INFORMATION SHEET AND INSTRUCTIONS FOR THE 2017 DELAWARE BAR EXAMINATION AND THE APPLICATION FOR ADMISSION TO THE DELAWARE BAR

WARNING: THIS APPLICATION DIFFERS FROM PREVIOUS YEARS. PLEASE READ EVERY INSTRUCTION CAREFULLY AND THOROUGHLY. APPLICATIONS THAT FAIL TO INCLUDE ALL REQUIRED DOCUMENTATION AT TIME OF FILING WILL BE REJECTED.

THE BAR EXAMINATION

Date & Location

The 2017 Delaware Bar Examination ('Bar Exam') will be administered at Delaware Law School, 4601 Concord Pike, Wilmington, DE 19803 on Monday, Tuesday, and Wednesday, July 24-26, 2017.

Typing The Bar Exam On Your Laptop

For a fee of \$100, you will be permitted to use ExamSoft software to type your answers to the Delaware essay portions of the Bar Exam on your own laptop. Go to http://examsoft.com/debar to sign up. You must sign up by 11:59 p.m. ET on June 1. Late signups will not be allowed.

FILING YOUR APPLICATION

Deadline

The Application and all documents you are required to submit with the Application at the time of filing **MUST** be filed electronically with the Board **NO LATER THAN** <u>4:30 p.m.</u> ET on <u>May 1</u>. Waivers of the May 1 filing deadline will not be granted.

Filing Fees

If you file your Application on or before 4:30 p.m. ET on April 3, the non-refundable filing fee is \$700 if you are not admitted in another jurisdiction, and \$800 if you have been admitted to practice elsewhere. If you file your Application after 4:30 p.m. ET on April 3 but on or before 4:30 p.m. ET on May 1, the non-refundable filing fee is \$1,400 if you are not admitted in another jurisdiction, and \$1,600 if you have been admitted to practice elsewhere.

The filing fee must be paid online at the time you file your Application, and must be paid via credit card. In order to be eligible for the lower filing fee for filing on or before April 3, your Application must include all information, documents, and forms which are required to be submitted at the time you file your Application. If you do not include all required information, documents, and forms, and your First Affidavit of Completeness does not set forth a reasonable explanation of what efforts you made to obtain the required documents and forms (and why you were unable to obtain them), you will be required to pay the higher May 1 filing fee in order to be eligible to sit for the Bar Exam.

COMPLETING YOUR APPLICATION

General Instructions

The Application has two parts: the application itself, and blank forms associated with specific questions in the application. Answer every question, and complete every form you are required to submit because of your answer to a specific question. Do not download and complete a form until after you have answered the question that relates to that form. When completing the Application, click the radio button next to 'Yes' or 'No' to indicate your answer to a question. Your responses to such questions are not complete unless and until you choose one of the available radio button responses, and the online application software will not allow you to complete and file your Application until you have made all of the required radio button responses. When completing forms and other documents, type your answers or print legibly. Do not use abbreviations unless they are self-explanatory or you provide a clear explanation of their meaning wherever they are used.

E-Mail Address

The Board will communicate with you primarily via e-mail therefore it is imperative that you ensure that your e-mail address in your application is accurate at all times and that the e-mail address that you provide is for an account that you check daily.

Addresses

Addresses are essential for a thorough and timely evaluation of your Application. Where addresses are requested, you must provide complete and accurate numbers, street names, cities, states, and ZIP codes. When identifying a state, use the two-letter postal designation for the state.

Dates

Dates must be provided in numerical format in month/day/year format, such as 10/05/09 to indicate October 5, 2009.

Reasonable Efforts

The information you provide in the Application must be as full, accurate, and complete as is reasonably possible. If you have any uncertainty as to your response to any question or any information you may have to provide (such as names, dates, and locations), you must make reasonable efforts to consult with all persons or entities (such as family members, courts, agencies, and schools) you reasonably conclude might be able to resolve any uncertainty or provide additional information needed to make your responses full, accurate, and complete.

Special Instructions For Questions 26-28

Questions 26-28 in the Application inquire about circumstances that may affect an applicant's ability to meet the professional responsibilities of a lawyer. This information is treated confidentially by the Board. The purpose of such inquiries is to determine the current fitness of an applicant to practice law. Treatment, monitoring, or participation in a support group are not, by themselves, bases on which the Board will deny admission. The Board encourages applicants who may benefit from assistance to seek it.

The Board may deny admission to applicants whose ability to function is impaired in a manner relevant to the practice of law at the time that the licensing decision is made, or to applicants who demonstrate a lack of candor by their responses. This is consistent with the public purpose that underlies the licensing responsibilities assigned to the Board, and the applicant's responsibility for demonstrating qualification to practice law.

The Board does not seek information that is fairly characterized as situational counseling. Examples of situational counseling include stress counseling, domestic counseling, grief counseling, and counseling for eating or sleeping disorders.

In order to protect the confidentiality and limit the disclosure of information disclosed to the Board in connection with Questions 26-28, applicants should not disclose to their preceptors (or employers) their responses to Questions 26-28, regardless of whether an applicant answered 'Yes' or 'No' to any of the questions. The requirement that a preceptor certify having reviewed and discussed the application with the applicant does not extend to or include Questions 26-28.

Reporting Your MPRE Score

If you have already taken the MPRE you must enter the date that you took the test in the space provided. If you have not taken the MPRE, please leave that space blank until you have taken the test. The Board will verify your score with the NCBE and enter it into your application.

