



# District of Columbia Bar Exam

# Agenda Overview

- Requirements
- Fees & Deadlines
- Apply for the DC Bar Exam
- Character & Fitness
- The MPRE
- The UBE
- Exam Day
- DC as a Second Jurisdiction

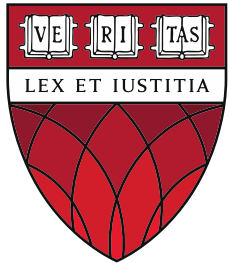


# DC Requirements

- Create an account at DC Admissions website
- Complete & Submit Online DC Application
- Print & Sign the DC Authorization & Release form (notarized)
- Complete DC Character & Fitness with NCBE (before Bar Exam)
- Uploaded Photo
- Pass the MPRE (minimum score of 75)
- Pass the UBE/DC Bar Exam (266 out of 400)
- There is no “state” component element/exam for DC



# Fees & Deadlines



- Registration Deadlines for 2024
  - February Exam: November 1<sup>st</sup> to 16<sup>th</sup>
  - July Exam: April 5<sup>th</sup> to May 9<sup>th</sup> (5pm ET)
  - Accommodations Deadline for July 2024: May 9<sup>th</sup>
- Fees
  - First Time Applicant: \$405 non-refundable fee
  - NCBE C&F: \$395 (Paid directly to NCBE by May 23, 2024)
- Laptops
  - \$150 Fee
  - Registration period is June 24<sup>th</sup> to July 1<sup>st</sup>
  - Make sure to follow ALL instructions by ILG Exam360

# Apply to DC Bar Exam

- Create an account at DC Court of Appeals website
- Complete the application and pay the application fee directly to the DC COA.
- Within 7-10 business days after filing your application with the District of Columbia Court of Appeals, you will receive an email from the National Conference of Bar Examiners (NCBE) with instructions on how to submit payment for the background investigation directly to the NCBE.
- The background investigation is required for your character and fitness review. You must complete payment for the C&F by May 23rd.



# Character & Fitness Questions

- Personal Information
- Past/Other Bar Exam Admission Requests (UBE Transfer, Motion, Diploma Privilege, etc)
- Bar Association Memberships/Attorney discipline if applicable
- Education (Law and College/University) and discipline if applicable
- Residential History (resided for a month or longer for past 10 years or since age 18, whichever is shorter)
- Employment & Unemployment History (part-time, full-time, internships, paid/un-paid, clerkships, volunteer work, temporary employment, etc) and discipline if applicable (last 10 years or since age 18, whichever is shorter)
- Judicial Offices Held, Military Service, Business Licenses applied for and any complaints or discipline actions if applicable
- Conduct or Behavior Concerns & Condition or Impairment Concerns-questions as to whether they affect your ability to practice law in a competent, ethical, and professional manner (you will have an opportunity to defend or provide further explanation)
- Legal Proceedings
  - Civil, Administrative, Criminal, Alcohol/Drug Related Traffic Violations-no time limitation
  - Other Traffic Violations-past 10 years
- Financial Responsibility (Credit Revocations, Defaulted Student Loans, Other Defaulted Loans, Past Due Debt, Tax Debt, Bankruptcy)
- Six Character References (cannot be related by blood or marriage, or anyone living at current address. Cannot be anyone listed in Employment History) Best if they have known you for at least 5 years and from every locality where you have lived in the last 10 years



# Employment History Notes

- Employment-Encompasses all part-time and full-time employment, including self-employment, externships, internships (paid & unpaid), clerkships, military service, volunteer work, and temporary employment
- Unemployment-Provide a brief, but specific, description of your activities while unemployed (seeking employment, preparing for law school, attending school, vacation, studying for bar exam, etc.)
- Employment References-If an employer is no longer in operation, or you were self-employed or employed by a relative, provide the name and contact information of a verifying reference. Do not list yourself or a relative as a verifying reference
- Details-Places of employment should correspond with places of residence. Indicate if the address provided is a company headquarters or if you worked remotely. Provide other information that may assist in the verification of this period of employment
- Law-Related Positions-Includes Law Clerk, Associate, Counsel, Contract Attorney, etc. Describe your job responsibilities and identify the specific geographic locations of the offices and jurisdictions from which you conducted your activities



