



Oregon State  
Board of  
Bar Examiners

APPLICATION  
INFORMATION AND INSTRUCTIONS

FEBRUARY 2012

OREGON STATE BOARD OF BAR EXAMINERS  
16037 SW UPPER BOONES FERRY ROAD  
TIGARD, OR 97224  
(503) 620-0222, EXTS. 310, 316, 364 AND 419

[WWW.OSBAR.ORG](http://WWW.OSBAR.ORG)

# APPLICATION INFORMATION AND INSTRUCTIONS

February 28 and 29, 2012 EXAMINATION ONLY

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# OREGON BAR EXAMINATION

## APPLICATION INFORMATION AND INSTRUCTIONS

**February 2012**

### **DATE AND TIME OF EXAMINATION**

Tuesday, February 28, 2012

Registration begins at 7:30 a.m.

**And**

Wednesday, February 29, 2012

Registration begins at 7:30 a.m.

### **PLACE OF EXAMINATION**

Monarch Hotel  
12566 SE 93<sup>rd</sup> Ave  
Clackamas, OR 97015

Telephone: (503) 652-1515  
[www.monarchhotel.cc](http://www.monarchhotel.cc)

Hotel Accommodations may be obtained by contacting the Monarch Hotel. In order to take advantage of the special negotiated rate, you must phone them directly. You will not receive the group rate if you reserve your room online.

### **APPLICATION FILING ADDRESS**

If by mail: Executive Director  
Oregon State Board of Bar Examiners  
P. O. Box 231935  
Tigard, Oregon 97281-1935

If in person: Admissions  
Oregon State Bar Center  
16037 SW Upper Boones Ferry Rd.  
Tigard, Oregon 97224  
(See map on back cover page)

**Please make  
an  
appointment**

## APPLICATION FILING DEADLINE

November 15, 2011

Applications must be **postmarked or hand delivered** to the filing address on or before the deadline.

## LATE FILING DEADLINE

Applications may be filed late, subject to the fee, but such late applications, with all appropriate fees, **must be postmarked or hand delivered** to the Board of Bar Examiners on or before December 30, 2011. The late fee is \$250 as prescribed in RFA 4.10(3).

No late applications will be accepted after December 30, 2011, regardless of cause.

## ITEMS TO BE FILED

### 1. **Application**

- a. Complete the application as indicated in the application. Resolve all questions in favor of full and fair disclosure. If you have any doubts about what is requested, please contact the Admissions Department;
- b. Sign applicable copies as directed by the application before a notary;
- c. Return the completed application, including four signed originals of the Affidavit and Authorization application page (page 16) and completed fingerprint card.

For your convenience, you may bring your application to the Oregon State Bar to be reviewed and notarized by the Board of Bar Examiners staff. **Please call and make an appointment for this service.**

### 2. **Fingerprint Card**

- a. Fingerprints may be taken by the police, sheriff, or other qualified law enforcement agency or fingerprinting agency. Fingerprints also may be taken by the Board of Bar Examiners staff at the Oregon State Bar. **Please call and make an appointment for this service.**
- b. You do not need to complete fingerprints if you are re-applying within **four** years of previous application.
- c. Complete all applicable portions of the card, including your sex/hgt/wgt/eyes/hair, etc. (A sample fingerprint card can be found in the application)

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- d. Sign the card where indicated - **do not fold the card.**

3. **Certificate of Graduation**

A copy of this form is to be completed and signed by the appropriate law school official. *(Note: If you have previously submitted a certificate of graduation, you do not have to submit another one).*

If this form cannot be completed in time to include it with your application, it **must be provided no later than 15 days before the date of the examination** (February 13, 2012). **Non-compliance with this rule will result in your being disqualified to sit for the examination.**

4. **Laptop Computer Use**

If you intend to use a laptop computer to complete your answers to the MPT and essay portions of the exam, you must provide your own laptop computer and pay an additional fee. **The fee is \$140 and will be payable to ExamSoft at the time you register to use a laptop computer.** To receive information regarding ExamSoft, fill out the Laptop Information box on Page 1 of the bar application. Please see Laptop and Registration Info page regarding use of laptops, which is included in the bar exam application PDF.

5. **Multistate Professional Responsibility Exam Status**

Complete and return the card located within the application PDF.

6. **Application Information Sheet**

Complete the spaces indicated on the sheet. Return both sheets.