Providing Your Social Security Number

Providing your Social Security number to the Board is a voluntary decision under the Federal Privacy Act of 1974. The Board requests your Social Security number to assist the Board in expediting its investigation of

your character and fitness, and to help avoid errors of identification which could lead to delays in completing the certification and licensure process.

Providing Your NCBE Number

On your Application you must provide your NCBE number that is assigned by the National Conference of Bar Examiners. The NCBE requires us to collect NCBE numbers for all applicants for test security and tracking purposes. If you do not have an NCBE number, you must register with the NCBE to obtain one.

DOCUMENTS

There are a variety of documents you must file with your application in order for the application to be considered complete and for you to be eligible for admission to the Delaware Bar. The documents break down into three categories:

- Documents <u>all</u> applicants must submit when they file their applications;
- Documents <u>some</u> applicants must submit when they file their applications, depending on their answers to certain questions; and
- Documents <u>all</u> applicants must submit in order for their application to be considered, but which do not have to be filed at the time they file their applications.

Documents You Must Submit With Your Application

You must submit all of the following documents when you file your online application in order for it to be considered complete:

- One high quality Passport Photograph (taken in the last 30 days). Selfies and pictures of physical photographs are not acceptable.
- Official College Transcripts
- Law School Application
- Official Law School Transcripts (interim transcript if you have not yet graduated)
- Credit History Reports
- Executed Authorization and Release Form
- First Affidavit of Completeness

The software will not allow you to file your application until you have uploaded the required documents, which must be uploaded as instructed within the appropriate portion of the application.

Other Documents You May Be Required To Submit

Depending on how you answer certain questions on the application, you may also need to submit the following documents (and any additional information or documents they may require) when you file your online application in order for it to be considered:

- Legal Decree or Confirmation for Name Change
- Prior Applications for Admission to the Delaware Bar (if filed prior to 2010)
- Bar Applications for Other Jurisdictions
- Official Certificates of Good Standing for Admitted Jurisdictions
- Form 5A (Prior Bar Admission in Pennsylvania)
- Form 5B (Prior Bar Admission in New York)
- Form 11A (United States Military Service)
- Form 11B (Foreign Military Service)
- Form 16 (Bonding Companies)
- Form 17 (Record of Civil, Administrative, Other Proceedings)
- Form 19 (Record of Bankruptcy or Insolvency)
- Form 20A (Record of Criminal Cases and Traffic Violations Involving Alcohol or Drugs)
- Form 20B (Description of Evaluation, Treatment, or Counseling Relating to Matter Disclosed on Form 20A)
- Form 20C (Authorization to Release Medical Information Relating to Matter Disclosed on Form 20A)
- Form 21 (Record of Criminal Cases Not Involving Alcohol or Drugs)
- Form 22 (Record of Moving Traffic Violations Not Involving Alcohol or Drugs)
- Form 24 (Debt Defaults, Past Due Status, Account Revocations)
- Form 27A (Description of Condition, Disability, or Impairment)
- Form 27B (Authorization to Release Medical Information)
- Form 28 (Record of Impairment Raised as Issue)
- First Supplemental Affidavit of Completeness

If your responses to application questions require you to submit one of these documents, the software will not allow you to file your application until you have uploaded the required documents, which must be uploaded as instructed within the appropriate portion of the application. You must upload the required document(s). Do not upload a placeholder or your application may be rejected.

Other Documents You Must Submit For Your Application To Be Considered

You must also submit the following documents by the dates noted in order for your application to be considered complete:

• First Preceptor's Certificate (due by 9/1)

- FBI Criminal History Report (due by 9/1)
- Delaware State Bureau of Identification Criminal History Report (due by 9/1)
- Second Affidavit of Completeness (due by 9/1)
- Law Clerk Schedule of Legal Assignments and Preceptor's Law Clerk Schedule Certificate (due prior to admission, by the date determined by the Board's Executive Director for each admission ceremony)

File Formats & Sizes

With the exception of your passport picture, which must be uploaded as .JPG or .JPEG image file, all documents **MUST** be uploaded as PDF files.

Documents you upload cannot exceed 10MB in size. If you have a document larger than 10MB, you must split it into multiple parts that are each lower than 10MB in size.

Document Checklist Tab

The document checklist tab identifies items that you must upload based upon your answers to various questions in the application. For each entry in the checklist, you must identify the corresponding uploaded document by selecting it from the dropdown box next to the item. You must complete your document checklist before you can file your application.

Dealing With Signed Documents

You must physically sign all affidavits, forms, or other documents requiring your signature and obtain original notarizations when applicable. In addition to scanning and uploading the affidavits, forms, or other documents to your application, you must bring the original copy of any signed affidavit, form, or other document with you to your character and fitness interview.

Certified Copies Of Transcripts

You must obtain an original, certified transcript from each college or law school you attended. If the original, certified transcript is in paper format, you must upload a scan of the transcript when you file your application, and bring the original, certified paper copy with you to your character and fitness interview.

Good Standing Certificates

If you are admitted to practice in any other jurisdictions, you must obtain an original, certified certificate of good standing from each jurisdiction. You must upload a scan of the good standing certificate when you file your application, and bring the original, certified good standing certificate with you to your character and fitness interview.

