

OREGON STATE BAR BOARD OF BAR EXAMINERS

16037 SW UPPER BOONES FERRY RD, TIGARD, OR 97224

(503) 620-0222, EXTS. 310, 316, 364 AND 419

www.osbar.org/admissions

INSTRUCTIONS FOR FILING AN APPLICATION TO SIT FOR THE OREGON BAR EXAM (WEB VERSION)

- A. These instructions and forms are designed for those who wish to apply for the Oregon Bar Examination using the application forms obtained from the Admissions Department's web site.
1. PLEASE READ ALL INSTRUCTIONS CAREFULLY AND THOROUGHLY BEFORE PROCEEDING.
 2. The application forms contained on this web site are in writable Portable Document Format (PDF). Therefore, your completed application must be **typewritten** and submitted in **single-sided hard copy form**. Please mail the completed forms, including payment, to the address at the top of this page. Applications submitted in electronic form **will not** be accepted or considered as timely filed.
 3. Review the bar examination application, supplementary forms, and other contents contained within this PDF. A checklist has been provided to help aid in correctly completing and returning this application.
 4. Carefully read and adhere to the "General Instructions" set out on page 2 of the 15 page application.
 5. All forms that need an applicant signature must first be printed and then signed by the applicant in blue or black ink.
 6. Complete and mail back two (2) copies of the Application Information Sheet. One will be returned to you as your receipt. Do not provide two (2) copies of the entire application, only the Application Information Sheet.

7. Complete and mail back six (6) character and fitness statements with the addresses of each of your current and previous five (5) employers.
8. Please do not staple application. Do not double-side when printing your application.
9. If at any time the forms contained in the PDF do not work properly on your computer system, you are allowed to print and handwrite your answers.
10. You must provide a valid e-mail address. Most of the Admissions Department mailings are now sent in electronic format. If your e-mail address changes, you must keep the Admissions Department apprised of this. Note: please ensure e-mail address will accept notices from admissions@osbar.org. There have been problems in the past with Admissions notices being sent to spam.

B. REPEAT BAR EXAM APPLICANTS

1. If you are a repeat bar exam applicant submitting an application **within ten (10) years** of last application you can purchase a copy of your previous application. To do so, you must make a request in writing, provide a valid copy of a government issued photo I.D., and a check for \$35 payable to the Oregon State Bar.
2. If you are re-applying **within four (4) years** of last application, you do not need to re-submit a completed fingerprint card.
3. All repeat applicants re-applying **within ten (10) years** of last application and who have previously submitted a Certificate of Graduation do not need to provide a new copy of this form.

C. FILING DEADLINES

FEBRUARY EXAM: Timely Filing – November 15th, **Late Filing** – December 30th

JULY EXAM: Timely Filing – April 15th, **Late Filing** – May 30th

****Timely Filing Deadline for Unsuccessful February Applicants – May 30th**

Applications must be **POSTMARKED by the filing deadline. Applications postmarked after the timely filing deadline, but before the late filing deadline must include a late filing fee. Applications postmarked after the late filing deadline will not be accepted and will be returned to the sender.

D. APPLICATION FEES

Application fees must accompany the completed application forms to be considered timely filed. The application fees are listed below:

Applicants <u>not</u> admitted in another jurisdiction must pay -	\$625
Attorney applicants, whether active or inactive, must pay -	\$850
Late filing fee, if applicable -	\$250

**A breakdown of the fees can be found on the Application Information Sheet included in this PDF. For further questions, please see RFA 4.10.

E. SPECIAL ACCOMMODATIONS FORMS

If Special Accommodations are needed, the Special Testing Request Forms can be found in the Forms Library at this link:

<http://www.osbar.org/admissions/index.html#forms>

For those requesting special accommodations, both the bar exam application and the special testing forms **must be submitted by the timely filing deadline** to allow the Board of Bar Examiners ample time to process the request.

F. FILING OF APPLICATION

1. Send your completed application, fees, and supplementary documents to:

Oregon State Board of Bar Examiners
16037 SW Upper Boones Ferry Rd
Tigard, Oregon 97224

2. An application missing the notarized affidavit (pg 15 of the exam application), fingerprint card, and/or fees will not be considered correctly filed. Please make certain your check is signed.

G. ADDITIONAL INFORMATION

For additional information regarding the bar examination, please review the Bar Exam Application Information and Instruction Booklet and the Bar Exam FAQ Manual found at these links:

Bar Exam Information and Instruction Booklet –

http://www.osbar.org/_docs/admissions/ExamInstructions.pdf

Bar Exam FAQ Manual -

http://www.osbar.org/_docs/admissions/Q&A.pdf

APPLICATION CHECKLIST ✓ - JULY 2012

PLEASE RETURN THIS FORM WITH COMPLETED APPLICATION

PAYMENT:

Cash, Money Order or Check. Make check payable to "**Oregon State Bar**"
(Credit and Debit cards cannot be accepted)

Amount Due: Please see instructions and Application Information Sheet \$ _____

For further explanation of Amount Due, see Rule 4.10

ALL APPLICANTS:

Carefully Read Instructions for Filing an Application

Application Information Sheet

One Completed Application (pages 1-15)

One Notarized Affidavit and Authorization Pages (page 15 of the Application)

One Certificate of Graduation (completed and signed by your law school)

Enclosed – **If reapplying, you do not need to provide form again.**

Will be Forwarded to the Registrar of the Law School

Completed Fingerprint Card (**reminder- in addition to your prints, the top portion of the card must also be filled out and signed**). **If reapplying within four years of last application, you do not need to provide card again.**

Multistate Professional Responsibility Examination Form
Scores transmitted to OSB Admissions by the NCBE for verification?

Employment Character & Fitness Statements (6) - Completed per instructions (**required for current/most recent and past five employers**)

Signed Professionalism Statement Form

ATTORNEY APPLICANTS:

One Certificate of Good Standing from each jurisdiction where you are admitted
Enclosed

Will Be Forwarded

Separate disciplinary statement if "Good Standing" statement does **NOT** indicate discipline history. (See Rule For Admission 4.15(3)).

Enclosed

Will Be Forwarded

SPECIAL ACCOMMODATIONS APPLICANTS:

If you require special testing accommodations on the Oregon bar examination, you must complete and submit the Reasonable Testing Accommodations Questionnaire (Form A) by the **timely** filing deadline. (**April 15 for the July exam or November 15 for the February exam**). You can find the forms in the Forms Library at <http://www.osbar.org/admissions>.

Application Information Sheet - Admission in Oregon

(Complete and return all copies with Application)

For Office Use Only

Admissions Filing Number _____

Exam: February July 20

Recip. HseCnsel Law Teach Rule 8.10

Date Received (Filed) _____

Check Cash

Check#: _____

Funds Remitted By: _____

RCT# _____

Amount of Fees Attached \$ _____

APPLICABLE FEES

(PLEASE CHECK APPROPRIATE BOX(ES)) - SEE RULE 4.10 FOR FEE INFORMATION

DEADLINES:

FEBRUARY EXAM – 11/15 (TIMELY); 12/30 (LATE W/ADDITIONAL FEE)

JULY EXAM – 4/15 (TIMELY); 5/30 (LATE W/ADDITIONAL FEE)

Applicants who took but did not pass the February exam and desire to take the following July exam shall file an application not later than May 30 preceding the date of the July exam. No late filing fee will be assessed to these applicants if they file by this date.

