ADMISSION BY EXAMINATION
GENERAL INFORMATION, INSTRUCTIONS, FEES & EXAM SCHEDULE
FOR FILING AN APPLICATION FOR THE February 2020 BAR EXAMINATION

1. **February 2020 BAR EXAMINATION APPLICATION:** This application is set up specifically for the February 2020 Bar Examination only. If you do not use this application to apply for the February 2020 Mississippi Bar Examination, you must use the application for the subsequent examination for which you wish to apply. **IMPORTANT NOTE:** ALL FORMS REFERRED TO IN THE QUESTIONS ON THE APPLICATION WHICH YOU MAY NEED TO COMPLETE AND SUBMIT WITH YOUR APPLICATION ARE AVAILABLE IN SEPARATE LINKS ON THE MBBA WEBSITE.

2. **Application Fee:** There is a $25.00 application fee that is in addition to your February 2020 Examination Application filing fee. This fee must be paid at the same time you pay filing fees and may be combined into one money order. **Please note that all fees paid to the MS Board of Bar Admissions must be in the form of money order or cashier’s check/certified check and must be submitted at the time you file your application. Personal or business checks are not accepted.**

3. **Eligibility Requirement: J.D. from ABA-approved Law School.** To be eligible to sit for the bar examination you must have received your Juris Doctorate degree from a law school which is provisionally or fully approved by the Section on Legal Education and Admission to the Bar of the American Bar Association. Your law school dean must complete the Certificate of Dean of Law School (Form 14) and must attach an official transcript of your grades and a copy of your application for admission to law school (transcript must show date degree was conferred). If you have not completed your J.D. degree at the time of filing your application, the dean must attach a current transcript. Upon completion of law school we will obtain another Form 14, Certificate of Dean of Law School, to verify final certification of your J.D. degree. (This should be sent directly to the MBBA from the law school.)

4. **Filing Deadline:** The filing deadline for the February 2020 Bar Examination is September 1, 2019. "Filed" is defined as the date the signed and notarized application is RECEIVED (not the date it is postmarked) in the Board’s office with the correct fees. (Note: Application must first be completed and submitted to MBBA electronically, printed, signed, notarized and received in the MBBA office on or before the filing deadline.) Applications may be filed between September 2, 2019 and November 1, 2019 (with an additional late fee of $200.00); however, when applications are filed after the regular filing deadline of September 1, 2019, the Board may act, but shall not be required to act, upon such application in time to permit the applicant to take the February 2020 Bar Examination. Under no circumstances will an application be accepted after November 1, 2019. (Please note that any time a filing deadline falls on a Saturday, Sunday or a State of Mississippi Holiday when the Bar Admissions office is closed, the filing deadline is automatically moved to the next business day.)

TO BE CONSIDERED “FILED” YOU MUST COMPLETE AND SUBMIT ALL OF THE FOLLOWING BY THE APPLICATION FILING DEADLINE (The Application, Index card, and each form listed in the application are in a separate link on the MBBA website):

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<tr>
<th>Check</th>
<th>Form Number and Title</th>
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<tr>
<td></td>
<td><strong>Application</strong> - Application must first be completed and submitted to MBBA electronically, then printed, signed and notarized where applicable.</td>
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<td><strong>Filing Fee &amp; Application Fee</strong> – Every applicant must pay the required $25.00 application fee in addition to the filing fee. <em>Both must be paid at the time you file your application.</em> Fees due must be in the form of money order or cashier’s check/certified check and may be combined into one payment. The Board of Bar Admissions does not accept credit cards, personal, corporate or law firm checks.</td>
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<td><strong>Index Card.</strong> Make sure you fully complete this form, including your NCBE number. Go to NCBE’s website to create an NCBE Account to obtain an NCBE Number if you have not previously obtained an NCBE Number: Click on <a href="http://www.ncbex.org">www.ncbex.org</a>, then click on NCBE Account and Dashboard.</td>
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<td><strong>Form 4 - Status Sheet</strong> (2 pages) - Status Sheet. On page 1 type in your name at the left top of the page and your email address to the right of your address. Type your references at the bottom of the first page and your employers beginning at the top of the second page.</td>
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<td><strong>Form 8A.</strong> Complete the top half of FORM 8A - Authorization to Utilize Previous MBE Score. This form should then be submitted directly to the jurisdiction wherein you attained the MBE score or if the National Conference of Bar Examiners (NCBE) performs the score transfer for the jurisdiction, you will need to submit the FORM 8A to the MBBA office with the top half you completed and separately request</td>
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the score be transferred from NCBE to MBBA by going to their website at http://www.ncbex.org/ncbe-exam-score-services/mbe-score-services/. *See #14 of these instructions for additional information.

