

**Board of Law Examiners**  
**eFast Direct Instructions**  
Electronic Forms Application System Tool (eFast)

**READ THESE INSTRUCTIONS PRIOR TO COMPLETING YOUR DECLARATION**

Following are the basic instructions on how to complete your Declaration by using eFast Direct.

1. Start by printing the Board of Law Examiners (BLE) instructions from the Welcome Menu.
2. Disable the pop-up blocker(s) on your computer. Pop-up blockers will prevent the display of the PDF version of the Declaration. Be aware that you may have more than one pop-up blocker on your computer.
3. Throughout the Declaration, be aware of the following color guide and error messages:

RED	-	NEED TO COMPLETE, or NEED TO PRINT
YELLOW	-	INCOMPLETE, contains Warnings or Serious Errors
GREEN	-	COMPLETE, but may contain Warnings
SERIOUS ERROR	-	In most cases, a Serious Error will result in the rejection of your Declaration. Serious Errors should be corrected before submitting your Declaration to the Board of Law Examiners (BLE)
WARNINGS	-	Items that created a Warning should be reviewed before submitting Declaration to the BLE
4. **Read the BLE Instructions prior to proceeding to Step 1 of the Declaration so that you will have available all information necessary to complete your Declaration. In many cases, eFast Direct will not allow you to skip answers, or close a step if your Declaration is only partially completed.** It has been designed this way in order to help eliminate the possibility of rejection of your Declaration due to incompleteness.
5. As you complete each Step, use the CLOSE button at the bottom of the screen (not the Back button). An Audit Report will appear upon closing each Step that will show any Serious Errors or Warnings on your Declaration. **If your Declaration has a Serious Error, it will not be accepted and will be returned to you. Therefore, you must correct the Serious Errors that appear on the Audit Report.**
6. Throughout the Declaration, if you need to leave the State field in any address blank, select the blank field at the top of the states that are listed in the dropdown. In some cases, the State is a required field and you will not be allowed to leave it blank.
7. If you are entering a foreign address, enter the city, state, country and mailing code of the foreign address in the City field on the program. Leave the designated State blank. Enter all zeros in the Zip Code field. A warning message will be produced but will not result in the rejection of your Declaration.
8. The fields for the telephone numbers and dates of employment are not pre-formatted. Use dashes for the telephone number, 000-000-0000, and slashes in the date fields, mm/dd/yy.

9. Enter N/A on the Employer #1 line if you have no employment information to enter.
10. Continuation Forms are generated by any YES, HAVE or DO answer on the Declaration. You must complete a Continuation Form for any YES, HAVE or DO answer or you will receive a Serious Error message, which will result in the rejection of your Declaration.
11. On the School Information Steps, if you have attended a school that is not shown on the dropdown:
  - 1) Select OTHER from the dropdown
  - 2) On the second line enter the name of the school
  - 3) On the third line enter the mailing address of the school
  - 4) On the fourth line enter the city, state and zip code of the school
  - 5) Enter the dates attended and degree on the last line in the fields provided
12. Civil Litigation Forms are generated by a YES response on the question regarding civil suits or proceedings. You must complete a separate Civil Litigation Form for each matter. **In order to complete the Civil Litigation Forms easily, it will be beneficial to have all information relating to your matter available prior to beginning data entry.**
13. Criminal History Forms are generated by a YES response on the question regarding violations of the law. You must complete a separate Criminal History Form for each incident. **In order to complete the Criminal History Forms easily, it will be beneficial to have all information relating to your incident available prior to beginning data entry.**
14. You can print, or view, a draft of your answers anytime during the data entry process by selecting BUILD PDF DRAFT. Do not submit the DRAFT version to the BLE.
15. Once you have completed all steps:
  - 1) Review your answers carefully
  - 2) Correct all Serious Error Messages
  - 3) Correct all Warnings, if possible
  - 4) Print the Final Instate Declaration

**NOTE: Once you have selected BUILD FINAL PDF VERSION AND DISABLE MY ACCOUNT you will no longer be able to edit your answers.**
16. Once you have completed all steps, print two (2) copies of your answers using the Portrait setting. Your Declaration will be rejected if it is printed using the Landscape setting.
  - 1) One copy is to keep for your records
  - 2) One copy is to be sent to the BLE
17. Write your social security number in the space provided on the first page of your Declaration and on the affidavit portion of your Declaration. Your Declaration must be signed and notarized. Your Declaration will be rejected if the affidavit is not signed and notarized.
18. **Submit, simultaneously, the following items to the Board of Law Examiners:**
  - 1) **One complete copy of the Final PDF version of your printed answers, with the affidavit portion signed and notarized**
  - 2) **Two (2) signed and notarized Authorization/Release forms**

- 3) **Handwriting Sample page (prints at the end of your printed answers)**
- 4) **Filing fees**
- 5) **Required documents obtained from third parties, if available; otherwise must be submitted within 30 days of receipt of your Declaration**

**If items 1 through 4 are not simultaneously submitted to the Board of Law Examiners, or if you submit the Draft version of your printed answers or an Declaration producing Serious Errors, your Declaration will be returned unprocessed.**

**A \$150.00 late fee will be imposed for any Declarations filed after the timely filing deadline, which will result in a total of \$340.00 in fees.**

All filing deadlines are **postmark** deadlines. If your envelope bears a postmark date on or before the deadline, it will be considered timely filed. You are **strongly advised** to mail your Declaration by certified mail, return receipt requested, and have your receipt postmarked at the post office, so that you will have documentation of the date you mailed it. If you file your Declaration in person, you must do so on or before the applicable deadline. The Board office is not open on weekends or state holidays. Declaration filing deadlines are strictly construed.