Bar Examination Application

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> 101-4070-000 Total Application Fee - if <u>not</u> admitted in any other jurisdiction(s) | \$ 625.00 |
| <input type="checkbox"/> 101-4320-000 Total Application Fee – if admitted in any other jurisdiction(s) | \$ 850.00 |
| <input type="checkbox"/> 101-4320-000 Application Fee – if admitted in any other jurisdiction(s) and re-applying within one year of last application (See Rule 4.10(2) - Please read before paying) | \$ 800.00 |
| <input type="checkbox"/> 101-4355-000 Late Filing Fee – <u>see deadline dates above</u> | \$ 250.00 |
| <input type="checkbox"/> 101-_____ Other _____ | \$ _____ |

Reciprocity Application House Counsel Application Law Teacher Application Rule 8.10

- | | |
|------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> 101-4070-100 Application Fee | \$ 850.00 |
| <input type="checkbox"/> 101-4320-100 Rule 8.10 Investigation only fee | \$ 250.00 |

Total Applicable Fees Remitted

\$

Please Complete Address Information - Please Press Firmly

Name (First, Middle, Last)

Mailing Address

City, State, Zip Code

Application Information Sheet - Admission in Oregon

(Complete and return all copies with Application)

For Office Use Only

Admissions Filing Number _____

Check#: _____

Exam: February July 20

Funds Remitted By: _____

Recip. HseCnsel Law Teach Rule 8.10

RCT# _____

Date Received (Filed) _____

Amount of Fees Attached \$ _____

Check Cash

APPLICABLE FEES

(PLEASE CHECK APPROPRIATE BOX(ES)) - SEE RULE 4.10 FOR FEE INFORMATION

DEADLINES:

FEBRUARY EXAM – 11/15 (TIMELY); 12/30 (LATE W/ADDITIONAL FEE)

JULY EXAM – 4/15 (TIMELY); 5/30 (LATE W/ADDITIONAL FEE)

Applicants who took but did not pass the February exam and desire to take the following July exam shall file an application not later than May 30 preceding the date of the July exam. No late filing fee will be assessed to these applicants if they file by this date.

Bar Examination Application

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> 101-4070-000 Total Application Fee - if <u>not</u> admitted in any other jurisdiction(s) | \$ 625.00 |
| <input type="checkbox"/> 101-4320-000 Total Application Fee – if admitted in any other jurisdiction(s) | \$ 850.00 |
| <input type="checkbox"/> 101-4320-000 Application Fee – if admitted in any other jurisdiction(s) and re-applying within one year of last application (See Rule 4.10(2) - Please read before paying) | \$ 800.00 |
| <input type="checkbox"/> 101-4355-000 Late Filing Fee – <u>see deadline dates above</u> | \$ 250.00 |
| <input type="checkbox"/> 101-_____ Other _____ | \$ _____ |

Reciprocity Application House Counsel Application Law Teacher Application Rule 8.10

- | | |
|------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> 101-4070-100 Application Fee | \$ 850.00 |
| <input type="checkbox"/> 101-4320-100 Rule 8.10 Investigation only fee | \$ 250.00 |

Total Applicable Fees Remitted

\$

Please Complete Address Information - Please Press Firmly

Name (First, Middle, Last)

Mailing Address

City, State, Zip Code

IN THE SUPREME COURT OF THE STATE OF OREGON

In The Matter of the Application of (please type full name):

For Admission to Practice Law in the State of Oregon

Application is being made for:

- JULY 2012** Bar Examination. (See Rule 5.15). **This application cannot be used for any other bar examination.** (See Rule 4.10(7) Regarding Withdrawal).

Please note: Timely filing deadline is 4/15/2012; late filing deadline is 5/30/2012

- Delayed Oath Admission (See Rule 8.10)

SPECIAL TESTING ACCOMMODATIONS

If you require special testing accommodations on the Oregon bar examination, you must complete and submit the Reasonable Testing Accommodations Questionnaire (Form A) by the **timely** filing deadline. (April 15 for the July exam **or** November 15 for the February exam) If you did not request special testing accommodation forms with your application packet, you can obtain them by visiting our Forms Library on our website at <http://www.osbar.org/admissions>. **Please note: Pursuant to Supreme Court Rules, deadlines are strictly enforced.**

LAPTOP USERS

All applicants who wish to take the Oregon bar examination using a laptop computer must purchase and install SofTest™; computer-based testing software from ExamSoft Worldwide. **To receive an identification number and password for the purpose of registering with ExamSoft, you must provide your signature and email address in the box below.** You will be emailed a registration number and password approximately 6-8 weeks prior to the bar examination. For more information about using SofTest™, please review the Laptop Information and Registration (the purple sheet) included in your bar application packet, or view the information in our Forms Library on our website at <http://www.osbar.org/admissions>. You can find ExamSoft Frequently Asked Questions at www.examsoft.com/barfaq. **There are important deadlines for registration included in the Laptop Information sheet.**

- I understand that the use of electronic technology carries with it some risks. I recognize and assume these risks. In the event that I am unable to take the exam by laptop, I will be obligated to handwrite my answers on the Bar exam. These include, but are not limited to: (1) power failure; (2) hardware failure; (3) operating system or software failure.

Signature: _____ (please sign)

Email Address: _____

July 2012 Bar Examination Application

GENERAL INSTRUCTIONS

- If space is insufficient for any answer, type your answer in a separate word processing document, print, and attach that sheet to this application
- Err on the side of over-disclosure
- Answer every question
- If a question is not applicable to you, answer the question “Not Applicable”
- Include **one (1)** notarized original of the Affidavit and Authorization Form (Page 15)
- Provide the full number, street name, city, state and zip code for each address.
- If an answer to any question changes before your admission, you are obligated to update your application. (See #3 of Affidavit and Authorization Form (Page 15))
- Complete all the forms required
- Sign all the forms requiring your signature (in presence of Notary where indicated)
- No exceptions to the filing deadlines will be granted. **Timely filing deadline is 4/15/2012; late filing deadline is 5/30/2012.**
- If you withdraw on or before the Tuesday before the exam you will receive a partial refund (see Rule 4.10 regarding Withdrawal)
- It is an applicant’s duty to obtain and provide the information requested (Rule 4.25))

SECTION 1		Personal Information	
1	Full Legal Name:	Social Security Number:	
2	Mailing Address:	Primary Phone Number:	
		Cell Phone Number:	
3	Second Address where you can be reached:	Date of Birth:	
		Place of Birth:	
4	Email Address: _____ <i>(Failure to include may result in your not receiving important notices regarding the Bar exam)</i>	Male	Female