**There is no cost to utilize an MBE Score from a prior Mississippi Examination.** Complete the top half of FORM 8A and indicate Mississippi as the jurisdiction where you took the Bar Exam and the date of the examination in which you achieved the score you would like to use. The form must be signed and notarized.

[ ] Form 8B (Release form to utilize Laptop Testing to type your answers on the February 2020 Bar Examination) If you are filing Form 8B, it should be submitted with your application. This form will place your name on the list of applicants who would like information and instructions on Laptop Testing.

[ ] National Conference of Bar Examiners (NCBE) - Application for Preparation of a Character Report, if applicable. The NCBE application and payment confirmation form should be submitted to the Mississippi Board of Bar Admissions at the same time you submit your Examination Application and requisite fees. *See #11 of these instructions for additional information.

☼ Retain a copy of everything you file with the Mississippi Board of Bar Admissions (MBBA). You should mail your application well in advance of the filing deadline to allow adequate transit time and you should plan to file as early as possible to allow time to correct problems.

5. **Where to File:** Submit your application, fee, and supporting documents to:

   MAIL DELIVERY: Mississippi Board of Bar Admissions
   P. O. Box 1449
   Jackson, MS 39215-1449

   OVERNIGHT OR HAND DELIVERY:
   Mississippi Board of Bar Admissions
   Gartin Justice Building
   450 High Street, Suite 2027
   Jackson, MS 39201

6. **Typed Answers:** Your answers on the bar application must be completed using a computer.

7. **How to Answer the Questions:** Answer all questions fully and frankly. If a question does not apply, so indicate. Do not leave any questions blank unless specifically authorized by the question. You must provide a narrative response to any appropriate question (e.g. to explain a student loan default disclosed).

8. **Complete Answers:** If a question requires you to list information, provide all the information requested. **Do not merely refer to attached documents.** You must respond to the question as asked.

9. **Complete Addresses:** Provide complete addresses (including zip codes) where required.

10. **Signature/Acknowledgment:** Once your application has been submitted electronically, you must print, sign and have it notarized where required. Note that your application is a sworn statement and is treated as such.

11. **National Conference of Bar Examiners - application for preparation of an “out-of-state” Character Report.** Any applicant who has lived outside the State of Mississippi for six (6) months (either consecutively or cumulatively) or longer after his/her eighteenth (18th) birthday (including residence for educational, employment, or military reasons), must complete an application for request for preparation of an “out-of-state” National Conference of Bar Examiners’ (NCBE) Character Report and pay a fee to the NCBE. This fee is in addition to fees due to the Mississippi Board of Bar Admissions and must be paid separately. **DO NOT INCLUDE THIS FEE IN WITH YOUR PAYMENT TO MBBA. An NCBE application must be completed and filed with our office at the same time your Examination Application is filed.** For a list of fees and to complete the NCBE request for preparation of an “out-of-state” Character Report, go to their web site at http://www.ncbex.org/character-and-fitness/. Please read and understand the requirements and instructions of this application. Support may be reached via the methods listed in the documentation. The completed NCBE application and payment confirmation form should be submitted to the Mississippi Board of Bar Admissions when you submit your Examination Application and requisite fees.

12. **Acknowledgment of Receipt by MBBA:** You will receive notification of the receipt of your application by mail or email from the administrative office. This is **not** a statement of eligibility to sit for the examination. Most communications will be via email. Please keep your mail and email addresses current with MBBA and notify MBBA of any change in your contact information.
13. **Correspondence with the MBBA:** Indicate on all correspondence that you are a February 2020 Bar Examination applicant.

