

Board of Law Examiners
Appointed by the Supreme Court of Texas

IN-STATE APPLICATION FOR ADMISSION TO THE BAR OF TEXAS

GENERAL INSTRUCTIONS

Use this application only if your J.D. degree was (or will be) awarded by an ABA-approved Texas law school and you have not been licensed to practice law in any other jurisdiction. If you use this application and have not previously filed a Declaration of Intention to Study Law as required by Rule VI, you must do so before, or simultaneously with, the filing of this application.

You are responsible for reading the current *Rules Governing Admission to the Bar of Texas*, and the applicable statutory provisions found in Texas Government Code, Sec. 82.001 *et seq.*, all of which are contained in the Board of Law Examiners' rulebook. The rulebook is available in downloadable format on the Board's website, www.ble.state.tx.us. You must also read the *Texas Disciplinary Rules of Professional Conduct*, posted at www.txethics.org/Rules.aspx.

Follow these instructions carefully and complete this form, typing or printing your answers. Use blue or black ink if you choose to print. Keep a copy of your application for future reference, as you will be charged for any copies you request from the Board's file.

No alterations may be made to the text or wording of this application. If alterations are found, the application will be denied and your fees forfeited.

Before you file your application, verify that you have fully responded to all items, questions, and statements, leaving no blanks and attaching all required Continuation Forms, Civil Litigation Forms, Criminal History Forms and two (2) original signed and notarized Authorization and Release Forms. If the item or question is inapplicable, write "N/A." Incomplete applications may be returned and, if applicable, a late fee of \$150.00 will be imposed.

Your application will not be considered filed and may be returned to you if it is incomplete. Examples of incompleteness include, but are not limited to, the following:

- a. failure to provide any information required, including names, complete addresses, telephone numbers, and/or zip/postal codes;
- b. failure to respond to any item, question, or statement;
- c. failure to provide a complete Continuation Form, Civil Litigation Forms, and/or Criminal History Form **for each response requiring one**;
- d. failure to send in the required fees (including late fees, if applicable);
- e. failure to send in the required photograph;
- f. failure to include your LSAC account number;
- g. any signature notarized more than 90 days prior to the date received by the Board;
- h. alteration of any language in the Application, Affidavit, Authorization and Release, or other required form; or
- i. failure to sign any document requiring your signature and/or failure to have your signature notarized where required.

If you have not enclosed required documentation you must obtain from third parties (e.g., court records, etc.), explain on a Continuation Form (see Item 8 of these instructions). Note: you must make a good faith effort to provide these items within 30 days of our receipt of your application. Your failure to meet this deadline may cause your application to be returned to you as not being properly filed. This 30-day grace period DOES NOT APPLY to the Continuation Forms, Civil Litigation Forms, and Criminal History Forms that must be filed with your application, if applicable.

Filing Deadlines: Application filing deadlines are strictly construed. All filing deadlines are postmark deadlines (i.e., if your envelope bears a postmark date on or before the deadline, it will be considered timely filed). If the Postal Service fails to postmark your envelope or the postmark is illegible, your application is deemed to have been filed on the day preceding its receipt by the Board office. Therefore, you are strongly advised to mail your application by certified mail, return receipt requested, and have your receipt postmarked at the post office, so you will have actual documentation of the date you mailed it. If you decide to file your application in person, you must do so at the Board's office before 5:00 p.m. on the applicable deadline date. Note: the Board office is not open on weekends or state holidays.

Texas Bar Exam (TBE) Dates: The two and one-half (2½) day exam begins on the Tuesday before the last Wednesday of each February and July.

	File No Earlier Than	Timely Deadline	Absolute Deadline (accompanied by late fee)
February TBE	June 30 before exam	August 30 before exam	October 30 before exam
July TBE	November 30 before exam	January 30 before exam	March 30 before exam

1. **Filing Fees:** Make your check, money order, or bank cashier's check payable in the full amount due to the BOARD OF LAW EXAMINERS. The filing fee for a timely filed In-State Application is \$300.00. An additional \$150.00 late fee will be imposed for any application filed after the timely deadline. If you choose to use a laptop, you must include the \$50.00 laptop fee.

Do not postdate your check. An application is not considered filed until all associated fees are received in the Board office. If your check for fees is returned for insufficient funds or is otherwise dishonored by your bank, you will be assessed a returned check charge. In addition, you will be assessed a late fee if the timely deadline has passed. All fees due after that time must be paid by bank cashier's check or money order. **There is no refund of fees if you withdraw your application, choose not to sit for an exam, or do not meet all requirements for admission.**

2. **Filing of Application:** Mail or deliver your application and all attachments and required fees to the Board as follows:

Mailing Address:

Board of Law Examiners
P.O. Box 13486
Austin, TX 78711-3486

Delivery Address:

Board of Law Examiners
205 West 14th Street, 5th Floor
Austin, TX 78701

The Board will acknowledge receipt of your application within 30 days. If you do not receive such an acknowledgment, please contact the Board office.