SECTION 2

General Questions Applicable to ALL Applicants

5	If you have ever been known by any other name, nickname or alias, provide that name and the reason(s) you used that name:
6	Are you presently married? Yes No If yes, provide date of marriage: _____
7	Full name of Spouse _____
8	<p>Have you ever been divorced, separated or had a marriage annulled or set aside?</p> <p> Yes No</p> <p>If yes, please provide court and case number:</p> <p>Court # _____ Case # _____</p>
9	<p>Have you ever been required to pay child support, alimony, or family support as a result of a divorce, annulment or other court proceeding?</p> <p> Yes No</p> <p>If yes, are you current on your child support, alimony or family support payments?</p> <p> Yes No</p> <p>Please provide information regarding the support order, including the case number and court or administrative agency. If your child support obligation is in arrears, please state the total of past due support.</p>
10	<p>Are you currently in the armed forces?</p> <p> Yes No List which branch: _____</p> <p>Have you ever been a member of the armed forces?</p> <p> Yes No List which branch: _____</p> <p>If you are no longer a member of the armed forces, were you honorably discharged?</p> <p> Yes No <i>(please explain on a separate sheet)</i></p>

11

List all residential addresses where you have lived for the past five years. (*Attach additional sheet if necessary*)

Address, City, State, and Zip Code	Period of Residence

12	List each jurisdiction that has ever issued you a driver's license. <i>You do not need to provide DMV records.</i> The Board of Bar Examiners will obtain your records.		
	State (or country) issuing license	License #	Time period during which license was in effect

13	List every post-secondary educational institution (other than law school) you have attended:			
	Institution	Location	Period of Attendance	Degree Earned

14 List every law school you have attended or are currently attending: **(If you are a graduate of a foreign law school please contact the Admissions Department on how to proceed with the application process)**

Law School	Location	Period of Attendance	Date or Expected Date Of Graduation	Day or Evening Student

15 If this is not your first application for admission in Oregon, give the date of each previous application, the reason(s) why you were not then admitted and, if an application was withdrawn, the reason(s) for the withdrawal:

Month /Year of Examination And/or Other Type of Application	Reason Not Admitted/Reason Withdrawn

19

List your **current** and **previous five employers** and state the dates you were employed by them. Include intern/externships and volunteer work. List your supervisor, if applicable, and indicate if that person is no longer employed there. Provide the full and correct name, address, city, state and zip code for each address. ***If a company is no longer in business, indicate so, next to its last known address. Please type the address in the shaded boxes of the 6 blank character and fitness statements provided with this application.***

Name and Complete Address:

Occupation / Position:

Period of Employment:

Reason for Leaving:

Name and Complete Address:

Occupation / Position:

Period of Employment:

Reason for Leaving:

Name and Complete Address:

Occupation / Position:

Period of Employment:

Reason for Leaving:

Name and Complete Address:

Occupation / Position:

Period of Employment:

Reason for Leaving:

Name and Complete Address:

Occupation / Position:

Period of Employment:

Reason for Leaving:

Name and Complete Address:

Occupation / Position:

Period of Employment:

Reason for Leaving:

20

List **five (5) responsible people** who are in a position to attest to your character and fitness to practice law. There are no statements for these references. **The Board of Bar examiners will contact these references as needed.**
(1) Your acquaintance with the people listed should be more than casual and of substantial duration. (2) Do not list more than one law teacher and one current bar applicant.
(3) Do not list any former supervisors listed in Question 19 unless the supervisor is no longer working at that place of employment.
(4) Do not list any Justice of the Oregon Supreme Court.

Name and Complete Address:

Phone #:

Email:

Nature and Length of Acquaintance:

Name and Complete Address:

Phone #:

Email:

Nature and Length of Acquaintance:

Name and Complete Address:

Phone #:

Email:

Nature and Length of Acquaintance:

Name and Complete Address:

Phone #:

Email:

Nature and Length of Acquaintance:

Name and Complete Address:

Phone #:

Email:

Nature and Length of Acquaintance:

21	<p>If your answer to any of the portions of this question is "YES," attach a separate sheet of paper with a detailed explanation of the circumstances that required you give an affirmative answer to that portion of the question. If the information you provide is not sufficiently complete and detailed, your application will be delayed until you provide the necessary additional information. If your explanation refers to a court case or administrative proceeding, give the number and sufficient information so that the Board of Bar Examiners can locate the record:</p>		
		<i>YES</i>	<i>NO</i>
	a. Have you ever been dropped, suspended, investigated, expelled, disciplined or subjected to a disciplinary inquiry or proceeding by any college or law school for any cause whatsoever?		
	b. Have you ever been discharged or asked to resign from employment? If yes, explain and provide the date, circumstances, and name, address, phone number and email address of employer, as well as the name and title of individual making such request if other than the listed employer (attach supplemental sheet)		
	c. Have you ever been a party to any civil proceeding, including any bankruptcy or administrative proceeding?		
	d. Have you ever been charged with fraud or dishonesty in any civil proceeding?		
	e. Have you had more than five checks dishonored because of insufficient funds during the past three years?		
	f. Have you ever had a check for more than \$100 dishonored because of insufficient funds?		
	g. Do you now have any loans, accounts, judgments or financial obligations of any nature, including child support payments and student loans, past due for payment more than 60 days?		
	h. Has any surety on any bond on which you were the principal or obligor been required to pay any money on your behalf?		
	i. Have you ever been denied a bond, had a bond revoked, or had anyone seek to recover upon or cancel a bond?		
	j. Including any matters that may have been expunged, except expunged juvenile matters, have you ever been cited, arrested, charged or convicted of a criminal offense? If yes, provide the information on the following page.		
	k. In the last five years, have you been cited for any civil (non-criminal) infractions such as speeding, and/or other minor traffic violations? If yes, provide the information on the following page. You may exclude parking tickets.		

Complete one line for each citation, charge, arrest or conviction, whether stemming from the same facts or not. Continue on an additional sheet, if necessary, and attach relevant documentation.

	Date	Location of Incident	Court	Basic allegation of charges	Disposition
EXAMPLE	12/19/92	Portland, OR	Multnomah Cty	DUI	Dismissed
1.					
2.					
3.					
4.					
5.					
6.					