Criminal History Reports

You are required to obtain criminal history reports (background checks) from the Federal Bureau of Investigation and the Delaware State Bureau of Identification, which will require you to appear in person to be fingerprinted at a Delaware SBI office. Detailed instructions for obtaining your criminal history reports are located on the 'Document Checklist' tab.

Your criminal history reports must be issued within the year that you are applying. All criminal history reports must be uploaded on or before September 1 and you must bring the original reports with you to your character and fitness interview. Failure to do so may jeopardize your ability to get admitted in the December admission ceremony. Keep in mind that it can take up to 16 weeks to receive an FBI criminal history report after you submit your fingerprints therefore you are encouraged to make your appointments early.

Testing Accommodations

If you are a qualified individual with a disability (as defined under the American With Disabilities Act of 1990, as amended) and need reasonable adjustments or modifications to the standard testing conditions for the Bar Exam, you must complete and submit an Application for Testing Accommodations by the deadline provided. The Application for Testing Accommodations, the various related verification forms, and detailed instructions for preparing and filing an Application for Testing Accommodations (including identification of applicable filing deadlines) are available on the Board's web site.

Do not file an Application for Testing Accommodations if you are only requesting permission to bring with you into the examination room a medical assistive item or device that is not explicitly permitted by the Board's testing security policies (such as diabetic supplies, a lumbar support, a lactation pump, or prescription medication), and/or you are only requesting special seating because of a medical condition. For such requests, you only need to submit by May 1 a Request for Administrative Accommodations, which is available on the Board's web site.

First and Second Affidavits of Completeness

You are required to file two Affidavits of Completeness, each of which must be notarized and uploaded as an attachment.

The First Affidavit of Completeness must be submitted when you file your Application, and it will require you to certify under oath or affirmation that you have, among other things,(1) accurately and completely answered all questions on your applications, (2) submitted true and correct copies of all documents you are required to submit with your application or provided a detailed explanation why not, (3) sent a request to complete a Certification of Employment to each employer identified in your application, and (4) submitted full payment of your application fee.

The Second Affidavit of Completeness must be filed on or before September 1, and it will require you to certify under oath or affirmation, among other things, that: (1) you have accurately and completely answered all questions on your applications, (2) you have submitted true and correct copies of all documents you are required to submit with your application or provided a detailed explanation of why not (including describing all efforts you have made to obtain those documents since you filed your First Affidavit of Completeness), and (3) each employer identified in your application has completed and returned a Certification of Employment (and, if not, you must describe all efforts you have made since you filed your First Affidavit of Completeness to follow up with those employers to have them complete a Certification of Employment.)

Both affidavits will also require you to certify under oath or affirmation your understanding of the importance of providing a complete application to the Board as soon as possible, and that failing to do so may delay your eligibility for admission to the Delaware Bar.

Preceptor's Certificate and Preceptor's Law Clerk Schedule Certificate

You must identify the member of the Delaware Bar who will be serving as your preceptor on or before the first business day in June. The duties and responsibilities of your preceptor are set forth in Board Rule 10. Among other things, your preceptor will be required to sign a Preceptor's Certificate and a Preceptor's Law Clerk Schedule Certificate, which you must then file with the Board.

The First Preceptor's Certificate must be filed by September 1. In it, your preceptor must certify to (1) having personally reviewed and discussed with you your application and First Affidavit of Completeness, (2) determining that you have either (i) provided all information and documents required to be submitted with the Application or (ii) provided a reasonable explanation why missing information and documents have not been submitted and identified when you expect the Board will receive that information or documents,(3) determining that the information and documents in or submitted with your application are factually accurate, and (4) determining that your First Affidavit of Completeness is factually accurate and contains no omission of any fact required to be disclosed. The Supreme Court and the Board expect that preceptors will play an active role in making sure that applicants submit accurate and complete applications that are ready for the Board's review.

The Preceptor's Law Clerk Schedule Certificate must be filed with your Law Clerk Schedule of Legal Assignments, which as previously noted must be filed prior to your admission, and no later than the date announced by the Board's Executive Director for each admission ceremony. In the Preceptor's Law Clerk Schedule Certificate, your preceptor must, among other things, certify that you have served a clerkship in the State of Delaware aggregating substantially full-time service of at least five months (21 weeks), in full compliance with Delaware Supreme Court Rule 52(a)(8), and that you have completed the items indicated on your Law Clerk Schedule of Legal Assignments.

EMPLOYMENT VERIFICATIONS

The Board requires a written verification of all employment, which you must obtain in the following manner:

- Employer Currently In Business: Complete a detail entry for and use the link to that entry in your application to electronically send a FORM 12 to the employer, who should, by July 1, either complete the FORM 12 online through the link provided via email, or complete, scan and upload a copy through the provided link.
- Employer No Longer In Business: Complete only the detail entry in the online application for that employer, which must indicate the date when the employer went out of business. Do NOT send a FORM 12 to that employer.
- <u>Self-Employment</u>: If you are self-employed, or were self-employed at any point during the time period covered by this question, complete the detail entry, which must identify a reference who can verify the nature and length of your self-employment.
- <u>Military Service</u>: If your employment includes military service for which you responded yes to Question 11A or Question 11B and submitted an accurate and complete Form 11A or Form 11B, complete only the detail entry in the online application for your military service. Do NOT send a FORM 12.

If the employer utilizes a third party employment verification service the employer will be able to provide that information electronically via the link provided. If the employer wants to complete Form 12 but is unable to complete Form 12 electronically or to scan and upload a copy you may mail a hard copy to the employer to complete and return by mail to the Board. You do not need to upload copies of the FORM 12s that you have mailed. The Board will upload the completed forms as they are received. You will be able to see which ones have been received and which ones are outstanding.

