



# Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS  
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MADISON, WI 53701-2748  
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## INFORMATION AND FILING INSTRUCTIONS 2010 Wisconsin Bar Examinations (SCR 40.04)

**Read this information carefully and retain it for future reference.** All deadlines (filing, payment, ADA documentation, MBE transfers, refund requests) relate to date of receipt at the Board of Bar Examiners' office during regular business hours (7:45 a.m.- 4:30 p.m., Monday-Friday, except holidays). The following deadlines will not be extended. For transmission rules, see SCR 40.14. Facsimile or email transmissions are not accepted. An application will not be filed until proper payment is received. **RETAIN A COPY OF THE APPLICANT QUESTIONNAIRE AND AFFIDAVIT (FORM BE-001) FOR FUTURE REFERENCE.** A fee will be charged for a copy of your Application should you need it at a later date. Note the deadlines listed below. It is to your advantage to file as early as possible to avoid late fees and possible delays in processing your application. Processing takes an average of three to six months.

### February 2010

### July 2010

Tues., Dec. 1, 2009	<b>Deadline</b> for filing application, authorization and release form, and \$450 fee by proper form of payment (see page two); if all three are not submitted by this date, a \$200 late fee will be assessed.	Mon., May 3, 2010
	<b>Deadline</b> for receipt of forms necessary to support a request for special testing accommodations.	
Mon., Jan. 4, 2010	<b>Final Deadline</b> for filing application and \$650 fee.	Tues., June 1, 2010
Fri., Jan. 15, 2010	<b>Deadline</b> for receipt of MBE scores transferred from other jurisdictions and proof of bar exam passage.	Tues., June 15, 2010
Mon., Feb. 1, 2010	<b>Deadline</b> for withdrawing with \$150 refund. Request must be in writing, signed and dated.	Thurs., July 1, 2010
Mon., Feb. 22, 2010	<b>MANDATORY</b> Examination Registration. A brief orientation program will be conducted at 4:00 p.m. <u>February 2010 Site:</u> <u>July 2010 Site:</u> 1:00 - 4:00 p.m.                      1:00 - 4:00 p.m. Marriott Madison West              Marriott Madison West 1313 John Q. Hammons Dr.      1313 John Q. Hammons Dr. Middleton, Wisconsin              Middleton, Wisconsin	Mon., July 26, 2010
Tues., Feb. 23, 2010	Wisconsin Bar Examination (essay) 8:30 a.m. - 4:00 p.m. <u>February 2010 Site:</u> <u>July 2010 Site:</u> Marriott Madison West              Marriott Madison West Middleton, Wisconsin              Middleton, Wisconsin	Tues., July 27, 2010
Wed., Feb. 24, 2010	Wisconsin Bar Examination (MBE) 8:30 a.m. - 4:00 p.m.	Wed., July 28, 2010
Tues., April 6, 2010	Tentative date for release of examination results.	Tues., Sept. 7, 2010

**FILING OF AN APPLICATION** - The following items must be received at the Board office by the filing deadline:

- (1) The Application Form (BE-001): **Complete and file an original application.** Answers must be typewritten or computer generated except for Question 37 which must be hand written. Photocopies and other reproductions of the application are acceptable, except that the candidate's notarized signature must be original. Handwritten applications, applications which are not properly notarized, or applications that are not accompanied by the proper payment or do not include a properly completed Authorization and Release form will be returned unprocessed. The necessity for thorough and accurate treatment cannot be overemphasized. The application form is an affidavit and the Board will treat omissions and misrepresentations under its character and fitness rule, SCR 40.06.
- (2) One notarized and unaltered authorization and release form (BE-002).
- (3) The Filing Fee: The applicable filing fee (see chart on page one) must be remitted by a check or money order, payable to the **Board of Bar Examiners**.