21 — Continued

YES NO

m. Have you ever been charged with contempt of court?		
n. Have you ever been accused of dishonesty in connection with employment?		
o. Have you ever applied for a license, other than as an attorney at law, the procurement of which required proof of "good moral character" (<i>i.e.</i> , CPA, patent agent, notary public, real estate broker, physician, nurse)?		
p. Has any proceeding ever been instituted to declare you an incompetent person, an insane person or a mentally diseased person?		
q. Have you ever had a dependency upon, or undergone treatment for the use of a controlled substance or alcohol?		
r. Have you ever been discharged from employment for the use of a controlled substance or alcohol?		
s. 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 currently affects, or if untreated could affect, your ability to practice law in a competent and professional manner? (" <i>Currently</i> " means <i>recently enough so that the condition could reasonably have an impact on your ability to function as a lawyer.</i>)		
t. Have you ever been treated for any mental or emotional condition which, if active or untreated, could affect your ability to practice law in a competent and professional manner?		
u. If your answer to (p),(q),(r) or (s) is affirmative, are the limitations or impairments caused by your mental health condition or substance abuse problem reduced or ameliorated because you receive ongoing treatment (with or without medication) or because you participate in a monitoring program?		

v. Have you or anyone you have worked with ever been charged with the unauthorized practice of law?		
w. Have you or anyone you have worked with ever been sanctioned, censured, reprimanded, disciplined, suspended, disqualified or disbarred as a member of any profession or as a practitioner before any administrative agency?		
x. Have you ever been suspended or removed from public office because of conduct reflecting adversely upon your character?		
y. Have you ever been subject to any disciplinary action in connection with military service?		
z. Has anyone to your knowledge, ever complained to your law school or other supervising body in connection with your conduct under a student practice or legal intern rule?		
aa. Is there any additional information with respect to possible misconduct or lack of moral qualification or general fitness on your part that is not otherwise disclosed by your answers to questions in this application? If yes, explain		

SECTION 4

Information to be Submitted by ALL Applicants

22	<p>The following information should be submitted with your application if possible. Please note: Submitting these items after your application could result in the delay of your admission:</p> <ul style="list-style-type: none"> a. You are responsible to provide a list of each jurisdiction that has ever issued you a driver’s license – please provide accurate and complete license numbers (see Question 12, Pg 5). <u>You do not need to provide DMV records – the Board of Bar Examiners will obtain these as needed.</u> If unable to obtain old license numbers due to the DMV’s retention policy, please provide as much detailed information as possible (for example, the jurisdiction and approximate dates the license was held); b. One certificate of graduation issued by your law school. A blank form is enclosed in the application kit. (This certificate can be submitted after your application, but it <u>must be received no later than 15 days prior to the bar examination</u> (See Rule 4.15(2)); c. If you have been certified under any form of student appearance or legal intern rule, please provide a certificate issued showing that you are qualified to so practice.
----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Note: If you have been admitted to practice law in any other jurisdiction or country, excluding admission under a student appearance rule, answer questions set out in Section 5. If not, proceed to the Affidavit and Authorization (Page 15).

SECTION 5

Questions applicable only to applicants who have been admitted to practice law in another state or country

23 List the jurisdictions in which you have been admitted to practice law, the date you were admitted and your bar number:

Jurisdiction	Date of Admission (M/D/Y)	Bar Number

24 If you are a graduate of a foreign law school, and you are applying under Rule 3.05(3), your law school must be evaluated to determine if it is equivalent to a law school that is accredited by the American Bar Association.

Please contact Admissions staff for additional information.

25 If you have ever been actively engaged in the practice of law, attach a statement describing your practice since first being admitted in any jurisdiction, include in the statement part-time or temporary work and show, in each instance:

- a. The dates between which you were actively engaged in the practice of law;
- b. The addresses of the offices or places at which you were so engaged;
- c. The names and addresses of former employers, partners, associates and subordinates with whom you had regular contact;
- d. The nature and extent of your practice, and;
- e. The reason for the termination of each such employment, partnership, association, relationship or period of practice.

26	<p>If anyone has ever complained to any bar association, court or administrative office about your professional services or conduct, state the facts fully, identifying the client, the approximate date the complaint was made, the bar association, judge or office to which it was made and the disposition made of the complaint. Attach an additional sheet if necessary.</p>
27	<p>If you have ever been the subject of any disciplinary proceeding in connection with your practice of law in any jurisdiction, or have ever received a warning, reprimand or sanction concerning your practice, state the facts fully, identifying the nature of the alleged violation, the disposition of the matter and the name and address of the person or entity who would have the record.</p>
28	<p>The following information must be submitted from each jurisdiction where you have been admitted, prior to your taking the Oath of Office to practice law in Oregon:</p> <p>Please note that some jurisdictions combine these two documents:</p> <ol style="list-style-type: none"> 1. A Status Certificate or Good Standing Statement, showing your date of admission and your current status in that jurisdiction (Active, Inactive, Suspended, etc.). 2. A Discipline Statement, indicating whether there is now pending, or if there has ever been, any complaint or disciplinary proceeding against you, and if any appear, the status thereof, the nature of the charge(s) and the disposition thereof. 3. If admitted in Oregon via House Counsel or Law Teacher, please obtain Good Standing and Discipline statements from the Regulatory Services & Discipline Department at the Oregon State Bar. <ul style="list-style-type: none"> • Please restate your Oregon Bar # _____

All Applicants MUST complete the following:

AFFIDAVIT AND AUTHORIZATION

STATE OF _____)
COUNTY OF _____)

I, _____ being duly sworn, state that:

- 1. I am the applicant named in the foregoing application for admission to practice law in Oregon;
2. I have read the Rules of the Supreme Court of the State of Oregon relating to admission to practice law in Oregon, and I make this application in accordance with those rules;
3. I understand that my obligation to furnish complete and accurate information in connection with this application is a continuing one and, accordingly, should anything occur or be discovered between the time this application is submitted and the time I am admitted that would change or render incomplete any portion of the information furnished in or in connection with this application, I will promptly notify the Board of Bar Examiners and furnish the necessary information to correct or complete my application;
4. I agree to give any further information which may be required in reference to my past record;
5. I hereby authorize the Supreme Court of the State of Oregon and the Board of Bar Examiners, or their agents or authorized representatives, to make a complete investigation of my character, financial responsibility and general fitness to practice law in Oregon and to disclose such information about me as may be reasonably necessary to conduct such an investigation;
6. I hereby authorize every person, firm, company, corporation, medical professional, governmental agency, court, association, bar admissions or discipline authority, or educational or other institution, including, without limitation, colleges, universities, and law schools, having control of documents relating to me, including, without limitation, driving records, post-secondary educational institution and law school records, health care treatment records, counseling records, military records, credit reports, litigation records, professional disciplinary records, and employment records, to provide that information and those documents to the Supreme Court of the State of Oregon and the Board of Bar Examiners and their agents or authorized representatives;
7. I hereby release, discharge and exonerate the Oregon Board of Bar Examiners, their members, agents and representatives and any person, entity furnishing documents, records or information in connection with this application or the investigation discussed above from any and all liability of every nature and kind arising from any investigation or out of the furnishing, inspection or use of such documents, records and other information; and
8. I understand that all documents, records and other information pertaining to me, furnished to the Oregon State Board of Bar Examiners in connection with this application are privileged and confidential and will not be disclosed to persons, except as provided in the Rules for Admission, outside the Supreme Court or Board of Bar Examiners and their agents or authorized representatives without my prior consent and that this application and all materials in my application file are and shall remain the property of the Supreme Court.
9. I fully realize that the determination of whether I may be allowed to practice law in Oregon depends on the truth and completeness of my answers in this application and the information furnished with it;
10. If I choose to take the exam using a computer, I acknowledge there is some risk. The risks include but are not limited to equipment failure, software problems and electrical problems. I agree to assume all risk associated with use of a computer and acknowledge that I will have to handwrite the exam in the event of any problems;
11. I have read the foregoing application and the answers that I have given in it are true and complete.