Your obligation to obtain written verification of all employment does not end when you complete the detail entry and have FORM 12s sent to your employers. You must make reasonable efforts to follow up with employers who have not completed a FORM 12, identify and describe those efforts in your First Affidavit of Completeness and Second Affidavit of Completeness, and be prepared to discuss those efforts during your character and fitness interview.

If necessary, please make sure your employers are aware that the employment verification link received via email cannot be forwarded by the recipient -- if the verification is going to be completed by someone at the employer other than the person to whom the link was originally sent, you must contact the helpdesk who will assist you in generating a new link.

AUTHORIZATIONS AND RELEASES

The authorization and release at the end of the application must be completed, signed, dated, and notarized in order for your application to be considered complete and for the Board to perform its review of your application and

conduct an investigation of your character and fitness.

The same is true with respect to any medical releases you may be required to complete as part of your application. The Board cannot disclose information in your application to consulting experts or professionals retained to assist the Board unless you have authorized and consented to the release of that information, nor can the Board discuss any condition you may disclose with your treating professional(s) unless you have authorized and consented to such discussions and to the release of information by your treating professional(s).

NOTIFICATIONS TAB

The 'Notifications' tab contains a copy of every automated email sent to your e-mail address on file in your application from the Board's BBEDE.ORG system. Be sure to check it regularly for alerts and other important information. In particular, check the Notifications tab for confirmation from the system when you electronically file your application. If you do not see a 'Filing Confirmation' entry in the Notifications tab, your application has not been successfully filed.

DUTY OF CANDOR

You have a duty of candor and an obligation to provide truthful, correct, and complete information with respect to the application and any information or documentation provided by you in connection with it. Falsifying or willfully omitting any information or documentation may result in you being denied the opportunity to sit for the Bar Exam, could prejudice your examination results, result in you being denied admission to the Delaware Bar, and affect your subsequent good standing as a member of the Delaware Bar, in addition to subjecting you to penalties as may be provided by law.

DUTY TO UPDATE

The duty of candor and obligation to provide truthful, accurate, and complete information continues until such time as you may be admitted to the Delaware Bar. You have an obligation, therefore, to submit promptly any changes or updates to your application if at any time the information you provide in your application is no longer truthful, accurate, and complete. Board Rule 5(e) requires that you update your application within ten days of the occurrence of any event triggering a need to update. This duty continues until you are admitted to the bar should you be successful on the bar exam.

CHARACTER & FITNESS INVESTIGATION

The Board's investigation of your character and fitness includes a personal interview with a member of the Board. You will be contacted directly by the Board member performing your character and fitness investigation to schedule an interview in late October or early November to discuss your application. You will only be contacted to schedule an interview if you pass the Bar Exam.

The Board will not conduct your character and fitness investigation and interview if your application is not complete and your affidavits of completeness fail to (i) identify what required information or documents have not been submitted with the application, (ii) provide a reasonable explanation for why such information or documents have not yet been submitted, (iii) state when you first requested such information or documents from the appropriate source(s) and identify all efforts you have made to obtain such information or documents from the appropriate source(s), and (iv) state when you expect the Board will receive such information or documents (and why you expect that). This will likely mean that you will not be eligible for admission to the Delaware Bar at the December admission ceremony.

PRE-ADMISSION CONFERENCE

All applicants who pass the Bar Exam must attend a mandatory two-day Pre-Admission Conference held at Delaware Law School on Thursday and Friday, November 16-17, 2017.

INQUIRIES REGARDING THE BAR EXAM OR YOUR APPLICATION

All inquiries relating to admission to the Bar of the Supreme Court of the State of Delaware, non-technical questions regarding the application for admission, or any related matters should be directed to the Board's Executive Director, whose contact information is available on the Board's website.

All technical application inquiries should be directed to the helpdesk.

COVER PAGE

2017 BOARD OF BAR EXAMINERS

OF THE DELAWARE SUPREME COURT

The Renaissance Centre 405 North King Street, Suite 420 Wilmington, DE 19801 (302) 651-3940

APPLICATION FOR ADMISSION

Title	Home Address
First Name	
Middle	City
Last Name	State, Zip
Suffix	
	(h)
	Phone (w)
SSN	(m)
Date of Birth	Email Address
Law School Attending or Graduated From:	
if your school is not on the dropdown list, please sp	pecify below
Graduation Date:	
Graduation Date:	
MPRE STATUS	
Date Taken:	
Score:	
Date will take:	
NCBE Number:	
[] Check if you will sign up to use ExamSoft. (Sig	gn up is from April 1 to June 1 at www.examsoft.com/debar)
[] Request for Special Accmmodations.	
	cial Accommodations must be filed together with this application.)
[] Check if you have applied for and/or taken the l	Delaware Bar.
(You must upload a complete copy of your prev	vious application.)

What Year(s)?

[] Check if you have been admitted to the Bar in another state.