14. **MBE Transfer:** If you have previously taken the Multistate Bar Examination (MBE) and you want to utilize your score for the February 2020 Bar Examination, you must have attained the score on an administration of the MBE within the immediately preceding twenty (20) months prior to the bar examination for which you propose to sit. Complete the top half of **FORM 8A - Authorization to Utilize Previous MBE Score.** This form should then be submitted directly to the jurisdiction wherein you attained the MBE score or if the National Conference of Bar Examiners (NCBE) performs the score transfer for the jurisdiction, you will need to submit the **FORM 8A** to the MBBA office with the top half you completed and separately request the score be transferred from NCBE to MBBA by going to their website at [http://www.ncbex.org/ncbe-exam-score-services/mbe-score-services/](http://www.ncbex.org/ncbe-exam-score-services/mbe-score-services/). If you wish to use a prior MBE score, the **FORM 8A and the MBE score** must be received in the MBBA office from the certifying agency no later than thirty (30) days prior to the Bar Examination which is **January 24, 2020** or you will be unable to utilize the previously attained MBE score on the **July 2019 Mississippi Bar Examination.** MBE scores prior to **July 2018** will not be accepted for transfer.

15. **Test Accommodations:** If you have a disability which will require special assistance or accommodations for the Bar Exam, you must complete and submit **FORM 1: APPLICANT REQUEST FOR TEST ACCOMMODATIONS** at the time you file your Bar Exam Application, as well as, all applicable items specified in Sections IV and V of **Form 1: Applicant Request for Test Accommodations.** Test Accommodation Forms 1-7 and the General Instructions regarding Request for Test Accommodations are available within the link titled **Forms, Index Card and Information About Test Accommodations** on the MBBA website, then click on the link **Request for Test Accommodations.** Please examine the instructions and each form carefully in order to determine which forms you will be required to complete or have completed by someone else and returned to MBBA so they can be timely received.

16. **Multistate Professional Responsibility Examination/MPRE:** You must complete page 2 of the Examination Application indicating the MPRE for which you sit/will sit. As a mandatory condition for admission to the Mississippi Bar by examination, each applicant must achieve a scaled score of not less than **75** on the MPRE administered by the NCBE. This score must be achieved on an administration of the MPRE within twenty-four (24) months before or within twelve (12) months after the date of administration of the Mississippi Bar Examination at which the applicant achieves a passing result. **It shall be the responsibility of each applicant to register for and take the MPRE in the manner and at the time designated by NCBE and to request that his/her scores be furnished by NCBE to the Mississippi Board of Bar Admissions.** The MPRE may be taken before or after the administration of the Mississippi Bar Examination at which an applicant proposes to sit; however, applicants are strongly encouraged to take the MPRE before taking the Mississippi Bar Examination, since no applicant will receive a "Certificate of Eligibility for Admission" until the Board receives the certification of the applicant's achieving the said minimum scaled score on the MPRE within the time period prescribed in this subpart. If you have not taken or must re-take the MPRE, you may register on-line at [http://www.ncbex.org/about-ncbe-exams/mpre/](http://www.ncbex.org/about-ncbe-exams/mpre/). **MPRE scores prior to March 2018 will not be accepted for the February 2020 Bar Exam.**

17. **Standards for Disqualification of Applicant:** The Board calls to your attention Rule VIII, Section 6, of the Rules Governing Admission to the Mississippi Bar that sets forth the standards for disqualification of an applicant. The Board recommends that you review these carefully.

18. **Selective Service Registration:** You can obtain information on the registration requirements and obtain your registration number at [https://www.usa.gov/selective-service](https://www.usa.gov/selective-service). In brief, men born from March 29, 1957 to December 31, 1959 were never required to register because the registration program was not in operation at the time they turned 18. The requirement to register was reinstated in 1980 and applies to all men born on or after January 1, 1960.

Upon complete review of the instructions and application, if you should have any questions, please contact the Board's office. If your last name begins with A-L contact Ms. Wendy Smith at wsmith@courts.ms.gov. If your last name begins with M-Z contact Ms. Denise Ricketson at dricketson@courts.ms.gov.