_____ (Applicant)

Subscribed and sworn to before me this _____ day of _____

* _____
Notary Public For: _____
My Commission Expires: _____

*Note: Each copy of this application must be separately signed by the applicant and separately notarized. The signatures may not be carbon or photocopied signatures.



Oregon State
Board of
Bar Examiners

OREGON STATE BOARD OF BAR EXAMINERS

16037 SW Upper Boones Ferry Road, Tigard, OR 97224

Inside Oregon: 1-800-452-8260 - (503) 620-0222, Exts. 310, 316, 364 and 419

www.osbar.org

To: All Bar Exam Applicants for Admission to Practice Law in Oregon

From: Oregon State Board of Bar Examiners

Re: Character and Fitness Statements

Enclosed you will find six (6) Employment Character and Fitness Statements. Complete the top part of each form ONLY with:

- Your name on the line below the words "**In the Matter of the Application of**"
- The name and complete address of each of your places of employment. Refer to page 8 of the bar exam application in response to question 19. **(Please type/print legibly inside the guide marks [shaded area within the brackets], as these statements will be mailed in window envelopes.)**
- The name of your supervisor if that person is still employed by that company. If not, please address the reference to HR or Personnel Department
- Dates of employment, where applicable

*** You have been provided six blank character and fitness statements altogether. One for your current employer and one for each of your five previous employers. If you are currently unemployed, please note this on page 8 in the space provided for a current employer. You will then only have five previous employers to list.***

We will mail the forms to your references. Please type or print clearly.

**DO NOT MAIL OR GIVE THESE STATEMENTS
TO YOUR REFERENCES –
INCLUDE THE STATEMENTS WITH YOUR
APPLICATION**

**IN THE SUPREME COURT OF THE STATE OF OREGON
EMPLOYMENT CHARACTER AND FITNESS STATEMENT**

****Employer References – Please answer the questions below and mail back in the return envelope provided. If unable to complete this form, please make a note of this and return the form anyway.****

In the Matter of the Application of:

_____ (PRINT TYPE YOUR NAME HERE)

[]
[]
[]
[]

Employed from: _____ **to** _____

1. My name is: _____ 2. My occupation is: _____
2. I am a member in good standing of the Bar of : *(if none, write none)*
3. I have been acquainted with the applicant for _____ years under the following circumstances:
4. Do you believe the applicant to be trustworthy? YES NO
(If you answer NO, provide a short summary of details)
5. Please check yes or no. If your answer to any is YES, provide a short summary. To your knowledge has the applicant:
 YES NO been accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subject to discipline for academic or personal conduct reasons by any educational institution?
 YES NO been a party to legal or administrative proceedings?
 YES NO been charged with, arrested for or convicted of any traffic or criminal offense?
 YES NO been accused of a violation of trust?
 YES NO been denied admission to the Bar of any other state?
 YES NO had a pattern of unexcused absences from school or work?
 YES NO demonstrated violent or disruptive behavior?
 YES NO been addicted to or dependent upon the use of narcotics, drugs or intoxicating beverages within the past 10 years?
 YES NO been hospitalized during the past 10 years for treatment of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism or voyeurism that could impair or limit the ability to practice law in a competent and professional manner?
 YES NO had a mental health condition that currently impairs or limits, or if left untreated could impair or limit, the ability to practice law in a competent and professional manner?
 YES NO been delinquent in any financial obligations?
6. I am _____ / I am not _____ able to give factual, accurate, and reliable appraisal of the applicant's moral character and general fitness to practice law. If not, why not?
7. I believe: **(check one)**
 The applicant is qualified by general fitness and good moral character to practice law and I make this statement without reservation.
 The applicant is qualified by general fitness and good moral character to practice law, but I am aware of facts set forth concerning the applicant's background, history, experience, or activities which may have a bearing on this question and should be brought to the attention of the examining authorities.
 The applicant is not qualified to practice law for the reasons set forth (attach a separate sheet)

Signature: _____ **Date:** _____

**IN THE SUPREME COURT OF THE STATE OF OREGON
EMPLOYMENT CHARACTER AND FITNESS STATEMENT**

****Employer References – Please answer the questions below and mail back in the return envelope provided. If unable to complete this form, please make a note of this and return the form anyway.****

In the Matter of the Application of:

_____ (PRINT TYPE YOUR NAME HERE)

[]
[]
[]
[]

Employed from: _____ **to** _____

1. My name is: _____ 2. My occupation is: _____
2. I am a member in good standing of the Bar of : *(if none, write none)*
3. I have been acquainted with the applicant for _____ years under the following circumstances:
4. Do you believe the applicant to be trustworthy? YES NO
(If you answer NO, provide a short summary of details)
5. Please check yes or no. If your answer to any is YES, provide a short summary. To your knowledge has the applicant:
- YES NO been accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subject to discipline for academic or personal conduct reasons by any educational institution?
- YES NO been a party to legal or administrative proceedings?
- YES NO been charged with, arrested for or convicted of any traffic or criminal offense?
- YES NO been accused of a violation of trust?
- YES NO been denied admission to the Bar of any other state?
- YES NO had a pattern of unexcused absences from school or work?
- YES NO demonstrated violent or disruptive behavior?
- YES NO been addicted to or dependent upon the use of narcotics, drugs or intoxicating beverages within the past 10 years?
- YES NO been hospitalized during the past 10 years for treatment of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism or voyeurism that could impair or limit the ability to practice law in a competent and professional manner?
- YES NO had a mental health condition that currently impairs or limits, or if left untreated could impair or limit, the ability to practice law in a competent and professional manner?
- YES NO been delinquent in any financial obligations?
6. I am _____ / I am not _____ able to give factual, accurate, and reliable appraisal of the applicant's moral character and general fitness to practice law. If not, why not?
7. I believe: **(check one)**
- The applicant is qualified by general fitness and good moral character to practice law and I make this statement without reservation.
- The applicant is qualified by general fitness and good moral character to practice law, but I am aware of facts set forth concerning the applicant's background, history, experience, or activities which may have a bearing on this question and should be brought to the attention of the examining authorities.
- The applicant is not qualified to practice law for the reasons set forth (attach a separate sheet)

Signature: _____ **Date:** _____

**IN THE SUPREME COURT OF THE STATE OF OREGON
EMPLOYMENT CHARACTER AND FITNESS STATEMENT**

****Employer References – Please answer the questions below and mail back in the return envelope provided. If unable to complete this form, please make a note of this and return the form anyway.****

In the Matter of the Application of:

_____ (PRINT TYPE YOUR NAME HERE)

[_____]
[_____]
[_____]
[_____]