# Direct from the DC Bar Examiners:

- Give references notice that they will be contacted
- DO NOT use family members
- Do your best to follow requirements for length of time known
- Verify contact information for past employment (past 10 years)
- Collect addresses (age of 18)
- Proofread your responses
- Your contact email should be accessible to you indefinitely
- Answer to the best of your ability





# More from the DC Bar Examiners:

- Candor is of prime importance
- Be proactive about potential C&F issues (e.g. credit report, substance education, academic disciplinary reports)
- Use a WORD document if needed for additional explanation
- Answer to the best of your ability (e.g. date of traffic ticket)
- If we don't ask for it on the application we do not need it (e.g. undergraduate transcripts)
- Read questions carefully and distinguish between "have you ever?" versus a specific timeframe

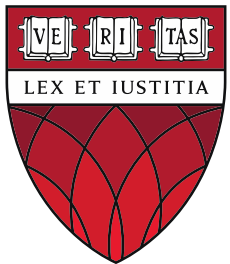


# The MPRE

- A 60 question, multiple choice, standardized test
  - Only 50 questions are graded
  - 10 questions are experimental
- The passing score for DC is 75
- You do not need to have passed the MPRE to sit for the DC Bar Exam, but you will need it to be admitted.
- Tests your knowledge and understanding of established standards related to the professional conduct of lawyers.
  - It is not a test to determine an individual's personal ethical values

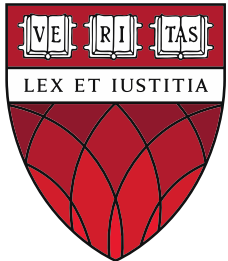


# 2024 MPRE Dates



- Administered three times a year
- March 26<sup>th</sup> or 27<sup>th</sup> (Registration has passed)
- August 13<sup>th</sup> or 14<sup>th</sup> (Registration Deadline: June 12<sup>th</sup>)
- November 7<sup>th</sup> or 8<sup>th</sup> (Registration Deadline: September 18<sup>th</sup>)
- Accommodation Request Submissions are due more than month before the registration deadline

# The UBE



- A uniformly administered, graded, and scored exam
- No state specific law
- Results in a portable score that can be transferred to other UBE jurisdictions within certain timeframes
  - This ranges from 2 to 5 years
- Exam is scored out of 400 with each jurisdiction having its own minimum pass score
- Some jurisdictions have a state specific pre-admission component that you take outside of the bar exam

# UBE Format Generally

- Administered in February & July
  - July 30<sup>th</sup> and 31<sup>st</sup> in 2024
  - Always the last full Tuesday & Wednesday
- Two Day Exam
  - Day 1: Writing/Essay Day
    - Multistate Performance Test/MPT
    - Multistate Essay Exam/MEE
  - Day 2: Multistate Bar Exam/MBE
    - 200 Multiple Choice Questions

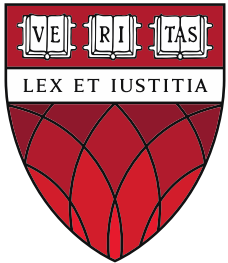


# List of UBE Jurisdictions

- Alabama
- Alaska
- Arizona
- Colorado
- Connecticut
- District of Columbia
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Missouri
- Montana
- Nebraska
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- Tennessee
- Texas
- Utah
- Vermont
- Washington
- West Virginia
- Wyoming
- US Virgin Islands

