

# **ADMISSION BY TRANSFER OF UNIFORM BAR EXAM SCORE**

## **INSTRUCTIONS AND INFORMATION**

Thank you for your interest in applying for admission by transferring your Uniform Bar Exam (UBE) score to the Wyoming State Bar. Before you begin completing the application forms, you have an obligation to read the Rules and Procedures Governing Admission to the Practice of Law and this document. Do not leave this to others; it is up to you to file a complete application (incomplete applications will NOT be accepted).

### **THE BASICS**

Applicants who have taken and received a scaled score of 270 or higher on the Uniform Bar Exam may transfer that score to Wyoming and may be admitted without further examination. The UBE examination must have been conducted less than three years prior to application for admission. A score is considered to have been earned on the date of the administration of the UBE that resulted in the score. A UBE score transfer applicant must also obtain a scaled score of 85 points or greater on the Multistate Professional Responsibility Exam (MPRE.)

Score transfers must be sent directly from the National Conference of Bar Examiners (NCBE) and cannot be accepted from the applicant. The applicant is responsible for making this request and having UBE and MPRE scores transferred to the Wyoming State Bar's Admissions Director.

You may apply for Admission by Transfer of UBE Score concurrently with the application to take the UBE exam in another jurisdiction. On your application provide the date of examination and jurisdiction from which you will have the score transferred. Please submit the score transfer request to the NCBE prior to filing your application.

The basic requirements for admission by transfer of UBE score are graduation with a J.D. from an ABA-approved law school. You can transfer a scaled score of 270 or higher on the UBE taken within the time allowed by current rules. And you can either transfer or obtain a scaled score of 85 or higher on the MPRE. The MPRE is administered in March, August and November of each year. For more information about dates and registration, visit [www.ncbex.org](http://www.ncbex.org). And, be of good moral character and fitness to practice law as evidenced by the NCBE Character report and review by Character and Fitness Committee (Committee).

There is no specific deadline for UBE transfer applications. Complete applications will be filed upon receipt and forwarded to the Wyoming State Bar. Once your application for admission has been filed, you can expect the process to take from 4 to 6 months before a recommendation is made to the Court.

Once the Board of Law Examiners (Board) and Committee have reviewed the application, together with all supporting data and have forwarded its recommendation, the Court will act on the recommendation in a timely manner and you will be notified of that recommendation.

You will pay a non-refundable \$600 fee to the Wyoming Supreme Court at the time your application is submitted for filing. The Court will accept payment by personal check or money order. Because of internal accounting, it may take several weeks before your check clears your bank; please ensure there will be adequate funds to process the check until it clears.

There is an additional, non-refundable fee for the background investigation that is paid directly to the NCBE. The NCBE will accept payment by personal check, money order or credit card. This form may be completed online at [www.ncbex.org](http://www.ncbex.org). Attach appropriate payment to the NCBE with the original application and send it directly to the NCBE. Make a copy of the complete application, with any additional forms and/or attachments to include with your Wyoming Bar application.

All forms are accessible on the Wyoming Judicial Branch website at [www.courts.state.wy.us](http://www.courts.state.wy.us). You may also send a written request to have an application packet mailed to you. You will receive the same forms which are available online, with the exception of the NCBE forms, which must be completed through its online process.

## **FINALIZING YOUR PETITION AND APPLICATION FOR ADMISSION**

The following is a checklist of everything that must be included with your application. Submit single-sided copies of all documents. Copies printed on both sides will not be accepted. Do not send photocopies with these exceptions: You may submit a color photocopy of your driver's license and a photocopy of the NCBE Request for Preparation of a Character Report. Please make certain all items are included; otherwise, your application will be returned to you.

- ✓ Original Petition and Application for Admission to the Wyoming State Bar by UBE Score Transfer.
- ✓ A \$600.00 check or money order made payable to the Clerk of the Wyoming Supreme Court. This fee is separate from the fee paid to the NCBE.
- ✓ A copy of the NCBE Request for Preparation of a Character Report including any additional forms and/or attachments.
- ✓ Color photocopy of your current driver's license or a passport-style photograph no smaller than 2" x 2".
- ✓ Original Wyoming Authorization and Release Form.
- ✓ If you are admitted in another jurisdiction, you must submit an original certificate of good standing from the highest court of a State, Commonwealth, Territory or Possession, or of the District of Columbia for each jurisdiction in which you are or have been admitted. Certificates must have been issued no more than 90 days before filing your application. Do not submit a Bar Association certificate in place of the court's certificate, your application will be returned.