Employed from: _____ **to** _____

1. My name is: _____ 2. My occupation is: _____
2. I am a member in good standing of the Bar of : *(if none, write none)*
3. I have been acquainted with the applicant for _____ years under the following circumstances:
4. Do you believe the applicant to be trustworthy? YES NO
(If you answer NO, provide a short summary of details)
5. Please check yes or no. If your answer to any is YES, provide a short summary. To your knowledge has the applicant:
- YES NO been accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subject to discipline for academic or personal conduct reasons by any educational institution?
- YES NO been a party to legal or administrative proceedings?
- YES NO been charged with, arrested for or convicted of any traffic or criminal offense?
- YES NO been accused of a violation of trust?
- YES NO been denied admission to the Bar of any other state?
- YES NO had a pattern of unexcused absences from school or work?
- YES NO demonstrated violent or disruptive behavior?
- YES NO been addicted to or dependent upon the use of narcotics, drugs or intoxicating beverages within the past 10 years?
- YES NO been hospitalized during the past 10 years for treatment of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism or voyeurism that could impair or limit the ability to practice law in a competent and professional manner?
- YES NO had a mental health condition that currently impairs or limits, or if left untreated could impair or limit, the ability to practice law in a competent and professional manner?
- YES NO been delinquent in any financial obligations?
6. I am _____ / I am not _____ able to give factual, accurate, and reliable appraisal of the applicant's moral character and general fitness to practice law. If not, why not?
7. I believe: **(check one)**
- The applicant is qualified by general fitness and good moral character to practice law and I make this statement without reservation.
- The applicant is qualified by general fitness and good moral character to practice law, but I am aware of facts set forth concerning the applicant's background, history, experience, or activities which may have a bearing on this question and should be brought to the attention of the examining authorities.
- The applicant is not qualified to practice law for the reasons set forth (attach a separate sheet)

Signature: _____ **Date:** _____

**IN THE SUPREME COURT OF THE STATE OF OREGON
EMPLOYMENT CHARACTER AND FITNESS STATEMENT**

****Employer References – Please answer the questions below and mail back in the return envelope provided. If unable to complete this form, please make a note of this and return the form anyway.****

In the Matter of the Application of:

_____ (PRINT TYPE YOUR NAME HERE)

[]
[]
[]
[]

Employed from: _____ **to** _____

1. My name is: _____ 2. My occupation is: _____
2. I am a member in good standing of the Bar of : *(if none, write none)*
3. I have been acquainted with the applicant for _____ years under the following circumstances:
4. Do you believe the applicant to be trustworthy? YES NO
(If you answer NO, provide a short summary of details)
5. Please check yes or no. If your answer to any is YES, provide a short summary. To your knowledge has the applicant:
- YES NO been accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subject to discipline for academic or personal conduct reasons by any educational institution?
- YES NO been a party to legal or administrative proceedings?
- YES NO been charged with, arrested for or convicted of any traffic or criminal offense?
- YES NO been accused of a violation of trust?
- YES NO been denied admission to the Bar of any other state?
- YES NO had a pattern of unexcused absences from school or work?
- YES NO demonstrated violent or disruptive behavior?
- YES NO been addicted to or dependent upon the use of narcotics, drugs or intoxicating beverages within the past 10 years?
- YES NO been hospitalized during the past 10 years for treatment of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism or voyeurism that could impair or limit the ability to practice law in a competent and professional manner?
- YES NO had a mental health condition that currently impairs or limits, or if left untreated could impair or limit, the ability to practice law in a competent and professional manner?
- YES NO been delinquent in any financial obligations?
6. I am _____ / I am not _____ able to give factual, accurate, and reliable appraisal of the applicant's moral character and general fitness to practice law. If not, why not?
7. I believe: **(check one)**
- The applicant is qualified by general fitness and good moral character to practice law and I make this statement without reservation.
- The applicant is qualified by general fitness and good moral character to practice law, but I am aware of facts set forth concerning the applicant's background, history, experience, or activities which may have a bearing on this question and should be brought to the attention of the examining authorities.
- The applicant is not qualified to practice law for the reasons set forth (attach a separate sheet)

Signature: _____ **Date:** _____

**IN THE SUPREME COURT OF THE STATE OF OREGON
EMPLOYMENT CHARACTER AND FITNESS STATEMENT**

****Employer References – Please answer the questions below and mail back in the return envelope provided. If unable to complete this form, please make a note of this and return the form anyway.****

In the Matter of the Application of:

_____ (PRINT TYPE YOUR NAME HERE)

[]
[]
[]
[]

Employed from: _____ **to** _____

1. My name is: _____ 2. My occupation is: _____
2. I am a member in good standing of the Bar of : *(if none, write none)*
3. I have been acquainted with the applicant for _____ years under the following circumstances:
4. Do you believe the applicant to be trustworthy? YES NO
(If you answer NO, provide a short summary of details)
5. Please check yes or no. If your answer to any is YES, provide a short summary. To your knowledge has the applicant:
- YES NO been accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subject to discipline for academic or personal conduct reasons by any educational institution?
- YES NO been a party to legal or administrative proceedings?
- YES NO been charged with, arrested for or convicted of any traffic or criminal offense?
- YES NO been accused of a violation of trust?
- YES NO been denied admission to the Bar of any other state?
- YES NO had a pattern of unexcused absences from school or work?
- YES NO demonstrated violent or disruptive behavior?
- YES NO been addicted to or dependent upon the use of narcotics, drugs or intoxicating beverages within the past 10 years?
- YES NO been hospitalized during the past 10 years for treatment of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism or voyeurism that could impair or limit the ability to practice law in a competent and professional manner?
- YES NO had a mental health condition that currently impairs or limits, or if left untreated could impair or limit, the ability to practice law in a competent and professional manner?
- YES NO been delinquent in any financial obligations?
6. I am _____ / I am not _____ able to give factual, accurate, and reliable appraisal of the applicant's moral character and general fitness to practice law. If not, why not?
7. I believe: **(check one)**
- The applicant is qualified by general fitness and good moral character to practice law and I make this statement without reservation.
- The applicant is qualified by general fitness and good moral character to practice law, but I am aware of facts set forth concerning the applicant's background, history, experience, or activities which may have a bearing on this question and should be brought to the attention of the examining authorities.
- The applicant is not qualified to practice law for the reasons set forth (attach a separate sheet)

Signature: _____ **Date:** _____

**IN THE SUPREME COURT OF THE STATE OF OREGON
EMPLOYMENT CHARACTER AND FITNESS STATEMENT**

****Employer References – Please answer the questions below and mail back in the return envelope provided. If unable to complete this form, please make a note of this and return the form anyway.****

In the Matter of the Application of:

_____ (PRINT TYPE YOUR NAME HERE)

[]
[]
[]
[]