7. **Applicable fees. See Rule 4.10.**

8. **Driving and Motor Vehicle Information**

List each jurisdiction that has ever issued you a driver's license. See Question 12, Page 5 of the application. You do not need to provide DMV records. However, you must make every effort to obtain license numbers. If you are unable to locate driver's license numbers please include an explanation with your application.

9. **Certificate(s) of Good Standing and Discipline Statement, if applicable.**

**Please note that some jurisdictions combine these two documents.**

- Certificate of Good Standing from all jurisdictions where you have been admitted to practice law.
- Statement of Disciplinary History from these same jurisdictions.

These can be submitted after you send in your application.

10. **Professionalism Form**

The Oregon State Bar Professionalism Statement is included in the application PDF. You must read this statement and then complete and return the Committee on Professionalism form.

11. **Request for Demographics Form**

Complete and return form. (This is optional, however, completion and submission of this form is encouraged).

12. **Checklist**

A checklist is included to assist you in filing your application. Your cooperation in completing and submitting this form is appreciated.

**FILING FEES**

1. **Application Fee:**

The application fee is \$625.00

Checks may include all applicable fees and be made payable to the order of "Oregon State Bar." **Do not pay \$140 laptop fee with application fee.**

2. **Investigation Fee:**

An investigation fee of \$225 is due with the application of any applicant who, on the date of any application in Oregon, has previously been admitted to the practice of law in any other jurisdiction. However, an applicant who has been admitted to the practice of law in any other jurisdiction who reapplies for admission to the practice of law in this state within 12 months of a prior application for admission to the practice of law in this state, and has previously paid the \$225 investigation fee, shall pay to the Board of Bar Examiners at the time of filing the reapplication, an investigation fee of \$175, in addition to the Application fee prescribed in 1. above.

3. **Late Filing Fee:**

In addition to the application fee, a late filing fee of \$250 is due with the application of any person filing an application after the timely filing application deadline, but by **December 30, 2011.**

4. **Insufficient Funds:**

**If your check is returned for insufficient funds:**

- a. Your application will not be considered filed until the full amount of the fees due are paid;
- b. A \$250 additional late filing fee must be paid if the timely filing deadline passes but full payment is made before the late filing deadline;
- c. The application will not be accepted if the late filing deadline has passed and full payment has not been made; and,
- d. In all events, applicants, whose checks are returned, must pay a \$25.00 fee to cover bank and handling charges.

**SPECIAL TESTING CONDITIONS (Rule 5.10)**

If you will be seeking special testing conditions, please see Rule 5.10. Applicants seeking special testing conditions can obtain special accommodations forms on the Admissions Department webpage in the Forms Library. You must complete and submit the necessary Special Testing Accommodations forms by the **timely** filing deadline. **Note filing requirement(s) set out in Rule 5.10 (2). The timely filing deadline for the July exam is April 15 and the timely filing deadline for the February exam is November 15.**

**PUBLICATION OF APPLICANT NAMES**

Prior to the examination, the names of all applicants will be published in the Oregon State Bar Bulletin, or other publication approved by the Oregon Supreme Court. All names, by which an applicant has been known, absent unusual circumstances, will be published.

**CHARACTER AND FITNESS**

Subject to review by the Oregon Supreme Court, an applicant may not be admitted to practice law in Oregon unless at least a majority of all non-recused members of the Board of Bar Examiners considers the applicant to be qualified as to the requisite character, fitness, learning and ability.

The Board investigates the character and fitness of applicants and, if deemed necessary, may request additional information from an applicant, may request a personal interview with an applicant, and may arrange hearings relating to the moral character and fitness of an applicant whose character or fitness may be called into question.

Your obligation to furnish complete and accurate information in connection with your application is a continuing one and, accordingly, should anything occur or be discovered between the time the application is submitted and the time you are admitted which would change or render incomplete any portion of the

information furnished in, or in connection with the application, you are to promptly notify the Board of Bar Examiners and furnish the necessary information to correct or complete your application.

Current and prior employers, as well as references, may be contacted. You must provide complete addresses of employers and references. If you do not provide this information, we may not be able to complete the character investigation, which is a requirement of admission. It is mandatory that a completed form be received by the Board from your current employer.

The application must include applicant's disciplinary history and status of discipline in any other jurisdiction.

## **NATURE OF EXAMINATION**

The examination consists of one day of essay questions (a combination of Multistate Essay Exams and locally drafted questions), on the subjects selected by the Board of Bar Examiners from the list set forth in the Rules for Admission, and one MPT (Multistate Performance Test) question, to be administered on Tuesday and one day of the MBE (Multistate Bar Examination - multiple-choice questions) to be administered on Wednesday.