Rules Governing Admission to the Mississippi Bar can be viewed on our website at: [https://courts.ms.gov/research/rules/msrulesofcourt/rules_admission_msbar.pdf](https://courts.ms.gov/research/rules/msrulesofcourt/rules_admission_msbar.pdf)

Information on the Multistate Performance Test (MPT), Multistate Essay Exam (MEE), and Multistate Bar Exam (MBE) can be viewed at: [http://www.ncbex.org/about-ncbe-exams/](http://www.ncbex.org/about-ncbe-exams/).
SCHEDULE OF FEES

ALL FEES PAYABLE TO THE MISSISSIPPI BOARD OF BAR ADMISSIONS MUST BE IN THE FORM OF A MONEY ORDER, CASHIER’S CHECK, OR EXACT AMOUNT OF CASH. PERSONAL OR BUSINESS CHECKS WILL NOT BE ACCEPTED. IF PAYING IN CASH YOU MUST BRING THE EXACT AMOUNT AS WE DO NOT KEEP CHANGE.

Examination Fee............................................................................................................................$825.00

Plus $25.00 application fee. This examination fee applies to an applicant who has not filed an Application for Registration as a Law Student with this office but is filing a timely APPLICATION FOR ADMISSION BY EXAMINATION by the regular deadline of September 1, 2019 preceding the JULY 2019 Bar Exam. The total amount due to the Mississippi Board of Bar Admissions will be $850.00.

Late Examination Fee..................................................................................................................$1,025.00

Plus $25.00 application fee. This examination fee applies to an applicant who has not filed an Application for Registration as a Law Student with this office but is filing a late APPLICATION FOR ADMISSION BY EXAMINATION between September 2, 2019 and November 1, 2019 preceding the February 2020 Bar Examination. However; under no circumstances will an application be accepted after the November 1, 2019 late filing deadline. We do not guarantee that applications filed after the regular filing deadline of September 1, 2019 will be processed in time for the applicant to sit for the February 2020 Bar Examination. If processing and approval by the Committee on Character and Fitness and the Board cannot be completed prior to the exam for which you are scheduled to sit, you may be automatically deferred to the next scheduled exam. The total amount due to the Mississippi Board of Bar Admissions will be $1,050.00.

Re-Examination Fee........................................................................................................................$550.00

Plus $25.00 application fee. This examination fee applies to all applicants who retake the Bar Examination. The filing deadline for a re-examination application (use the Application Update for the February 2020 Bar Examination) is November 1, 2019 preceding the February 2020 Examination. The total amount due to the Mississippi Board of Bar Admissions will be $575.00.

Deferment Fee (for 2nd deferment and any thereafter).................................................................$325.00

Applicants are allowed one deferment of an examination without charge as long as the written request is received by this office prior to the examination that you are deferring. Your Application/Application Update must be COMPLETE before you can defer. Applicants may not defer an incomplete application. Any requests for a deferment must also be in writing; received prior to the examination and for a second deferment (or any thereafter) the request for deferment must be accompanied by a fee of $325.00 (plus a $25 Application Fee) in the form of cash, cashier’s check, or money order made out to the Mississippi Board of Bar Admissions. The total amount due to the Mississippi Board of Bar Admissions will be $350.00.

Additional Investigative Fees.......................................................................................................DISCRETIONARY

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE) None of these fees are payable to Bar Admissions. Fees are subject to change. Applications for the MPRE may be found on-line at http://www.ncbex.org/about-ncbe-exams/mpre/. (Check website for current fees.)
THE MISSISSIPPI BOARD OF BAR ADMISSIONS HAS NO AFFILIATION AND DOES NOT ENDORSE ANY BAR REVIEW COURSE. (You will need to check with each Bar Review to obtain the current fees and review the information they provide. Fees are subject to change at their discretion. None of these fees are payable to MBBA.)

BAR/BRI REVIEW COURSE
1-800-950-7277
www.barbri.com

KAPLAN - P.M.B.R./MBE REVIEW
1-800-523-0777
https://www.kaptest.com/bar-exam

REED’S MULTISTATE BAR REVIEW, INC.
1-800-852-3926
www.ReedBarReview.com

AMERIBAR BAR REVIEW
1-800-529-2651
www.ameribar.com