Employed from: _____ **to** _____

1. My name is: _____ 2. My occupation is: _____
2. I am a member in good standing of the Bar of : *(if none, write none)*
3. I have been acquainted with the applicant for _____ years under the following circumstances:
4. Do you believe the applicant to be trustworthy? YES NO
(If you answer NO, provide a short summary of details)
5. Please check yes or no. If your answer to any is YES, provide a short summary. To your knowledge has the applicant:
- YES NO been accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subject to discipline for academic or personal conduct reasons by any educational institution?
- YES NO been a party to legal or administrative proceedings?
- YES NO been charged with, arrested for or convicted of any traffic or criminal offense?
- YES NO been accused of a violation of trust?
- YES NO been denied admission to the Bar of any other state?
- YES NO had a pattern of unexcused absences from school or work?
- YES NO demonstrated violent or disruptive behavior?
- YES NO been addicted to or dependent upon the use of narcotics, drugs or intoxicating beverages within the past 10 years?
- YES NO been hospitalized during the past 10 years for treatment of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism or voyeurism that could impair or limit the ability to practice law in a competent and professional manner?
- YES NO had a mental health condition that currently impairs or limits, or if left untreated could impair or limit, the ability to practice law in a competent and professional manner?
- YES NO been delinquent in any financial obligations?
6. I am _____ / I am not _____ able to give factual, accurate, and reliable appraisal of the applicant's moral character and general fitness to practice law. If not, why not?
7. I believe: **(check one)**
- The applicant is qualified by general fitness and good moral character to practice law and I make this statement without reservation.
- The applicant is qualified by general fitness and good moral character to practice law, but I am aware of facts set forth concerning the applicant's background, history, experience, or activities which may have a bearing on this question and should be brought to the attention of the examining authorities.
- The applicant is not qualified to practice law for the reasons set forth (attach a separate sheet)

Signature: _____ **Date:** _____



Oregon State
Board of
Bar Examiners

IN THE SUPREME COURT OF THE STATE OF OREGON

Certificate of Law School Graduation

Please Forward this Form to the Registrar of your Law School

Application for Admission to the Bar of:

(Student's Full Name)

I do hereby certify that:

A. The applicant named above studied law at: _____

B. Applicant was awarded the degree of: _____

C. Applicant received said degree on: _____
(Date conferred)

D. Applicant's record does not reflect adversely on his/her fitness to practice law; and during his/her attendance at this law school, he/she has not been subject to any disciplinary action, except:

E. Said law school **WAS ACCREDITED BY THE AMERICAN BAR ASSOCIATION** on or before the date on which applicant received said degree; and

F. At said law school I hold the title of: _____

Certified by: _____
(Print Name)

Signature: _____
(Original Signature Required)

Date of Certification: _____

(SCHOOL OR NOTARY SEAL)

DO NOT EXECUTE THIS CERTIFICATE UNTIL AFTER the student's degree has been conferred. If school has no official seal, a notary execution must reflect the official and verified status of this certificate.

Please return this completed form to:

Oregon Board of Bar Examiners
16037 SW Upper Boones Ferry Rd
PO Box 231935
Tigard, OR 97281-1935

Oregon State Bar

Statement of Professionalism

*Adopted by the Oregon State Bar House of Delegates and
Approved by the Supreme Court of Oregon effective November 16, 2006*

As lawyers, we belong to a profession that serves our clients and the public good. As officers of the court, we aspire to a professional standard of conduct that goes beyond merely complying with the ethical rules. Professionalism is the courage to care about and act for the benefit of our clients, our peers, our careers, and the public good. Because we are committed to professionalism, we will conduct ourselves in a way consistent with the following principles in dealing with our clients, opposing parties, opposing counsel, the courts, and the public.

- I will promote the integrity of the profession and the legal system.
- I will work to ensure access to justice for all segments of society.
- I will avoid all forms of unlawful or unethical discrimination.
- I will protect and improve the image of the legal profession in the eyes of the public.
- I will promote respect for the courts.
- I will support the education of the public about the legal system.
- I will work to achieve my client's goals, while at the same time maintain my professional ability to give independent legal advice to my client.
- I will always advise my clients of the costs and potential benefits or risks of any considered legal position or course of action.
- I will communicate fully and openly with my client, and use written fee agreements with my clients.
- I will not employ tactics that are intended to delay, harass, or drain the financial resources of any party.
- I will always be prepared for any proceeding in which I am representing my client.
- I will be courteous and respectful to my clients, to adverse litigants and adverse counsel, and to the court.
- I will only pursue positions and litigation that have merit.
- I will explore all legitimate methods and opportunities to resolve disputes at every stage in my representation of my client.
- I will support pro bono activities.



Oregon State
Board of
Bar Examiners

**(Please Sign and Returned this Form to
the Board of Bar Examiners With Your Application)**

OREGON STATE BAR

Committee on Professionalism

I, _____ (please print name),
declare that I am an applicant for membership in the Oregon
State Bar and that I have read the Statement of Professionalism
provided by the Board of Bar examiners. Furthermore, I declare
that while I am engaged in the practice of law as a member of
the Oregon State Bar, I will subscribe to the principles set out in
the Statement of Professionalism.

Signature



Oregon State
Board of
Bar Examiners

Attention – Laptop users

If you intend to use your laptop computer to take the bar exam, please review carefully all of the information on the enclosed sheet marked “Laptop Use Information” that is included in this PDF.

You will also find critical information about registration and deadlines. *Note: Deadlines are firm and cannot be changed.*

Please refer to ExamSoft’s website at examsoft.com/osbar for information on system requirements and compatibility.

To reach ExamSoft’s support please call 1-866-429-8889 or visit their website at www.examsoft.com and click on “Support”.

Laptop and Registration Information

ExamSoft's SofTest Software Must be paid for and downloaded between **June 18 and July 6, 2012**

The Oregon State Board of Bar Examiners is pleased to announce examinees will be permitted to use personal laptop computers, which have installed and registered **ExamSoft's SofTest™** software for the essay and MPT portions of the Bar Examination. This exam will be administered using **ExamSoft's FlexSite** Internet-based exam delivery option and is being offered to all examinees that have filed their applications for the Oregon State Bar examination, and who have signed up and completed registration of the **SofTest™** software .

To participate you must:

Complete and file the Application to the Oregon State Bar for the July examination and pay applicable fee(s), in accordance with the Rules for Admission of the Supreme Court of the State of Oregon. **You must pay the non-refundable/non-transferable \$140 laptop user fee during the required time period. PLEASE NOTE: The Laptop user fee is payable at the time of registration (between June 18 and July 6, 2012) to ExamSoft and not the Oregon State Bar**

To use a laptop for the Essay and MPT portions of the examination you must:

- Have a laptop computer meeting minimum specifications (**Refer to ExamSoft's website @ www.Examsoft.com/osbar**)
- Download and register **SofTest™**
- Agree to handwrite your examination in the event of a hardware/software malfunction or power failure
- Indicate on Page 1 of the application that you will be using your laptop and sign the waiver

IF YOU HAVE NOT REGISTERED AND PAID THE FEE BY July 6, 2012

YOU WILL NOT BE ALLOWED TO USE A LAPTOP

If you have indicated that you will be using a laptop computer by signing Page 1 of the Application, we will send you an e-mail giving further information and instructions. If you have not received an e-mail from us by **June 20, 2012**, please contact us.