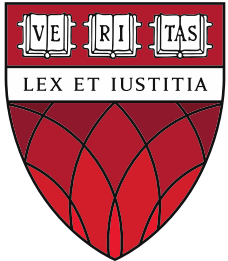


# The MPT



- Multistate Performance Test (Day 1)
- Morning Session
- 3 Hours
- Components
  - Two, 90 minute “assignments”
  - Closed Universe in fictional jurisdiction
  - Provided with Task Memo, File, and Library (statutes & case law)
  - Not required to know any law
- 20% of your overall bar exam score
- Possible Assignments: Objective Memo, Persuasive Memo or Brief, Letter to a Client, Statement of Facts, Contract Provision, Will, Counseling Plan, Proposal for Settlement or Agreement, Discovery Plan, Witness Examination Plan, Closing Argument

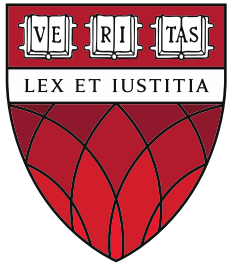
# The MEE



- Multistate Essay Exam (Day 1)
- Afternoon Session
- 3 Hours
- Components
  - 6 Essays (30 Minutes Each)
  - One or more subjects per essay
  - Testing majority principles of law
- 30% of your overall bar exam score
- Scaled based on your jurisdiction

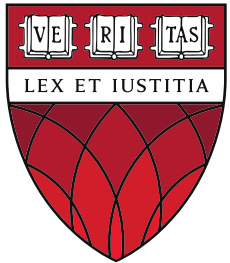


# The MBE



- Multistate Bar Exam (Day 2)
- Components
  - 200 Multiple Choice Questions
    - Morning: 100 Questions
    - Afternoon: 100 Questions
  - Only 175 questions are graded
    - 25 pre-test/experimental questions
  - 1:48 minutes per question
  - Best Answer Test
  - Scored by the NCBE
  - 50% of your overall bar exam score

# Subjects Tested



- MBE/MEE Subjects
  - Civil Procedure
  - Constitutional Law
  - Contracts & Sales
  - Criminal Law & Procedure
  - Evidence
  - Real Property
  - Torts
- MEE Only Subjects
  - Agency
  - Conflict of Laws
  - Corporations
  - Family Law
  - Partnerships
  - Secured Transactions
  - Trusts
  - Wills & Estates

# Studying for the Bar Exam

- Treat it like a full-time job (ideally 50 hours a week for 10 weeks)
- It is ok to start after commencement!
- Schedule for the first 6 weeks:
  - Watch lectures/Take Notes
  - Create and personalize your study aids
  - Practice multiple-choice questions to solidify content learned from lecture videos and learn the cadence of the question structure
  - Practice essays to familiarize yourself with how to structure your answer and the pattern in which the bar examiners present issues for each subject
  - Practice MPTs to learn how to organize your answer and make sure you can complete each assignment in 90 minutes
- Schedule for the last 4 weeks:
  - Continue to practice MBEs, Essays, and MPTs
  - Review & Memorize!



# Communications from DC

- System notification that application is submitted
- Receipt for payment
- Acknowledgement of your application
- Application is accepted OR Application is incomplete
- Laptop registration notice (from ILG360 the software vendor)
- Exam Ticket / Code of Conduct / Security Memo
- Applicants are responsible for information posted on the Court of Appeals Committee on Admissions website and in your applicant portal.