**SUBMISSION OF PROOFS**

- (1) Note that all proofs, except military discharge certificates, must be sent directly to the Board by the issuing institution or agency. Facsimile transmission is not acceptable. Applicants should refrain from furnishing an addressed, stamped envelope to the institution, as this practice makes the origin of the documents unclear. If, however, certifying officials require that you supply a franked envelope, you should use a plain white envelope, with a U.S. postage stamp affixed to it, and ask that the office from which it is being mailed rubber stamp or type its name and address on the envelope across the seal flap, as well as on the front.
- (2) To be seated for the examination, one of the following items must be received in the Board office by 4:30 p.m. on the Monday one week before registration: the final law school transcript or the Dean's Certificate. If you are a graduate of a non-ABA-approved law school and are otherwise eligible to sit for the examination, you must also arrange to have a good standing certificate sent directly to the Board, as noted under "Necessary Proofs" section marked with an asterisk (\*). Applicants repeating the Wisconsin Bar Examination must have the Dean's Certificate, all transcripts, and a Good Standing Certificate (if required) received in the Board office by 4:30 p.m. on the Monday prior to registration. Facsimile or email transmission of required proofs is not acceptable.
- (3) Once the application is reviewed, the staff will contact the applicant in writing to request any further documentation required for the pending file. The applicant must request this documentation at their own expense. You will not be certified for admission until all proofs and all other required documents are on file. The Board will close the file of any applicant whose file is not complete within six months of being advised of a passing score on the test, pursuant to BA 4.03.
- (4) The Board will notify all applicants of missing proofs in writing at registration. Applicants are responsible for checking the status of their pending applications.

**NECESSARY PROOFS/ALL APPLICANTS**

- (1) Dean's Certificate (BE-171): Every applicant must arrange to have the dean of the law school conferring the J.D. provide a certificate of character and fitness. A form for this purpose is available from the Board's website. The Dean's Certificate must be sent directly to the Board by the certifying official at the law school where your J.D. was or will be conferred.
- (2) Transcripts: Every applicant must arrange to have all transcripts furnished directly to the Board by the educational institution.
  - (a) Undergraduate transcript: The Board requires an official transcript from undergraduate schools (including College Level Examination Program (CLEP) examinations) that conferred a degree, including an associate degree. The Board may require official transcripts from undergraduate schools attended but which conferred no degree. You will be notified if required.

**NECESSARY PROOFS/ALL APPLICANTS** (continued)

- (b) Law school transcripts: The Board requires an official transcript from all law schools attended. A complete final transcript disclosing that the J.D. degree has been conferred must be received by the Board.
  - (c) Other transcripts: The Board requires a transcript from all schools attended after undergraduate degree was conferred, including other law schools you may have attended, summer schools, foreign study (including foreign exchange programs), technical schools, graduate schools, medical schools, etc.
- (3) Military Discharge Certificate: If you served in the Armed Forces, it will be necessary for you to provide the Board with a copy of your most recent DD-Form-214 (Report of Separation). If you served in the National Guard, provide your most recent NGB-Form 22.
- (4) Character Reference Questionnaires: Notify all character references that prompt responses would help expedite processing of your application. Select as character references (Question 36) persons who have known you for no less than two years and who are familiar with your character and fitness. Do not include any family members, or in-laws, or fiancé/fiancée, or significant other, or their families. Refer to Character Reference Questionnaire (BE-101) for further instructions.

**ADDITIONAL NECESSARY PROOFS** (for applicants already admitted to practice law in other jurisdictions)

- (1) Good Standing Certificate: Applicants admitted in other jurisdictions must arrange to have sent directly to the Board by each jurisdiction a current good standing certificate (dated no earlier than 12/1/09 for the February 2010 examination and dated no earlier than 5/1/10 for the July 2010 examination). This certificate must be issued by the Clerk of the highest court (normally the Supreme Court) in the admitting jurisdiction. Only original certificates are acceptable. (See also Submission of Proofs, (2)).
- (2) Disciplinary History Letter: Applicants admitted in other jurisdictions are required to have the bar disciplinary agency in each jurisdiction submit directly to the Board a letter that sets forth the applicant's disciplinary history, including the disposition of all complaints filed against the applicant. The letter must be dated no earlier than 12/1/09 for the February 2010 examination and dated no earlier than 5/1/10 for the July 2010 examination.

**Note:** Applicants admitted to practice in another jurisdiction after 12/1/09 (2/10 WBE) or 5/1/10 (7/10 WBE) are not required to supply a good standing certificate or a disciplinary history letter. This exception does not apply to graduates of non-ABA approved law schools or to those applicants wishing to transfer their MBE scores from another jurisdiction. Refer to the Multistate Bar Examination Transfer Policy in these instructions for additional information concerning this requirement.