3. **Authorization/Release Forms:** Provide two (2) ORIGINAL, SIGNED, and NOTARIZED Authorization/Release forms with your completed application. Blank forms are attached for your use. Do not send copies. These forms must be filed simultaneously with your application.
4. **Proof of Citizenship or USCIS Status:** You must provide the applicable documents requested in Question 3. These documents become part of the Board's permanent file and will not be returned to you. These documents were requested with the submission of your Declaration. Therefore, disregard this instruction if you provided this documentation with a previously submitted Declaration.

5. **Proof of Name Change:** You must provide a certified copy of an amended birth certificate or court order that changed your name. If your name has been changed by marriage, submit a legible copy of your marriage license. These documents become a part of the Board's permanent file and will not be returned to you. These documents were requested with the submission of your Declaration. Therefore, disregard this instruction if you provided this documentation with your previously submitted Declaration.
6. **Photograph:** You must provide a passport-type photograph (no larger than 1½" x 2") of yourself alone, without a hat or dark glasses that must have been taken within two months of the date you file your application. The photo must be a front-facing, head-and-shoulders pose against a plain, light background. Write your Social Security number on the back of the photo and tape (do not staple) it in the space provided on page 1 of the Application. Photo must be taped on all four (4) sides. **Your application will be returned to you if your photograph is not included.**
7. **Continuation Forms:** One Continuation Form is attached to your application; make additional copies as needed. Analyze the application carefully to determine how many forms you will need before you mark on the one copy provided. Use this form as directed in various questions in the application to provide an explanation for "have/do" responses and/or to continue your answers if additional space is required to complete responses to any question or statement for which a specifically designated form is not provided. Respond to only one question or statement on each Continuation Form. **If applicable, all Continuation Forms must be filed simultaneously with your application.**
8. **Civil Litigation Forms:** One Civil Litigation Form is attached to your application; make additional copies as needed. Use this form as directed in the application. **If applicable, all Civil Litigation Forms must be filed simultaneously with your application.**
9. **Criminal History Forms:** One Criminal History Form is attached to your application; make additional copies as needed. Use this form as directed in the application. **If applicable, all Criminal History Forms must be filed simultaneously with your application.**
10. **Expunged and Sealed Offenses:** Matters expunged pursuant to Texas Code of Criminal Procedure Art. 55.02, or pursuant to another State's statute with the same force and effect, need not be disclosed. While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. It is recommended that you obtain a copy of the Court Order expunging or sealing the record in question. Failure to reveal an offense, arrest, ticket, or citation that is not, in fact, expunged or sealed, raises questions related to truthfulness in addition to questions regarding the offense itself. Note that orders of non-disclosure pursuant to Govt. Code §411.081 are not orders of expunction.
11. **Orders of Non-Disclosure:** Pursuant to the Govt. Code Sec. 552.142 (b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure **may become a character and fitness issue**. Pursuant to other sections of the Government Code 411.081(d), 411.081(i)(5), 411.083(b), 411.084(a), 411.087(a), and 411.100, the Texas Board of Law Examiners is entitled to access criminal history record information that is the subject of an order of non-disclosure. Therefore, if the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may ask you to provide information about that criminal matter.
12. **Court Records:** You must provide legible copies of all requested court records as specified on the application.

13. **Employment History:**

- (a) **If an employer is no longer in business**, you should enter the phrase “no longer in business” on the line for the supervisor’s name, instead of listing the name of your supervisor.
- (b) **If your immediate supervisor is no longer employed by the employer**, you have a choice: either list the name of another supervisor still employed by the employer who will be able to respond to an inquiry from the Board staff as to your honesty, etc., or list the current address of your former supervisor, wherever that person is now, or if neither is a viable option, state “personnel department.”
- (c) **If you cannot locate any documentation that indicates the exact dates you were employed**, list the approximate dates, but indicate that they are approximate.
- (d) **If you were employed in a non-paid, intern-type position**, you should list such employment situations. Board staff will elicit responses as to your honesty, etc., so the fact that you were not paid is not important.

14. **Examination Site:** Indicate your first and second preferences for examination sites by writing “1” beside your first preference and “2” beside your second preference. While you are not guaranteed either of your preferences, we will assign you to your preferred site if possible. You will be notified of your exam site assignment with the mailing of your admission ticket, approximately one month prior to the exam. **The laptop option may not be offered at every site.**

15. **Testing Accommodations for Persons with Disabilities:** If you have a disability and believe you qualify for testing accommodations on the exam, **you must file an Application for Testing Accommodations at the same time you file your Application for Admission to the Bar of Texas.** Read Rule XII, *Rules Governing Admission to the Bar of Texas*, and carefully review the Instructions for Completing Application for Testing Accommodations and obtain an application immediately, so you can have it completed in time to file with your Application for Admission to the Bar of Texas, as required by Rule XII. You may obtain an application from the “Applications Index” on the Board website, www.ble.state.tx.us, or by contacting the Board’s office. (From a Telecommunication Device for the Deaf, call 1-800-RELAY TX.)

