

Need help? If you have technical questions regarding the completion and submission of your online Application for Admission to the Delaware Bar, contact the Help Desk by phone at (302) 798-7500, option 3, or via email at helpdesk\_bbede@doelegal.com.

All non-technical substantive questions regarding your application and/or the timely submission of the information and documents required by your application should be directed to the Executive Director of the Board of Bar Examiners of the Delaware Supreme Court via email at ARMS\_BBE@delaware.gov.

# APPLICATION FOR ADMISSION TO THE DELAWARE BAR

INSTRUCTIONS TO THE APPLICANT: Before you begin please read the *Rules and Procedures Governing Admission* to the *Practice of Law* and *Frequently Asked Questions*, which can be found on the Board's <u>website</u>. If your application is incomplete, it cannot be filed. Retain a copy of this application for your records.

HOME MY	APPLICATION	FILING STATUS	NOTIFICATIONS	EXAM TICKET AND INSTRUCTIONS	SIGN OUT
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<ul> <li>I will handwrite the essay portion of the Bar Examination.</li> <li>I will use my laptop computer to complete the essay portion of the Bar Examination and have uploaded a completed Laptop Release of Liability Form. (There will be a non-refundable fee payable to ExamSoft just prior to exam administration.)</li> </ul>	
If you are a qualified individual with a disability (as defined under the Americans With Disabilities Act of 1990, as amended) and need reasonable adjustments or modifications to the standard testing conditions for the Bar Examination, you must complete and upload an Application for Testing Accommodations.	
☐ I am requesting testing accommodations.	
If you are requesting permission to bring with you into the examination room a medical assistive item 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, you must complete and upload an Application for Administrative Accommodations.	
☐ I am requesting administrative accommodations.	_
If you are also applying for Limited Permission to Practice under Rule 55 <u>ALL DOCUMENTS</u> on the Required Documents Checklist for the applicable Rule 55 application must be filed with your Rule 55 application regardless of the deadlines listed on BBEDE.ORG. You must upload all required documents to your most recent BBEDE.ORG application.  □ I am applying for Rule 55 admission - Attorney Licensed in Other Jurisdictions (Board Rule 42).	<i>\\</i> 2
<ul> <li>I am applying for Rule 55 admission - Law School Graduate (Board Rule 45).</li> </ul>	

## DOCUMENTS FOR BAR APPLICATION

Click here for a checklist of required documents that MUST be filed for your Delaware Bar Application to be complete.

Use the links below to upload documents for this section of your application. Links to blank forms (where appropriate) are also available below.

After uploading your documents, you can click the refresh () icon below to view the updated document list.

### IMPORTANT NOTICES:

- There are changes to the application every year. Make sure you use the forms on the application for the year you are taking the bar exam
  or from the website. Do not use old forms.
- 2. You must physically sign all documents. Electronic signatures will not be accepted.
- 3. You do not need to upload any amendments made to your NCBE application. They will be sent directly to us.
- 4. All documents MUST be uploaded as PDF files. Pictures of the forms will not be accepted. Include the form name in the file name before you upload it. Be sure to save the original of any signed affidavit, form, or other document(s) for your character and fitness interview.
- 5. DO NOT upload password protected documents. They will be deleted or ignored.
- 6. Your photo MUST be in .JPG image format. If it is not in .JPG image format, it will be deleted.
- 7. For Important Dates and Announcements click here.
- If you are unable to obtain applicable documents by the posted deadline, include in your Third Affidavit of Completeness a description of all efforts to obtain the documents, and if applicable, when you expect to receive them.

### DUE UPON FILING OF APPLICATION

Upload Recent Photograph (taken in the last 30 days; same size used for passport - do not upload copy of your passport)

Download Blank Form Upload First Affidavit of Completeness
Download Blank Form Upload Executed Authorization and Release

<u>Upload NCBE Acknowledgment of Completed Application</u> <u>Upload Completed NCBE Character and Fitness Application</u>

### IF APPLICABLE

<u>Download Blank Form</u> <u>Upload Completed ExamSoft Laptop Release</u>

<u>Download Blank Form</u> <u>Upload Question 31 Authorization and Release (if you answered yes to NCBE question 31)</u>
<u>Download Blank Form</u> <u>Upload Question 37 Authorization and Release (if you answered yes to NCBE question 37)</u>

# **DUE JULY 1ST**

Upload Certified Law School Transcript Conferring Degree of Juris Doctor (if law school requires email address, send to ARMS BBE@delaware.gov)

Download Blank Form Upload Second Affidavit of Completeness

## **DUE SEPTEMBER 1ST**

<u>Upload MPRE Score Report</u>

Download Blank Form Upload First Preceptor Certificate

<u>Upload Complete and Current Credit Report (dated within 60 days of filing)</u>

Instructions Upload Federal Criminal Background Check

<u>Upload State of Delaware Criminal Background Check</u>
<u>Upload Applications for All Law Schools Attended</u>
<u>Upload College/University Transcript(s) of Attendance</u>

Download Blank Form Upload Third Affidavit of Completeness

## IF APPLICABLE

<u>Upload Copy of Rule 55 Limited Permission to Practice Application (BR-42)</u> <u>Upload Copy of Rule 55 Limited Permission to Practice Application (BR-45)</u>

<u>Upload Application(s) for Admission to Other Jurisdictions (whether admitted or not)</u>

Upload Certificate(s) of Good Standing in All Jurisdictions Admitted (dated within 60 days of filing)

## NCBE DOCUMENT UPLOADS

NCBE Document Uploads

# DUE PRIOR TO ADMISSION

<u>Download Blank Form</u> <u>Upload Clerkship Checklist</u>

Download Blank Form Upload Preceptor Clerkship Certificate