Because a high volume of applicants are also licensed in the following jurisdictions, addresses are supplied to assist in locating the proper agencies for good standing certificates (GSC) and disciplinary history letters (DHL):

CA	GSC	Clerk of the Supreme Court, 350 McAllister Street, Rm. 1295, San Francisco, CA 94102
	DHL	State Bar of California, 180 Howard Street, San Francisco, CA 94105; specify "Good Standing Certificate including disciplinary history"
IL	GSC	Clerk of the Supreme Court, Supreme Court Building, Springfield, IL 62701
	DHL	Attorney Registration and Disciplinary Commission, One Prudential Plaza, Suite 1500, 130 East Randolph Drive, Chicago, IL 60601
MI	GSC	Michigan Supreme Court Clerk's Office, P.O. Box 30052, Lansing, MI 48909
	DHL	Attorney Grievance Commission, Marquette Building, Suite 256, 243 West Congress, Detroit, MI 48226
MN	GSC	Supreme Court Administrator, Minnesota Judicial Center, Room 305, 25 Constitution Avenue, St. Paul, MN 55155
	DHL	Lawyers Professional Responsibility, 1500 Landmark Towers, 345 St. Peter Street, St. Paul, MN 55102-1218
NY	GSC	Contact the agencies in each appellate division in which you are admitted.
	DHL	Contact the agencies in each appellate division in which you are admitted.

## **APPLICANTS REPEATING THE EXAMINATION**

All required transcripts and the Dean's Certificate (and a current good standing certificate for non-ABA graduates) must be on file before an applicant will be permitted to take the bar examination a second time. If these are already on file, only a current good standing certificate needs to be submitted.

## **TESTING ACCOMMODATIONS FOR DISABLED APPLICANTS**

The Board makes reasonable accommodations for testing disabled applicants. The test facility is accessible for persons with mobility restrictions. Applicants who have other special testing needs should be aware that the required Board request forms and supporting documentation must be received in the Board office **no later** than the first filing deadlines: 12/1/09 (2/10 WBE) or 5/1/10 (7/10 WBE). Facsimile or email transmissions are not accepted. NOTE: do NOT submit a request for special accommodations BEFORE submitting your actual application. Disabled applicants repeating the examination must submit all forms and supporting documentation each time an application is filed.

## **AVOIDING DELAY IN THE APPLICATION PROCESS**

It is the applicant's responsibility to contact the Board regarding the status of his or her pending file. To expedite the processing of your application, use care in completing it. Applications that are carelessly or incompletely prepared cause delays in processing. Answer all portions of all questions completely. Provide as many details and as much information as possible to avoid delay in processing your application. If you are unable to recall necessary details, you must offer an explanation in your response as to why the required information was not provided. State "not applicable" if appropriate. Supply complete addresses, including zip codes, where requested. Account for any gaps as instructed on the application itself.

Do not provide documents not specifically requested in the application or in the filing instructions. If the Board requires further documentation, its staff will make a request in writing.

## **AMENDMENTS TO APPLICATION**

Applications must be kept current. All applicants are reminded of their continuing obligation to update pending applications. Applicants wishing to augment or alter entries to the application affidavit, including name changes, are advised to execute amendment form BE-010.

## **CHANGES OF ADDRESS**

The Board will communicate its actions and send bar examination results to you at the last address you provided to the Board in writing.

Address and telephone number changes must be submitted in writing, signed and dated, but need not be submitted on the amendment affidavit. They may also be submitted on a Change of Address Notification form (BE-009). Facsimile or email transmissions are not accepted.

## **NAME CHANGES**

If you change your name for any reason during the pendency of your application for admission to the Wisconsin bar, you must execute an amendment form (BE-010), setting forth your former and present names, the reason for the change, the effective date of the change, and attach any relevant documents, such as a marriage license, etc.