CANDOR

Delaware Supreme Court Rule 52(a)(1) relating to admission to the Bar provides that no person shall be admitted to the Bar unless the applicant shall have qualified by producing evidence satisfactory to the Board that the applicant is a person of good moral character and reputation and that the applicant possesses such qualities, aptitudes and disposition as fit the applicant for the practice of law. In considering good moral character, the Board attempts to view an applicant as a whole person and to take into account the applicant's entire life history, rather than limit its view to isolated events in the applicant's life. It is the practice of the Board in this regard to require each applicant to appear, typically in October or November, for a personal interview with a member of the Board, and you will be contacted to set up such an interview. The Board's inquiry into an applicant's moral character emphasizes honesty, fairness, candor, and respect for the rights of others, for the laws of Delaware and the United States.

Board of Bar Examiners Rule 7 states:

Consistent with the requirements of Rule 8.1 of the Delaware Lawyers' Rules of Professional Conduct, each applicant for admission to the Bar has a duty to be candid and to make full, careful, and accurate responses and disclosures in all phases of the application and admission process. The Board requires that each applicant respond fully to its inquiries, and it relies on the applicant's responses and disclosures in making its assessment of the applicant's fitness for admission to the Bar. The Board's investigation of the applicant's fitness for admission to the Bar is a continuing one and, accordingly, until the applicant's admission to the Bar, the applicant must continue to provide any information or material not previously disclosed that relates to the Board's fitness investigation.

CERTIFICATION OF COMPLETENESS

I, [APPLICANT], in connection with my application for admission to the Bar of the Supreme Court of the State of Delaware and for permission to take the July 2017 Delaware Bar Examination, hereby certify that:

1

I have studied carefully the Rules of the Delaware Supreme Court and the Rules of the Board of Bar Examiners of the Delaware Supreme Court, and in my opinion I will be qualified under such Rules to take the Examination.

2

(a) All questions in the application have been answered fully.

**

(b) If the answer to Question 2(a) is anything other than an unqualified YES, identify the unanswered questions, provide the reasons for not answering the questions fully and state when you expect to provide a complete answer.

3

All documents required by the application (including the application itself) must be uploaded to your electronic application, including but not limited to:

- One Passport Photograph taken in the last 30 days
- Official College Transcripts
- Law School Application (to schools attended only)
- Official Final Law School Transcript (supply interim transcripts if you have yet graduated)*
- Bar Applications to Other Jurisdiction
- Official Good Standing Certificates (from other jurisdictions where you are admitted)
- Divorce Proceeding Documents
- Litigation Documents
- Executed Authorization and Release Form

If you have not provided all documents required by the application (including the application itself), identify which documents have not been provided, provide the reasons for their omission from the application, state whether and when you requested them from an appropriate source and state when you expect the Board will receive them.

4

I have submitted full payment of the non-refundable application fee.**

5

I will promptly notify the Board in writing as to any change with respect to any matter about which information is sought in my application including changes in address and telephone numbers.

- * Final Law School Transcripts must be uploaded to your application on or before July 1. Your Preceptor's name should be identified as soon as possible, but no later than July 1.
- ** The non-refundable application fee is \$700.00 for completed applications filed at or before 4:30 p.m. on April 1, and \$1,400.00 for completed applications filed after April 1 but at or before 4:30 p.m. on May 15. Payment must be made online via credit card.

6

IMPORTANT: I understand that my application is not complete until all information and documents required to be submitted herewith have been received by the Board. I further understand that my application will be rejected as incomplete if I fail to provide documentation and information to the Board as requested in this application or if my Certification fails to: (a) identify which information and documents (if any) have not been provided to the Board with this application; (b) provide a reasonable explanation for the omission from the application of such information and documents; (c) state whether and when I requested such information and documents to be sent to the Board; and (d) state when I expect the Board will receive such information and documents. I further understand that if at any time during the course of the application process the Board determines that I have failed to be diligent in providing the Board with information required by this application or requested by the Board, such lack of diligence may be grounds for Board rejection of my application. I will continue to update my application as necessary to ensure that all of my answers continue to be correct until I am admitted to the Bar. These updates will be sent to the Board's office with a copy to my preceptor and character and fitness Board member, once assigned.

RESIDENCE HISTORY

Question 1

List the street address for each location at which you have physically resided for a period of at least 30 consecutive days at any time during the last ten years. If there is a period of time of at least 30 consecutive days where you did not physically reside at one location, please add an entry with an explanation of where you resided during that time.

NOTE: For each location, the "From" and "To" information you provide is a representation that you physically resided at that location for the entire period of time listed. You may therefore need to list a single address multiple times if you temporarily resided at another location (such as during college).

EDUCATION (OTHER THAN LAW SCHOOLS)

Question 2

List the names of all the colleges and universities other than law schools you attended, their location (including the name of the campus if the school had more than one), the dates attended, and the degree received. Indicate if you did not receive a degree.

Submit one official, certified transcript from each college or university you attended irrespective of whether you graduated from that college or university. This requirement may be satisfied by submitting a copy of your transcript in electronic PDF format, provided that (i) the college or university in question considers the electronic copy to be an official document, and (ii) the electronic copy has been digitally signed and certified by the college or university and the Board can validate its authenticity automatically.

EDUCATION (LAW SCHOOLS)

Question 3

List the names of all the law schools you attended, their location (including the name of the campus, if the school had more than one), the dates attended, and the degree received. Indicate if you did not receive a degree.

Upload one official, certified transcript for each law school you attended irrespective of whether you graduated from that law school. The original of each transcript that you upload must be provided to the Board member who conducts your character and fitness interview at the time of the interview. Original transcripts may be in electronic PDF format, provided that (i) the law school in question considers the electronic copy to be an official document, and (ii) the electronic copy has been digitally signed and certified by the law school and the Board can validate its

authenticity automatically.