*For questions about laptop computer minimum system requirements to run SofTest please refer to ExamSoft's website at www.Examsoft.com/osbar

*To reach ExamSoft's support please call 1-866-429-8889 or visit their website at www.examsoft.com and click on "Support"

For more information regarding the Multistate Professional Responsibility Examination (MPRE) please see Rule 7.05 of the Rules for Admission of Attorneys of the Supreme Court of the State of Oregon which can be found at this link: <http://www.osbar.org/docs/rulesregs/admissions.pdf>

The Passing MPRE Score in Oregon is a Scaled Score of 85

PLEASE PRINT:

Name: _____

Social Security Number: _____

- I took the MPRE on the following date with the following resulting score (if known):

Date: _____

- I requested the National Conference of Bar Examiners (NCBE) to send my score results to Oregon.
- I did not have my scores transmitted to Oregon by the NCBE and therefore will contact them to do so.
- I must take the MPRE and expect to do so on (date or approx. time): _____ and will have my scores directed to Oregon by the NCBE.

Return this completed form with your bar exam application.

Oregon State Bar Request for Demographics Information (Optional)

The Oregon State Bar (OSB) relies on demographics information provided to support efforts to increase the diversity of the OSB, to advance its mission and values and to maintain accurate demographics data of OSB members.¹ A diverse bar is necessary to remove barriers to justice, promote respect for the rule of law, improve the quality of legal services and increase access to justice. Providing information requested in this section is voluntary and refusal to provide such information will not result in any adverse treatment. Demographics information is not used in the bar exam grading process and will be considered confidential to the fullest extent allowed by law; it will not be disclosed unless authorized by you or as required by law. It may be summarized and shared to advance the mission of the OSB; however, data reported will not include any personally identifiable information.²

Examination Date (Month & Year): _____

Name: _____ Phone: _____

Address: _____

E-mail: _____

Law School: _____ Graduation (Month & Year) _____

I choose not to disclose any or all information

Gender:

Female

Male

¹ The mission of the Oregon State Bar is to serve justice by promoting respect for the rule of law, by improving the quality of legal services, and by increasing access to justice. The bar is committed to serving and valuing its diverse community, to advancing equality in the justice system, and to removing barriers to that system.

² The OSB is subject to the Public Records Law. Pursuant to ORS 192.502(4) information submitted voluntarily and in confidence is exempt from disclosure if the public interest would suffer by disclosure. .

Race/Ethnicity:

Select all that apply, including multiple categories for two or more race/ethnicity.

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black or African American
- Hispanic or Latino
- White or Caucasian
- Self-Identification _____

Disability:

I have a disability (physical or mental impairment) that substantially limits one or more major life activity

- Yes NO

Sexual Orientation:

- Heterosexual
- Lesbian, Gay, Bisexual or Transgender (LGBT)

Check "Yes" below if you would like to receive information about the Oregon State Bar's diversity & inclusion programs and initiatives.

- Yes



Oregon State
Board of
Bar Examiners

Notice:

Fingerprinting Instructions

To complete your application you will need to have your fingerprints taken. Included in the application is an example of the required fields that must be completed on the fingerprint card.

1. You *must* submit your completed fingerprint card with your application.
2. Your fingerprints must be taken by an agency authorized to perform fingerprinting. Most municipal police departments and local sheriff's offices can do this for you. The Admissions Department does **not** provide fingerprinting services.
3. For obvious reasons, the application obtained from the Admissions web site does not include a blank fingerprint card for your use. Any agency authorized to perform fingerprinting should be able to provide you a fingerprint card.
4. The Board of Bar Examiners' ORI # is OR0030SB0. Include this number on your fingerprint card.
5. Repeat exam takers applying within four (4) years of previous application do **not** need to have their fingerprints taken again.

Fingerprinting Services in Oregon (please call business for hours of operation):

Public Safety Training Center
12700 SW 83rd Avenue
Clackamas, OR - 503-794-8065


Oregon State Police
3772 Portland Road, NE Building C
Salem, OR – 503-378-3070

Fingerprinting Services & Investigations
319 SW Washington Street, Suite 606
Portland, OR – 888-680-2973
www.fingerprintingservices.net

Univ. of Oregon – Dept. of Public Safety
1319 E 15th Avenue, Straub Hall
Eugene, OR – 541-346-2919
<http://safetyweb.uoregon.edu/>

Beaverton City Hall
4755 SW Griffith
Beaverton, OR – 503-526-2222
Mon-Thu 11:30-1:30 – no appt necessary

Washington County Sheriff's Office
215 SW Adams Avenue
Hillsboro, OR – 503-846-2761

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK	
		LAST NAME <u>NAM</u>		FIRST NAME <u>John</u>		MIDDLE NAME <u>Z</u>					
SIGNATURE OF PERSON FINGERPRINTED 		ALIASES <u>AKA</u> <u>N/A</u>		OR I		OR0030SBO		DATE OF BIRTH <u>DOB</u> Month <u>01</u> Day <u>01</u> Year <u>1900</u>			
RESIDENCE OF PERSON FINGERPRINTED <u>123 ABC Street</u> <u>City, State, Zip</u>		CITIZENSHIP <u>CIT</u> <u>USA</u>		SEX <u>M</u>		RACE		HGT <u>6'2"</u>		WGT <u>200</u>	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>OCA</u>		EYES <u>Gr</u>		HAIR <u>Br</u>		PLACE OF BIRTH <u>POB</u> <u>City, State</u>	
EMPLOYER AND ADDRESS BOARD OF BAR EXAMINERS 16037 S.W. Upper Boones Ferry Rd. Tigard, OR 97224		FBI NO. <u>FBI</u>		ARMED FORCES NO. <u>MNU</u>		SOCIAL SECURITY NO. <u>SOC</u> <u>000-00-0000</u>		MISCELLANEOUS NO. <u>MNU</u>		LEAVE BLANK	
REASON FINGERPRINTED BAR EXAMINATION APPLICANT								CLASS _____		REF. _____	
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE			
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY +				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY +			



Oregon State
Board of
Bar Examiners

OREGON STATE BOARD OF BAR EXAMINERS
16037 SW UPPER BOONES FERRY ROAD
TIGARD, OR 97224
503.620.0222, EXTS. 310, 316, 364, AND 419
TOLL FREE IN OREGON 1.800.452.8260 FAX: 503.598.6984

www.osbar.org

Questions about the Admission Process?

- ✓ **General Questions** – You can go to the Admissions home page on the Oregon State Bar website: <http://www.osbar.org/admissions>
- ✓ **Rules** – You can find a complete set of rules at the link below:
<http://www.osbar.org/docs/rulesregs/admissions.pdf>
- ✓ **Application Information and Instruction Booklet** – please refer to:
<http://www.osbar.org/docs/admissions/ExamInstructions.pdf>
- ✓ **Frequently Asked Questions** – please refer to:
<http://www.osbar.org/docs/admissions/Q&A.pdf>
- ✓ **Forms Library** – For Special Accommodation forms, Laptop Exam Information, Change of Address form, Certificate of Graduation, please refer to:
<http://www.osbar.org/admissions/index.html#forms>