Where can I find the eligibility requirements for taking the Wisconsin bar exam?

The eligibility requirements for the Wisconsin bar exam may be found in SCR §§40.04 and 40.055 through the following link:
<https://www.wicourts.gov/sc/scrule/DisplayDocument.pdf?content=pdf&seqNo=252190>

12) Who is eligible to transfer an MBE score from another jurisdiction?

The BBE will accept a scaled MBE score of 135 or better provided the score is no more than thirty-seven (37) months old at the time of the Wisconsin Bar Examination **and** was obtained as part of a successful bar examination in another jurisdiction that was taken no more than 60 days before the J.D. was conferred. Please see the Information and Filing Instructions for additional information using the following link:
<https://www.wicourts.gov/services/attorney/bar.htm>

13) Does Wisconsin require the MPRE for admission?

No, Wisconsin does not require the MPRE for admission.

14) Are graduates of non-ABA approved U.S. law schools eligible to take the Wisconsin bar exam?

Yes, it is possible for graduates of non-ABA approved law schools to sit for the Wisconsin bar exam provided certain requirements are met. Please see SCR §40.04 using the following link for more information:
<https://www.wicourts.gov/sc/scrule/DisplayDocument.pdf?content=pdf&seqNo=252190>

15) Are graduates of foreign law schools or attorneys licensed in another country eligible to take the Wisconsin bar exam?

Yes, it is possible for graduates of foreign law schools or attorneys licensed in other countries to sit for the Wisconsin bar exam provided certain requirements are met. An evaluation is required prior to submitting a bar exam application. Please see SCR §40.055 at the following link for additional information:

<https://www.wicourts.gov/sc/scrule/DisplayDocument.pdf?content=pdf&seqNo=252190>

Proof of Practice/In House Counsel

16) What are the eligibility requirements for admission via Proof of Practice Elsewhere (Motion)?

The eligibility requirements for admission via Proof of Practice Elsewhere may be found in SCR §40.05 by using the following link:

<https://www.wicourts.gov/sc/scrule/DisplayDocument.pdf?content=pdf&seqNo=252190>

17) Is In-House Counsel registration required in Wisconsin? What are the requirements for registering as In-House Counsel?

In-House Counsel registration is required in Wisconsin. Please visit the following site for additional information: <https://www.wicourts.gov/services/attorney/inhousereg.htm>

Other

18) How may I obtain a copy of my application?

Applications may be printed from your on-line account up until the time of admission. Once admitted, copies must be obtained through the Board of Bar Examiners. To request a copy of your application, the following information must be included:

- a. The name under which you were admitted.
- b. The last four digits of your social security number (SSN).
- c. Your Wisconsin state bar number (if applicable).
- d. Diploma privilege applicants must include which law school you attended and the month/year you graduated. Bar exam or proof of practice (motion) applicants must include the date you were admitted. If you failed the Wisconsin bar exam but are nevertheless in need of your application, please indicate the most recent year in which you sat for the exam. **PLEASE NOTE: Diploma privilege applicants who graduated from law school prior to September 1995 must contact the Wisconsin Supreme Court Clerk's office at 608-266-1880 to obtain a copy of their applications.**
- e. The address to which the application should be mailed. Applications are mailed via the USPS only; they are not sent electronically.
- f. Indicate whether you want a certified (\$12.00) or non-certified (\$10.00) copy.
- g. Payment [certified (\$12.00)/per copy or non-certified (\$10.00)/per copy] may be made either by check or electronically.

Mail your request and check to:
Board of Bar Examiners, P.O. Box 2748, Madison, WI 53701-2748; **or**,

Email your request and pay as follows:

Diploma privilege: april.ashley@wicourts.gov

Bar exam: benjamin.converse@wicourts.gov

Proof of Practice: stuart.moeser@wicourts.gov

Pay online at <https://www.wicourts.gov/services/payment/paymentbbe.htm>

Include the e-payment confirmation number in your email.

19) How may I contact the BBE?

Character & Fitness (driving abstracts, criminal record checks, etc.):

Stuart Moeser

stuart.moeser@wicourts.gov

608-267-5175

Bar Exam Manager:

Ben Converse

benjamin.converse@wicourts.gov

608-261-2351

Diploma Privilege Manager:

April Ashley

april.ashley@wicourts.gov

608-261-2348

Proof of Practice Elsewhere (Motion):

Stuart Moeser

stuart.moeser@wicourts.gov

608-267-5175

Board of Bar Examiners:

bbe@wicourts.gov

608-266-9760