## **SEND YOUR COMPLETE APPLICATION TO:**

Clerk, Wyoming Supreme Court  
2301 Capitol Avenue  
Cheyenne, WY 82001

## **YOUR MPRE SCORE**

A scaled score of 85 or higher is required on the MPRE. If you previously obtained a passing score, you must request a score transfer from the NCBE. If you have not taken or did not receive a scaled score of 85 on the MPRE, then you must sit for the MPRE and obtain a passing score before you may be recommended for admission. Score transfers must be sent directly from the NCBE and cannot be accepted from the applicant. Official score report transfer requests and applications to sit for the MPRE are available on the NCBE website at [www.ncbex.org](http://www.ncbex.org).

## **UNDER SEPARATE COVER:**

The Dean of your law school must certify that you have received a J.D. from an ABA-accredited law school. Certificates that appear to have been sent by an applicant will not be accepted. The original must come directly to the Wyoming State Bar's Admissions Director from the Dean of your law school. Therefore, please do not provide a self-addressed envelope to your law school when requesting your Dean's Certificate.

## **ONCE YOUR APPLICATION HAS BEEN FILED**

When your application has been filed, you will receive a receipt from the Clerk's office. It is very important to use a mailing address where you regularly and reliably receive mail. Periodic e-mails will also be sent to the e-mail address on file for you.

Once your application is filed, you have a continuing obligation to notify the Director of Admissions at the Wyoming State Bar of any changes to your application. This includes, but is not limited to: any change in name, residence, business address, telephone number, e-mail address, employment, or attorney membership status in any other jurisdiction. You are also obligated to inform the Admissions Director of any denial of admission in another jurisdiction, disciplinary action, involvement in any civil or criminal proceeding (including traffic violations), or the recurrence or development of any illness or condition which would have a bearing on your fitness to practice law. Report these changes on the Amendment to Application form (available at [www.courts.state.wy.us](http://www.courts.state.wy.us)), and submit it to the Wyoming State Bar. You may also be required to submit an amendment to the NCBE character report; that form is available at [www.ncbex.org](http://www.ncbex.org).

## **QUESTIONS AND ADDITIONAL INFORMATION**

**I want my application to be filed, what are some common mistakes that prevent filing?**

Number one, by far, is the failure to submit a Certificate of Good Standing from the jurisdiction's highest court. Letters of Discipline from a State Bar are not substitutes. Photocopies cannot be accepted.

Submitting an incomplete NCBE Request for Preparation of a Character Report. A complete report will be all pages and any supplemental forms required by your responses along with supporting documents.

Submitting photocopies of forms instead of the originals.

Not using the Checklist provided to assure a complete application is being submitted.

**If I am applying for admission to another state, can I get a copy of my application?**

Yes; you may request a copy of your original application. If the state requires a certified copy of your application to Wyoming, it will be sent directly to the other admissions office. Please contact Cathy Duncil, Admissions Director, at (307) 432-2105 or by e-mail at [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org)

**What if I have a history of substance abuse/dependency, a diagnosed mental or physical impairment, or have neglected my financial affairs?**

Applicants who are engaged in a sustained and effective course of treatment or remediation of substance abuse or dependence; a diagnosed mental, behavioral or physical impairment that, should it reoccur, would likely impair the applicant's ability to practice law or pose a threat to the public; or a history of neglect of financial affairs, may qualify for conditional admission, a confidential status that allows the applicant to practice so long as he or she is complying with post-admission requirements designed to assure the applicant's continuing fitness to practice. See Rule 401 et seq. for more information.

**If the Character and Fitness Committee recommends denial of admission, do I have any recourse?**

Once the Committee submits its recommendation and the record to the Court, the applicant may file a brief setting forth objections to the Committee's recommendation. The Court will review the same materials the Committee relied upon to make its decision. See Rule 404 for more information.

**If I graduated from a non-ABA accredited school, but have taken the UBE in another jurisdiction, is admission by UBE Score Transfer allowed?**

No. In addition to the Rules Governing Admission to the Practice of Law requirement that an applicant has graduated from an ABA accredited school with a J.D., Wyoming Statute §33-5-105 also requires graduation from an ABA accredited school with a juris doctorate.

**What if I have questions not addressed in the Questions and Additional Information?**

The staff at the Wyoming Supreme Court and the Wyoming State Bar is on hand to answer any questions you may have.

- Questions regarding application documents and filing the application? Please contact Clerk of the Wyoming Supreme Court at (307) 777-7316.
- Questions regarding the admission process? Please contact Cathy Duncil, Admissions Director, Wyoming State Bar, at (307) 432-2105 or by e-mail at [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org).