More detailed information about the examination appears in the booklet, "Bar Admission Information -- Answers to Questions About the Bar Admissions Process" found on the Admissions Homepage under the link "Exam FAQ's".

## **SAMPLE QUESTIONS**

Sample questions for the Multistate Bar Examination (MBE), the Multistate Performance Test (MPT), Multistate Essay Examination (MEE), and the Multistate Professional Responsibility Examination (MPRE), are not available from the Board of Bar Examiners. However, sample questions may be obtained from the National Conference of Bar Examiners (NCBE), which produces the exams. See order forms on the NCBE Web Site – Multistate Tests: [www.ncbex.org](http://www.ncbex.org).

## **MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE)**

Each applicant must pass the MPRE **prior** to admission. The MPRE must be taken and passed within 24 months of passing the Oregon Bar Examination.

The MPRE passing score in Oregon is a Scaled Score of **85**.

The MPRE is administered separately from the Oregon State Bar Examination, and a separate application for the MPRE must be made to the National Conference of Bar Examiners (NCBE). (You may obtain an MPRE Information Booklet from the NCBE, check for available test dates, and/or register on-line at: [www.ncbex.org](http://www.ncbex.org)).

**IMPORTANT NOTES:**

- (1) Oregon applicants are asked to supply their Social Security Number where requested on the MPRE Test Form or put the Social Security Number as the State Registration Number. Test scores cannot be verified without this information. **Your Social Security Number will be held in confidence and used only for verification purposes.**
- (2) Please also note Rules regarding admission.

**APPLICATION WITHDRAWAL AND FEE REFUND**

Applicants who wish to withdraw their applications must so state in writing and the written request must reach the office of the Board of Bar Examiners **on or before the Tuesday before the first day of the examination.** (See Rule 4.10).

If an application is withdrawn by the Tuesday before the examination, a portion of the \$625 application fee will be refunded, but no portion of any other fees, will be refunded. (Total Refund: \$300).

If an application is withdrawn later than the Tuesday before the first day of the examination, or an applicant fails to appear for the examination, or fails to complete the examination, no fees will be refunded, regardless of cause.

**No applications or fees may be transferred from one exam to another**

**CHANGE OF ADDRESS**

Pertinent information will be provided to all applicants. Therefore, it is imperative that all applicants keep the Board informed of any change of address. An address change form can be found in the Forms Library at [www.osbar.org/admissions](http://www.osbar.org/admissions).

**E-MAIL ADDRESS**

It is very important that you provide us with your current e-mail address so that laptop registration and other information may be sent to you.

**OATH OF OFFICE**

Each applicant must execute an oath of office, swearing or affirming **"that I will faithfully and honestly conduct myself in the office of an attorney in the courts of the State of Oregon; that I will observe and abide by the Rules of Professional Conduct approved by the Supreme Court of the State of Oregon; and that I will support the constitution and laws of the United States and of the State of Oregon."**

Please see the Rules for Admission for information regarding when and where the oath may be administered and for the effect of a delay in filing the oath (<http://www.osbar.org/docs/rulesregs/admissions.pdf>).

## ADDITIONAL INFORMATION

- Social Security Number: This number is used during the admissions process for identification purposes to match various records (MPRE, criminal history, etc.). Non-disclosure of the Social Security Number will result in delays during the admission process and may delay your admission to the Bar. This information is held in confidence and will not be released.
- Essay Answers are limited to three pages of text per question (4,000 character, including spaces, limit for laptop users), and
- Multistate Performance Test (MPT) Answers are limited to nine pages of text (10,600 characters, including spaces, for laptop users).

### **Handwriters:**

One side of paper only; and, one line of text per line only. Text written outside of lines will not be considered.

### **Laptop Computer Users:**

If you indicate that you will be using a laptop Computer to complete your essay and MPT answers, full information regarding use of the ExamSoft software and meeting the specified requirements can be found under the link "Laptop and Registration Info" located on the application PDF.

**A non-refundable \$140 fee must be paid to ExamSoft when you register** with ExamSoft to take the examination using a laptop computer.

### **Examination paper:**

Paper will be furnished for the handwriters and will be available for laptop users in the event of any equipment, or electrical failure or other unforeseen problem. Applicants using laptops will be uploading their answers and will not need answer paper for laptop answers.