Caution! If you need testing accommodations, DO NOT file this Application for Admission to the Bar of Texas without also filing your fully completed testing accommodations application. The Board will not process your request for testing accommodations unless you use the current form and file it simultaneously with your Application for Admission.

16. **Use of Computer:** If you choose the Laptop option for Exam Method, you must include the \$50.00 laptop fee and your completed Laptop Application form. **An additional software license fee is required and must be paid to the software vendor, not the Board of Law Examiners, when you download the software.** Please refer to the link entitled Use of Laptop Computers on the Board’s website: www.ble.state.tx.us. Laptop testing will not be offered at every location. You could be assigned to a laptop testing center that is not your first or second site preference. Please indicate the site(s) you prefer under “Exam Site” but be aware that the laptop option may not be offered at that site and you may be changed to a different location.

17. **Examination Format and Coverage:** The components of the Texas Bar Exam and the coverage of each component is described in Rule XI and Appendix B, *Rules Governing Admission to the Bar of Texas*. The Texas Bar Exam is given each February and July. Examples of prior questions are posted on the Board’s website at www.ble.state.tx.us.

18. **Multistate Professional Responsibility Examination (MPRE):** You will not be issued a license to practice law in Texas until the Board is furnished with an **official score report**, submitted directly from the National Conference of Bar Examiners, verifying that you have passed the MPRE with a scaled score of 85 or higher. You may obtain an MPRE application packet from your law school registrar or from the National Conference of Bar Examiners, MPRE Application Department, P.O. Box 4001, Iowa City, IA 52243; telephone (319) 337-1304, or register on-line at www.ncbex.org/mpre.htm. The MPRE requirement must be met no later than two years after passing the TBE. Refer to Rule V of the *Rules Governing Admission to the Bar of Texas*.
19. **Change of Address:** This packet contains a change of address form. Keep this page and use it to submit any address change to the Board office, as the Board will rely on your last known address in its communications with you. Address changes must be submitted in writing or by fax no later than 45 days prior to the exam. Do not rely on the Board's staff to change your mailing address of record based solely on your return address listed on other correspondence sent to this office. The Change of Address form is also downloadable from the Forms Index at www.ble.state.tx.us.
20. **Full Disclosure:** It is imperative that you honestly and fully answer all questions and statements, regardless of whether you believe the information requested is relevant. Your responses on your application are evaluated as evidence of your candor and honesty. An honest "have/do" response to a statement on your application is not definitive as to the Board's assessment of your present moral character and fitness, but a dishonest "have not/do not" answer is evidence of a lack of candor and honesty, which may be definitive on the character and fitness issue.
21. **Obligation to Update:** You are obligated to immediately update the Board of any matters required by the language contained in the Affidavit section.

You may be obligated to inform your law school of arrests, citations, or other misconduct occurring while you were in law school. Check with your law school for its policies and procedures regarding your obligation to make such disclosures. If you were required to inform your law school of any such matters, so indicate in your response to Item "T" in the Affidavit section.
22. **Forms from the Board web page:** If you are using an electronic version of this form, it is your responsibility to insure that it is printed with the same content and wording as the Board's printed version of this form.
23. **Exemption from Release of Bar Examination Results:** Pursuant to Texas Government Code Sec. 82.029, on request of a law school that is conducting research on the achievement of the law school's students or graduates on the Texas Bar Examination, the Board of Law Examiners shall provide the law school with information concerning the results of a bar examination and the achievement of particular applicants on the examination, including examination results disaggregated by section or portion of the examination and any relevant statistics related to the results of the examination. You may be exempt from releasing your identity by completing and returning the "Exemption from Release of Bar Examination Results" form to the Board of Law Examiners by certified mail or comparable mailing method that provides proof of delivery. This form is valid only if it is received in the Board of Law Examiners' office before you take the Texas Bar Examination. The "Exemption from Release of Bar Examination Results" form is downloadable from the Forms Index at www.ble.state.tx.us.
24. **LSAC Account Number:** You must provide your Law School Admission Council's (LSAC) Account Number if you are applying to take the Texas Bar Examination. The link for the LSAC account number lookup is <http://lsaclookup.lsac.org/lookup.aspx>. If you have interacted with LSAC in any way, you have an LSAC account number. If you do not have an LSAC account number, you need to create an account by going to <http://lsaclookup.lsac.org/lookup.aspx>. Your application will be returned if you leave the LSAC account number field blank.