# Testing Locations

- Standard Administration
  - D.C. Armory - 2001 East Capitol St. SE
  - Second location TBD
- Non-Standard Testing for ADA Accommodations
  - D.C. Court of Appeals 430 E Street NW
  - D.C. Bar 901 Fourth St. NW



# DC Exam Day 1 Schedule: MPTs/Essays

- Applicants are allowed to bring highlighters, pens, and pencils
  - Security check-in: 8:00 AM
  - Be seated no later than: 8:45 AM
  - Exam Instructions: 9:00 AM
  - Morning Session (MPT): 9:30 AM to 12:30 PM
- You will have approximately 45 minutes for a lunch break
- You may sit in designated seating or go outside during the break
  - Security check-in: 1:15 PM
  - Be seated no later than: 1:30 PM
  - Instructions begin: 1:45 PM
  - Afternoon Session (MEE): 2:00 PM to 5:00 PM



# DC Exam Day 2 Schedule: MBE

- Bring No. 2 sharpened pencils
  - Security check-in: 8:00 AM
  - Be seated no later than: 8:45 AM
  - Exam Instructions: 9:00 AM
  - Morning Session (MBE Qs 1-100): 9:30 AM to 12:30 PM
- You will have approximately 45 minutes for a lunch break
- You may sit in designated seating or go outside during the break
  - Security check-in: 1:15 PM
  - Be seated no later than: 1:30 PM
  - Instructions begin: 1:45 PM
  - Afternoon Session (MBE Qs 101-200): 2:00 PM to 5:00 PM



# DC Exam Day Rules

- Doors open at 8am ET
- On Day One of the exam, you will be issued a wristband once you have passed through security
  - You must wear your wristband to regain entry if you leave the building during the break and on the second day of the exam
- You can use the digital Seat Ticket on your phone or bring a printed copy
  - Please note your seating section and seat number before your phone is locked
- You will need a valid, government-issued photo identification for each test session
- If you received accommodations, bring a copy of your grant letter to the exam
- You must be seated by 8:45am
- Once exam instructions begin, no one will be permitted to enter the exam
- Do not bring any study materials with you
  - They will be confiscated at the door, no exceptions
- No one is permitted to leave their seat at the standard administration of the exam during the last 30 minutes of each testing session





# DC Exam Day Permitted Items

- The following items are permitted in the exam room and must be carried into the exam room in one clear and re-sealable plastic food storage bag (no plastic grocery bags, purses, etc.):
  - Government-issued photo identification
  - A cellphone (Cellphones must be kept in a locked and secured pouch which is provided at the exam for the entire day of testing. There are no exceptions.)
  - Feminine Hygiene Products (may be placed inside an opaque bag if preferred)
  - A small bottle of hand sanitizer and extra face masks (Masks are optional)
  - Lunch. NOTE: There is no refrigeration, nor will a microwave oven be available
  - No. 2 pencils, erasers, and one small pencil sharpener
  - Ink pens and highlighters
  - Laptop power cord
  - External mouse and/or external keyboard (wired or wireless) and mouse pad (no writing on either side)
  - Over-the-counter and prescription medications (must be in original container)
  - Foam/silicone earplugs
  - Small package of tissues
  - Credit cards or cash (may be moved to a pocket for safekeeping once in the exam room)
  - Keys (hotel and car)
  - Quiet snacks (unwrapped in clear food bag)
  - You may bring water in a clear bottle
    - Any label must be removed before coming to the exam site and opaque bottles are not permitted
  - Coats, Jackets, hats, and laptop bags must be stored under your seat



# DC Exam Day Laptop Notes

- You may bring an external keyboard or an external mouse
- You are strongly cautioned to complete all practice exams to test the exam software on your laptop
  - Failure to do so will delay your start-up or may result in your not being able to access the exam software
- Bring your own power cord
- Bluebooks will be provided if your laptop fails during the exam
  - Bring a blue or black ink pen
- I-Pads and Tablets are not permitted for use with the exam



# DC as a Second Jurisdiction

- If you take the UBE in a different jurisdiction, you have 5 years to apply and transfer your UBE score to the District of Columbia
  - You will have to complete all the requirements for admission
    - Pass the MPRE with a 75 or higher
    - NCBE Character & Fitness Application
- If you take a non-UBE bar exam or are unable to transfer your UBE score to DC within 5 years, you may be able to apply by Admission by Motion
  - You have to have actual practice of law for 3 years
- DC CLE Requirements: None