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Back-up: Laptop users are strongly encouraged to back up their answers and provide such backup to the Oregon Board of Bar Examiners per instructions. Applicants must provide their own USB thumb drive for back-up purposes. **No disks or CD's.**

### **Informational materials available on the website:**

1. A copy of the Oregon Supreme Court's "Rules for Admission of Attorneys":  
<http://www.osbar.org/docs/rulesregs/admissions.pdf>
  2. "Bar Admission Information – Frequently Asked Questions" booklet:  
<http://www.osbar.org/docs/admissions/Q&A.pdf>
  3. Forms Library for an address change form, graduation certificate form, and Examssoft Laptop Registration Information: [www.osbar.org/admissions](http://www.osbar.org/admissions).
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### **If you have any questions, please contact:**

Board of Bar Examiners/Admissions Staff  
Oregon State Board of Bar Examiners  
Oregon State Bar Center  
16037 SW Upper Boones Ferry Rd.  
P. O. Box 231935  
Tigard, OR 97281-1935

(503) 620-0222 Exts. 310, 316, 364 and 419  
Toll-Free In-State Only: 1-800-452-8260 Exts.310, 316, 364 & 419  
Web Site: [www.osbar.org/admissions](http://www.osbar.org/admissions)  
E-Mail: [admissions@osbar.org](mailto:admissions@osbar.org)

\*Office Hours: 8:00 – 4:30 Monday-Friday **WITH SOME EXCEPTIONS**

For your convenience, \*we suggest that you call before traveling to the Oregon State Bar.

**Appointments are important both for you and for the staff in order to be of assistance to you**

**\*At times, because of work responsibilities, the admissions office is closed**

**OREGON REVISED STATUTES THAT APPLICANTS SHOULD BE AWARE OF**

**STUDENT LOAN DEFAULTS**

348.393 Declaration of default; notice; suspension of certificate or license. (1) The State Scholarship Commission may declare that a person is in default in repayment on a student loan guaranteed or insured by the State Scholarship Commission if the person is not paying in a satisfactory manner according to the repayment requirements of the United States Department of Education.

(2) The State Scholarship Commission shall notify any state agency, board or commission, including the Oregon State Bar, that has the power to issue and renew any license, certification or registration necessary to practice any profession or engage in any trade or calling that a person is in default in repayment of a student loan as determined under subsection (1) of this section if the commission has established a process for conducting database matches and notification procedures with the entity under ORS 348.395.

(3) Any entity notified under subsection (2) of this section shall not issue or renew or shall suspend a certificate or license or shall place the person on probation. Once so notified, no further administrative review or contested case proceeding within or by the issuing entity is required. [1995 c.179 s.2]

**SUSPENSION OF OCCUPATIONAL AND DRIVER LICENSES**

25.750 Suspension of licenses, certificates, permits and registrations; when authorized; rulemaking.

(1) On and after September 9, 1995, all licenses, certificates, permits or registrations that a person is required by state law to possess in order to engage in an occupation or profession, all annual licenses issued to individuals by the Oregon Liquor Control Commission and all driver licenses or permits issued by the Department of Transportation are subject to suspension by the respective issuing entities upon certification to the issuing entity by the Support Enforcement Division of the Department of Justice or the district attorney that a child support case record is being maintained by the Department of Human Resources, that the case is being enforced by the Support Enforcement Division or the district attorney under the provisions of ORS 25.080 and that one or more, as appropriate, of the following conditions apply:

(a) That the holder of the license, certificate, permit or registration is under order or judgment to pay monthly child support and is in arrears, with respect to any such judgment or order requiring the payment of child support, for a period of three months or in an amount in excess of \$2,500, whichever occurs later; and either

(b) That the holder of the license, certificate, permit or registration has not entered into a payment agreement with the Support Enforcement Division or the district attorney with respect to those arrears and the continuing child support obligation; or

(c) That the holder of the license, certificate, permit or registration is not in compliance with a payment agreement entered into with the Support Enforcement Division or the district attorney.

(2) The Department of Human Resources by rule shall specify the conditions and terms of payment agreements, compliance with which precludes the suspension of the license, certificate, permit or registration. [1993 c.365 s.2; 1995 c.620 s.1; 1995 c.750 s.7]

25.752 Memberships in professional organizations that are required by state law. As used in ORS 25.750 to 25.783, "licenses, certificates, permits or registrations" includes, but is not limited to, memberships in professional organizations that are required by state law in order to engage in a profession. [1995 c.620 s.12]

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PO BOX 231935

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TOLL FREE IN OREGON 1.800.452.8260

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