Submit one copy of your law school application for every law school you attended.

EDUCATION (DISCIPLINE ISSUES)

Question 4

Have you ever been dropped, suspended, warned, placed on scholastic or disciplinary probation, expelled or requested to resign or allowed to resign in lieu of discipline from any college, university, law school or otherwise subjected to discipline by any such institution or requested or advised by any such institution to discontinue your studies therein?

If you answered "Yes", provide details below:

PRIOR APPLICATIONS FOR ADMISSION

Question 5

Have you ever submitted an application to be admitted by examination, motion, or diploma privilege, or to be reinstated to the Bar in any state?

If you answered "Yes", list every state to which you have ever submitted an application to be admitted by examination, motion or diploma privilege, or to be reinstated to the Bar. Provide a brief narrative explanation of the circumstances surrounding the reasons for any withdrawals of applications or failures to be admitted (including denials other than those due to failing the examination).

Upload a copy of your application to each such Bar as well as an official certificate in good standing for each Bar to which you are admitted.

If admitted in Pennsylvania, complete and upload **FORM 5A**. If admitted in New York, indicate the judicial department to which you are admitted, and also complete and upload **FORM 5B**.

JUDICIAL OFFICE

Question 6

Have you ever held judicial office?

If you answered "Yes", provide details about each office below:

MEMBERSHIP IN REGULATORY/DISCIPLINARY BODY

Question 7

Are you currently or have you ever been a member of or subject to the authority of a court bar, bar association, disciplinary agency, regulatory body, or other entity that exercises regulatory or disciplinary authority over its members?

NOTE: This question covers regulatory or disciplinary entities for all professions, occupations, and industries, not just those which are law-related. It includes, for example, national bodies such as the Financial Industry Regulatory Authority (FINRA) and the American Institute of CPAs (AICPA), as well as state entities that regulate the practice of a profession or occupation within a state (such as, for example, the regulatory bodies identified in Title 24 of the Delaware Code).

If you answered "Yes", list below the full name, address, and telephone number of each such court, bar association, disciplinary agency, regulatory body, or other entity:

DISCIPLINARY HISTORY

Question 8

- A. Have you ever been disbarred, suspended, censured, or otherwise reprimanded or disqualified as an attorney?
- B. Have you ever been the subject of any formal or informal charge, complaint, grievance, investigation, or inquiry regarding your conduct as an attorney?

If you answered "Yes" to either of the above, provide details below:

CHARGE / COMPLAINT / GRIEVANCE HISTORY

Question 9

Have you ever been the subject of any formal or informal charge, complaint, grievance, investigation, or inquiry regarding the unauthorized practice of law?

If you answered "Yes", provide details below:

SANCTION / DISQUALIFICATION HISTORY

Question 10

Have sanctions ever been entered against you or have you ever been disqualified from participating in any case?

If you answered "Yes", provide details below:

MILITARY SERVICE

Question 11

A. Have you ever been a member of the United States Armed Forces, meaning the Army, Marine Corps, Navy, Air Force, Coast Guard, Army Reserve, Marine Corps Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard of the United States, or Air National Guard of the United States?

If you answered "Yes", complete and upload **FORM 11A**.

B. Have you ever performed any other kind of military service, including service in a civilian auxiliary of the United States military (e.g., Civil Air Patrol, Merchant Marines, Coast Guard Auxiliary), a state defense force (e.g., Texas State Guard, Ohio Military Reserve, California Naval Militia), the Puerto Rico State Guard, or the military of another country (e. g., Israeli Defense Forces)?

If you answered "Yes", complete and upload **FORM 11B**.

EMPLOYMENT AND UNEMPLOYMENT HISTORY

PREAMBLE TO QUESTIONS 12 AND 13

For purposes of responding to Questions 12 and 13, the term "employment" means any kind of employment or work, without regard to whether the work was full-time, part-time, or temporary in nature, or whether you were compensated for the work. This includes, for example, self-employment, clerkships (judicial or otherwise), internships, externships, fellowships. It does not matter if you received school credit instead of monetary compensation for the work.

Question 12

List your employment history since you were eighteen years of age, or the past 10 years, whichever is shorter. If your work history includes temporary employment where you worked for an employer but were paid by a temporary staffing agency, you should identify the company for which you performed the work as the "employer" as well as the temporary staffing agency.

Your employment history must also account for each occasion during which you were unemployed (not working) for at least 30 consecutive days. For each such occasion, in the detail entry below you must identify the period of time you were not working using "From" and "To" to indicate the beginning and ending dates, and in the "Position" text box, describe what you were doing during that period of unemployment.

If you are self-employed, or were self-employed at any point during the time period covered by this question, complete the detail entry, which must identify a reference who can verify the nature and length of your self-employment

NOTE: The Board must receive an online certification for all employment or practice, which must be completed online by your employers by July 1st.

If an employer is no longer in business, indicate the date that the employer went out of business. Do not send an employment certification request but include the employer in this list.

PLEASE NOTE: You do not need to upload copies of your employment certification requests. The system will update your application with the relevant data as each employer completes their certification. Check your "Document Checklist" tab to see which employment certification requests have been completed and which remain outstanding.

EMPLOYMENT TERMINATION

Question 13

Have you ever been terminated, suspended, disciplined or permitted to resign in lieu of termination from any employment?

