



Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
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INFORMATION AND FILING INSTRUCTIONS – PAPER APPLICATION

Admission on Proof of Practice Elsewhere ([SCR 40.05](#))

[Supreme Court Rule \(SCR\) 40.05](#) sets forth limitations to admission based on proof of practice elsewhere that applicants should consider before filing an application. We recommend that you read those rules before proceeding.

STEP ONE: BEGINNING THE APPLICATION PROCESS

This application is valid for submissions which are filed through December 31, 2016. Pursuant to [SCR 40.14](#), applications are considered filed when the following items are submitted:

- (A) **The Application Form (BE-001):** Applicants must complete an original application. Answers must be typewritten or computer generated. Handwritten applications, applications which are not properly notarized, or applications that are not accompanied by the proper payment will be returned unprocessed. The application form is an affidavit and the Board will address omissions and misrepresentations under its character and fitness rule, [SCR 40.06](#). **Please note:** Proof of Practice Elsewhere applicants are not required to supply a NCBE number. You do not have to respond to Question 3(b) on the application and you may leave this block blank. This number is required for Bar Exam applicants only.
- (B) **[Authorization and Release form \(BE-002\)](#):** Applicants must complete this form and have it notarized.
- (C) **Filing Fee:** The amount of \$850.00 must be remitted by a check or money order made payable to the Board of Bar Examiners.

All deadlines, except application filing deadlines, are related to the date that the items required are received at the Board of Bar Examiners office during regular business hours (7:45 a.m. - 4:30 p.m., Monday-Friday, except holidays). **Facsimile or email transmissions are not accepted.**

STEP TWO: EXPEDITING THE PROCESS

The average interval between filing the application and admission is three to six months. To avoid delays in processing, comply with the following instructions and recommendations:

- (A) 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. Account for any gaps as instructed on the application itself.
- (B) Supply complete addresses, including zip codes, where requested.
- (C) Notify references and past employers that prompt responses to inquiries are helpful.
- (D) 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. Although you may choose lawyers as references who are employed by your firm, lawyers who have worked with you in the role of opposing counsel often supply more

useful references. Do not include any family members, or in-laws, or fiancé/fiancée, significant other(s), or anticipated future family members. Refer to the [Character Reference Questionnaire \(BE-101\)](#) for further instructions.

- (E) DO NOT PROVIDE DOCUMENTS NOT SPECIFICALLY REQUESTED IN THE APPLICATION FORM OR IN THIS INSTRUCTION SHEET.
- (F) It is the responsibility of the applicant to contact the BBE regarding the status of your file. The BBE will not contact you.
- (G) The BBE will communicate its actions in writing to you at the last address or email that you provided the BBE in writing. Address, email, 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.**

STEP THREE: REQUIRED PROOFS

You must arrange to have the following information **mailed directly** to the **Board of Bar Examiners by the source:**

- (A) **Undergraduate transcript:** The BBE requires an official transcript from all undergraduate schools that conferred a degree.
- (B) **Other transcripts:** The BBE requires an official transcript from all schools attended after your undergraduate degree was conferred, including law schools you may have attended, summer schools, foreign study (including foreign exchange programs), technical schools, etc.
- (C) **A current good standing certificate:** This certificate must be issued by the Clerk of the highest court (normally the Supreme Court) in all admitting jurisdictions.
- (D) **Disciplinary history letter** from the bar disciplinary agency in each jurisdiction you are admitted, setting forth your disciplinary history, including the disposition of all complaints filed against you.

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 DHL	Clerk of the Supreme Court, 350 McAllister Street, Rm. 1295, San Francisco, CA 94102 State Bar of California, 180 Howard Street, San Francisco, CA 94105; specify "Good Standing Certificate including disciplinary history"
IL	GSC DHL	Clerk of the Supreme Court, Supreme Court Building, 200 E. Capital Ave., Springfield, IL 62701 Attorney Registration and Disciplinary Commission, One Prudential Plaza, Suite 1500, 130 East Randolph Drive, Chicago, IL 60601
MI	GSC DHL	Michigan Supreme Court Clerk's Office, P.O. Box 30052, Lansing, MI 48909 Attorney Grievance Commission, Buhl Building, Suite 1700, 535 Griswold, Detroit, MI 48226
MN	GSC DHL	Minnesota Lawyer Registration Office, Suite 950, 180 East 5 th St., St. Paul, MN 55155 Lawyers Professional Responsibility, 1500 Landmark Towers, 345 St. Peter Street, St. Paul, MN 55102-1218
NY	GSC DHL	Contact the agencies in each appellate division in which you are admitted. Contact the agencies in each appellate division in which you are admitted.

STEP FOUR: TYPICAL PROCESSING PROCEDURE

The usual processing procedure is as follows:

- (A) The application materials and fee are filed with the BBE. The BBE staff reviews the application to determine if the applicant practiced for the required number of years immediately preceding the date on which the application was filed based on the facts supplied by the applicant. Within that five-year period, the applicant must have been primarily engaged in the active practice of law for three years.
- (B) Once the BBE staff confirms on the application that the three-year requirement has been met, a letter is sent to the applicant with specific requests for driver's records and criminal history reports. (We recommend that you wait until instructed to do this by the BBE.)
- (C) The completed application is then reviewed by the Character and Fitness Investigator who will request additional information as necessary.
- (D) On completion of the character and fitness investigation, the BBE will certify the applicant for admission, or the file will be referred to the BBE for consideration at its next available meeting.
- (E) The BBE staff notifies the applicant in writing of any action taken.
- (F) Applicants receiving BBE certification are sent swearing-in instructions.

NOTE: The name you provide in response to Question One on the Applicant Questionnaire and Affidavit that you file with the BBE is the name under which the BBE will certify your admission to the Supreme Court of Wisconsin. 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 on Form BE-010](#), setting forth your former and present names, the reason for the change, the effective date of the change, and any relevant documents, such as a marriage license, etc.

ADDITIONAL INFORMATION

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

The authorization and release forms you submit to the BBE may be used to confirm information contained in your application, and to obtain any supplemental information deemed necessary to complete the application process.

Your file is confidential pursuant to [SCR 40.12](#). Therefore, the BBE and its staff will discuss the contents of an application only with the applicant.

CHARACTER AND FITNESS SCREENING

The BBE specifically directs applicants to review [SCR 40.06](#) and [SCR 40.07](#), a copy of which can be found online at www.wicourts.gov.

COPIES OF APPLICATIONS

Keep a copy of your completed application for reference purposes in the event that the BBE 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 copy or \$12 for a certified copy. Copies of information obtained by the BBE from third parties will not be released to applicants.

FORMS

The following forms are available online at www.wicourts.gov.

[SCR Chapter 40](#)

[SCR Chapter 40 Appendix](#)

[Authorization and Release \(BE-002\)](#)

[Amendment to Application \(BE-010\)](#)

[Medical Information Form \(BE-004\)](#)

[Debts form \(BE-005\)](#)

[Traffic Violations \(BB-007\)](#)

[Law Violations \(BE-008\)](#)

[Change of Address Notification \(BE-009\)](#)

[Character Reference Questionnaire \(BE-101\)](#)