## **MULTISTATE BAR EXAMINATION TRANSFER POLICY**

Only for those candidates applying to take the bar exam in February 2010, the Board will accept in transfer a scaled MBE score of 135 or better if the score is no more than thirty-seven months old at the time of the Wisconsin Bar Examination and if the score 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. (Most applicants will have completed the J.D.) Acceptance of the transferred MBE score has the effect of waiving that portion of the Wisconsin bar examination. **The MBE transfer score policy for future exams has not been determined at this time.**

**NOTE:** Score transfers from National Conference of Bar Examiners will not indicate the outcome of your bar exam sitting, only the score will be indicated. **YOU MUST** arrange for proof of bar exam passage to be sent directly to the Wisconsin Board of Bar Examiners.

Proof of bar passage in the other jurisdiction is required; therefore, applicants must arrange to have a good standing certificate mailed directly to the Board. In lieu of a good standing certificate, applicants may arrange to have written verification of successful bar exam passage sent directly to the Board from the bar examining authority, or send the Multistate Bar Examination Request & Release Form Acceptance form (BE-172) per the instructions on the form. Both verification of your bar exam passage and your MBE score notice must be received by the deadline stated on page one of these instructions. You are responsible for making all transfer arrangements. You will be notified in writing by the Board as to whether or not your transferred MBE score has been accepted in transfer.

## **LAPTOP COMPUTER TESTING**

Ordinarily, applicants use their own laptop computers for the essay portion of the bar exam. The software vendor charges a fee of \$110 for this purpose, payable directly to the vendor when you register and download the software. You will receive a communication from the Board instructing you how to register and download the software. If you choose NOT to use a laptop, you must indicate your choice by checking the box on the first page of the application form.

The Extegrity Exam4 software has a well-established reputation as exceptionally stable and trouble-free exam software. More than one million law school and bar exams have been taken with Exam4 nationwide since 2001. It has been available for the Wisconsin bar exam since February 2008. Supported operating systems are Windows XP and Vista; Macintosh OS X 10.4 Tiger and 10.5 Leopard. Examinee work is protected by an auto-save every ten seconds and automatic backups every two minutes. Experienced technical staff will be in the exam room to respond immediately to any questions or concerns. Additional information can be found at <http://64.84.16.214/extegritty/MainFrame.asp>.

In the very unlikely event that the software or your laptop fails and the technicians are unable to restore its use, the director has discretion to grant you a reasonable extension of time to complete your exam by hand.

## **MATERIAL TO BE TESTED**

Questions may be designed to incorporate more than one subject area. The Board and its staff will not provide additional interpretation or definition of the topic areas to be covered. Essay questions will be drawn from the following subject areas:

Business Organizations (Corporations, Partnerships, Associations and Sole Proprietorships)	Evidence
Civil Procedure (Pleading and Practice, and Jurisdiction of Courts)	Family Law (Domestic Relations)
Commercial Law (including Sales, Secured Transactions, and Negotiable Instruments)	Professional Responsibility (Ethics and Legal Responsibilities of the Profession)
Constitutional Law (Federal)	Property (includes Real Estate)
Contracts	Taxation (Federal)
Criminal Law & Procedure	Torts
	Trusts & Estates

At the Board's discretion, the bar exam may include one or more Multistate Performance Tests (MPTs). For more information, see [www.ncbex.org](http://www.ncbex.org).

The Multistate Bar Examination (MBE) tests on six subject areas: Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Real Property, and Torts. MBE Information booklets are available from the National Conference of Bar Examiners (NCBE) through its website at [www.ncbex.org](http://www.ncbex.org).

## **WITHDRAWAL FROM EXAMINATION**

If you wish to withdraw from the examination, you must submit a written request setting forth the reasons. If your notice is received by the withdrawal deadline listed on page one of these instructions, you will be issued a \$150.00 refund. If you fail to appear at the bar exam without withdrawing, you will be officially recorded as a 'no show' and no refund will be granted.

## **PREPARATION FOR THE EXAMINATION**

There is no official bar review course for applicants. The Board does not endorse any review course and will not act as a clearinghouse for bar review information. Many individuals find that their own law school texts and notes, together with sample questions and other information available on the NCBE website, provide an ample basis for preparation when combined with a review of recent Wisconsin case law and relevant Wisconsin statutes.

The essay portion of the Wisconsin bar examination typically includes parts of the Multistate Essay Examination (MEE) and Multistate Performance Test (MPT) prepared by the National Conference of Bar Examiners (NCBE). Examples of past MEE and MPT examinations can be ordered directly from the NCBE at [http://www.ncbex.org/fileadmin/mediafiles/downloads/PublicationForm\\_OnlineStore/PublicationsForm.pdf](http://www.ncbex.org/fileadmin/mediafiles/downloads/PublicationForm_OnlineStore/PublicationsForm.pdf). Other questions are prepared by the Board, and a sample of 11 questions (with analyses) can be ordered by mail from the Board at a charge of \$25.00.

## **ELIGIBILITY CONFIRMATION**

Approximately two weeks prior to the bar examination you will receive a letter telling you whether you are eligible to sit for the exam. Refer to page two of these instructions for required proofs necessary to sit. If required proofs are not on file, you will not be eligible to sit for the bar exam. It is your responsibility to check the current status of your bar examination file.

## **PASSING SCORE**

February 2010 candidates must achieve a combined score of at least 258 on the MBE and the essay examination to pass the Wisconsin bar exam. Passing scores for future exams have not been determined at this time.

## **HOTEL INFORMATION**

February 2010 and July 2010 administration of the examination will be held at the Marriott Madison West in Middleton, just west of Madison. The Board will reserve a number of sleeping rooms for applicants needing to stay over. We anticipate group rates being available. To book a room, you must contact the hotel directly at (608) 831-2000.

Maps, listings for other hotels, and additional test information will be included with the eligibility letter.

## **REGISTRATION**

Registration is mandatory. Applicants who fail to attend Monday's registration should not expect to sit for the bar examination. At mandatory registration, you must present one current and valid (not expired) form of identification bearing your signature **and** photograph. This identification must be a driver's license, government issued photo ID card or a passport. The identification you present must show the name under which you have applied to take the bar examination. If you have changed your name, your identification must show your new name.

## **CHARACTER AND FITNESS SCREENING**

The Board specifically directs applicants to review SCR 40.06 and SCR 40.07 available at [www.wicourts.gov](http://www.wicourts.gov). Pursuant to SCR 22.29, the Board may refer questions of character and fitness to the Office of Lawyer Regulation. Additional fees may be assessed of the applicant by that agency.

## **COPIES OF APPLICATIONS**

Keep a copy of your completed application affidavit for reference purposes in the event that the Board staff needs to contact you with questions about the information you provided. A copy of your application and amendments is available upon receipt of a written request and payment of \$10 for a plain copy or \$12 for a certified copy. Copies of information obtained by the Board from third parties will NOT be released to applicants.

## **ADDITIONAL INFORMATION**

The authorization and release form you submit to the Board may be used to confirm information contained in your application.

Applicants are responsible for checking the status of their pending application. All applicants will be notified by the Board in writing when their files are complete and they are certified to be admitted. The Board will communicate its actions, as well as your bar examination results, in writing to you at the last address you provided the Board in writing.

The provision of your social security number is voluntary, pursuant to the Federal Privacy Act of 1974. Providing your social security number assists in expediting the character review process. Your social security number will be used for purposes of investigation and verification, so as to avoid errors of identity which might introduce problems and delays into the certification and licensure process.

Your file is confidential (SCR 40.12). Therefore, the Board and its staff will discuss the contents of an application only with the applicant. Do not communicate with the Board or its staff via email or facsimile transmission or arrange to have requested documents or proofs sent to the Board via email or facsimile transmission from a third party. Contact with the Board must be made in writing or by telephone.

## **RELEASE OF INFORMATION**

The Board takes SCR 40.12 (the confidentiality rule) seriously and will not discuss your application or file with any other person.

NOTE: The Board will release to the Dean of your law school your pass/fail status on the bar examination.

**ADDITIONAL FORMS** - The following forms are available online at [www.wicourts.gov](http://www.wicourts.gov):

SCR Chapter 40 and Board Rules  
Applicant Questionnaire and Affidavit (BE-001)  
Special Testing Accommodation Information and Forms (BE-180 through BE-186)  
Dean's Certificate (BE-171)  
MBE Request & Release Form (BE-172)  
Notice of Medical Alert form (BE-174)  
Authorization and Release (BE-002)  
Debts form (BE-005)  
Traffic Violations form (BE-007)  
Law Violations form (BE-008)  
Change of Address Notification (BE-009)  
Amendment to Application (BE-010)  
Character Reference Questionnaire (BE-101)