If you answered "Yes", provide details below:

LICENSE DENIAL

Question 14

- **A.** Have you ever been denied a license for a business, trade, or profession (e.g., CPA, real estate broker, physician, etc.)?
- **B.** Have you ever had a business, trade or professional license revoked?

If you answered "Yes" to either of the above, provide details below:

SUSPENSION / CENSURE / REPRIMAND / DISQUALIFICATION

Question 15

- A. Have you ever been suspended, censured, or otherwise reprimanded or disqualified as a member of another profession, or as a holder of public office?
- B. Have you ever been the subject of any formal or informal charge, complaint, grievance, investigation, or inquiry regarding your conduct as a member of another profession or occupation, or as a holder of public office?

If you answered "Yes" to either of the above, provide details below:

BOND SURETY

Question 16

Has any surety on any bond on which you were the principal been required to pay any money on your behalf?

If you answered "Yes", complete and upload FORM 16.

CIVIL / ADMINISTRATIVE PROCEEDINGS

PREAMBLE TO QUESTION 17

For purposes of Question 17, "Affiliated Entity" means any entity in whose management or control you have participated, or any non-public entity in which you have directly or beneficially owned at least a 5% interest. This definition also applies to Questions 18, 19, 24, and 25.

Question 17

A. Have you or an Affiliated Entity ever been named as a party in any civil, administrative, or other proceeding?

B. Has there ever been a civil, administrative, or other proceeding in which an allegation was made against you or the Affiliated Entity of fraud, deceit, misrepresentation, forgery or legal malpractice, without regard to whether you or the Affiliated Entity was a party in the proceeding?

NOTE: Family law matters (including orders for child support) should be included here. For an Affiliated Entity, "other proceeding" includes criminal proceedings.

If you answered "Yes" to either of the above, complete and upload **FORM 17** and upload copies of the complaint, answer, judgment, or dismissal, and any final orders.

FAILURE TO FILE INCOME TAX

Question 18

Have you or an Affiliated Entity ever failed to file a federal, state, or local income tax return when due and without a lawful extension or have you or an Affiliated Entity ever failed to pay federal, state, or local income taxes when due?

If you answered "Yes", provide details about each occurrence below:

BANKRUPTCY

Question 19

Have you or an Affiliated Entity ever filed a petition for bankruptcy?

If you answered "Yes", complete and upload FORM 19.

VIOLATIONS OF LAW INVOLVING ALCOHOL OR DRUGS

Question 20

Have you ever been cited, arrested, charged, accused, prosecuted, or convicted for any offense, misdemeanor, felony, or other violation of any law (including moving traffic violations), which involved alcohol or drugs?

NOTE: This includes matters that have been expunged, been subject to a diversionary program, pardoned or otherwise cleared.

If you answered "Yes", complete and upload FORM 20A, FORM 20B, and FORM 20C as appropriate.

VIOLATIONS OF LAW NOT INVOLVING ALCOHOL OR DRUGS

Question 21

Have you ever been cited, arrested, charged, accused, prosecuted, or convicted for any offense, misdemeanor, felony, or other violation of any law, in which alcohol or drugs were not involved?

NOTE: This includes matters that have been expunged, been subject to a diversionary program, pardoned, or otherwise cleared. This does not include moving traffic violations, which are covered by Questions 20 and 22.

If you answered "Yes", complete and upload FORM 21 for each incident.

MOVING TRAFFIC VIOLATIONS

Question 22

Have you been charged with any moving traffic violations during the past ten years?

NOTE: This does not include moving traffic violations involving drugs or alcohol, which are covered by Question 20, and it does not include parking tickets.

If you answered "Yes", complete and upload FORM 22.

IMMUNITY / WITNESS

Question 23

Have you ever been offered or granted immunity, testified or been called as a witness in any criminal action or criminal proceeding in which you were not a party?

If you answered "Yes", provide details below:

CREDITOR ACTIONS

PREAMBLE TO QUESTIONS 24 AND 25

For purposes of Questions 24 and 25, a "creditor" is any person or entity (i) to whom a debt is owed, (ii) that has the right to require the performance of any legal obligation, contract, or guaranty, (iii) that has a legal right to damages arising out of contract or tort, or (iv) that has extended or arranged for the extension of credit (such as a credit card or a home equity line of credit), even if there is currently a zero balance with that creditor.

Question 24

- A. Have you or an Affiliated Entity had any debts which have been more than 90 days past due within the past seven years?
- B. Have you or an Affiliated Entity ever had a credit card or charge account revoked?
- C. Have you or an Affiliated Entity ever defaulted on any debt?
- D. Have you or an Affiliated Entity ever surrendered a credit account in lieu of recovery action by one or more of your creditors?

If you answered "Yes" to any of the above, complete and upload FORM 24 for each debt.

CREDITORS

Question 25

For you and any Affiliated Entity, list all creditors you have confirmed are not identified on the credit reports from the three major credit bureaus (TransUnion, Equifax, Experian), including the name, address, and telephone number of the creditor, the account number (if applicable), and the balance on the debt or account as of the date of this application. **Upload a copy of the credit reports from the three major credit bureaus listed above that you reviewed in order to respond to this question, which must have been obtained thirty (30) or fewer days before you filed your application.**

PAST CONDUCT OR BEHAVIOR

PREAMBLE TO QUESTIONS 26, 27, AND 28

Through this application, the Delaware Board of Bar Examiners (the "Board") makes inquiry about circumstances that may affect an applicant's ability to meet the professional responsibilities of a lawyer. This information, along with all other information, is treated confidentially by the Board. The purpose of such inquiries is to determine the current fitness of an applicant to practice law. Treatment, monitoring, or participation in a support group are not, by themselves, bases on which the Board will deny admission. The Board encourages applicants who may benefit from assistance to seek it.

The Board may deny admission to applicants whose ability to function is impaired in a manner relevant to the practice of law at the time that the licensing decision is made, or to applicants who demonstrate a lack of candor by their responses. This is consistent with the public purpose that underlies the licensing responsibilities assigned to the Board, and the applicant's responsibility for demonstrating qualification to practice law.

The Board does not seek information that is fairly characterized as situational counseling. Examples of situational counseling include stress counseling, domestic counseling, grief counseling, and counseling for eating or sleeping disorders.

NOTE: APPLICANTS SEEKING TESTING ACCOMMODATIONS FOR THE BAR EXAM DUE TO A CONDITION, DISABILITY, OR IMPAIRMENT DISCLOSED IN RESPONSE TO THESE QUESTIONS MUST COMPLETE AND FILE A SEPARATE APPLICATION FOR TESTING ACCOMMODATIONS.

Question 26

Within the past five years, have you exhibited any conduct or behavior that could call into question your ability to practice law in a competent, ethical, and professional manner?

If you answered "Yes", provide details below:

IMPAIRMENT

Question 27

- A. Do you currently have any condition or impairment (including, but not limited to, substance abuse, alcohol abuse, or a mental, emotional, or nervous disorder or condition) that in any way affects your ability to practice law in a competent and professional manner? For purposes of this question, "currently" means recently enough that the condition or impairment could reasonably affect your ability to function as a lawyer.
- B. If you answered 'Yes' to Question 27A, are the limitations or impairments caused by your condition or impairment reduced or ameliorated because you receive ongoing treatment (with or without medication) or because you participate in a monitoring or support program?

If you answered "Yes" to either of the above, complete and upload FORM 27A and FORM 27B for each issue.

IMPAIRMENT RAISED AS ISSUE

Question 28

Within the past five years, have you asserted any condition, disability, or impairment as a defense to, in mitigation of, or as an explanation for your conduct in response to or in the course of:

- (a) any arrest;
- (b) any proposed or actual discipline, sanction, or warning;
- (c) any proposed or actual termination or suspension from school or employment;
- (d) any proposed or actual loss or suspension of a license;
- (e) any inquiry, investigation, or proceeding by an employer, educational institution, government agency, professional organization, or licensing authority;
- (f) any proceeding administrative or judicial proceeding by an employer, educational institution, government file:///Cl/bbede/sample2017.html (26 of 28) [3/8/2017 9:49:18 AM]

agency, professional organization, or licensing authority; or

(g) any allegation that you endangered the safety of others, breached fiduciary obligations, or violated workplace or academic conduct rules?

If you answered "Yes" to one or more of (a) through (g), complete and upload FORM 28.

ADDITIONAL INFORMATION

Question 29

Is there any information (event, incident, occurrence, etc.) that was not specifically addressed and/or asked of you in this application and/or in the instructions that could be considered a character issue?

When you have completed this section, click the Back to Application Status button to review and submit your application.

If you answered "Yes" provide details below, uploading associated documents as appropriate:

AUTHORIZATION AND RELEASE

I,	, born at (city and state)
on (date)	, having filed an application with the Board of Bar Examiners of the Delaware
Supreme Court (the "	Board") for admission to the Bar of the State of Delaware, do hereby consent to the Board's
conducting such inve	stigation as to my moral character, professional reputation and fitness for the practice of law as
such agencies deem n	ecessary in connection with my application for admission. I also agree to provide such
further information as	such agencies may require. I authorize the Board to disclose any information concerning me obtained
in the course of their	investigation and the results of such investigation to the Board on Professional Responsibility,
or comparable author	ities, of any other state, and to any person or agency to which the Board in its sole discretion
deems appropriate to	assist the Board in carrying out its investigative responsibilities. In connection with the
aforementioned inves	tigation, I understand that I will not receive and am not entitled to a copy of any report compiled by
the Board or to know	its contents, and I further understand that the contents of any such report are privileged and
confidential as provid	ed in Board Rule 52. I understand, however, that I will be provided an opportunity at a hearing
to establish my moral	character, professional reputation, and fitness for the practice of law if, after an investigation, the
Board determines not	to approve my application to become a member of the Bar of the Supreme Court of the State of Delaware.

I also authorize and request every person, firm, company, corporation, governmental agency, credit agency, court, association, or institution having control of any documents, records, and other information pertaining to me to furnish to the Board any such information, including documents, records, Bar Association files regarding charges, complaints,

or grievances filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the Board or any of their agents or representatives to inspect and make copies of such documents, records, and other information.
I hereby authorize the Board to make any of my answers to the Bar Examination available for inspection by other applicants for admission as a representative answer.
I hereby request and authorize the (Army, Navy, Air Force, Marine Corps, Coast Guard, etc.) to furnish to the Board the record of each period of my service therein and to furnish the character or service report rendered for each such period. My identification number was:
I hereby release, discharge, and exonerate the Board, its agents and representatives, and any person so furnishing information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation made by the Board.
STATE OF
COUNTY OF
SWORN TO AND SUBSCRIBED before me this day of, 20
My commission expires: