

District of Columbia July 2024 Bar Exam

DISTRICT OF COLUMBIA COURT OF APPEALS
430 E STREET NW



Committee on Admission

The Committee on Admissions reviews all applications for admission to the District of Columbia Bar. See D.C. App. Rule 46. The Committee receives approximately 6500 applications per year, administers the bar exam, conducts extensive character and fitness review, conducts informal conferences with applicants and formal hearings, files recommendations with the court, processes pro hac motions and provides references for reciprocity applications in other jurisdiction.

Create an Account

All persons who wish to file an application for admission by bar exam, reciprocity or UBE score transfer with the District of Columbia Bar Association must first create a personal District of Columbia Bar Association

Announcements

Virtual Swearing In Ceremony - January 25, 2023

Registration Open

01/05/2023

[Read More](#)

February 2023 Bar Exam Registration

Announcement

10/21/2022

[Read More](#)

July 2022 Bar Exam Results

Announcement of Successful Applicants

10/19/2022

[Read More](#)

Create an Account

All persons who wish to file an application for admission by bar exam, reciprocity or UBE score transfer with the District of Columbia Bar Association must first create a personal District of Columbia Bar Association Registration account on this website.

 [Create Account](#)

10/21/2022

[Read More](#)

July 2022 Bar Exam Results

Announcement of Successful Applicants

10/19/2022

[Read More](#)

July 2022 Bar Exam

Score Release

10/14/2022

[Read More](#)

July Bar Exam UBE Score Transfer Applicants

Regarding certification

09/30/2022

[Read More](#)

Access Rule 49 Here

Rule 49

09/28/2022

[Read More](#)

[View All](#)

 [Technical Support Request](#)



Registration

All persons who wish to file any sort of application with the DC Bar Operations & Admissions must first create a personal account on this website. Please fill out the registration form below.

Once you have registered, your user account will be activated. You must login to your user account to start completing an application.

1 Personal Info

Salutation *

2 Mailing Address

First Name *

Middle Name

3 Telephone Numbers

Last Name *

Suffix

4 E-mail & Password

5 Security

Social Security Number *

☐ I don't have one/prefer not to provide my social security number.

* indicates required fields.

Date of Birth *

Place of Birth *



Bar Exam Fees & Deadlines

ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Uniform Bar Exam Application Fees & Deadlines

Uniform Bar Exam	July 2024 Bar Exam - Application will open April 5, 2024 and close on May 9th at 5:00PM ET. There is no late filing period. Late applications will not be accepted.
First Time Applicant	\$405.00 + additional NCBE Investigation fee Laptop exam software fee \$150.00
Re-take Only	\$405.00 Laptop exam software fee \$150.00

Accommodation requests can be submitted beginning April 5th with a completed application. The deadline for submitting accommodation requests is May 9, 2024, 5:00PM ET. Late requests will not be accepted.

[HOME](#) > [CHARACTER AND FITNESS](#) > [DISTRICT OF COLUMBIA FEE SCHEDULE](#)

DISTRICT OF COLUMBIA FEE SCHEDULE

This information is for reference only. Your assigned fee and payment options are specified after submission of your online application.

Fee Category	Fee	Description
II	\$395	Your first law degree (JD or LLB) is anticipated to be awarded within one year or less and you have not been authorized to practice law.
III	\$550	Your first law degree (JD or LLB) was obtained in the United States and awarded more than one year ago or you have been authorized to practice law only in the United States.
IV	\$925	Your first law degree (JD or LLB) was not obtained in the United States (regardless of whether a subsequent US law degree was conferred) or you have ever been authorized to practice law in a foreign country.

Supplemental Conditions

You may be eligible for a reduced fee if NCBE has completed a character report for you in the last four years. Completion of a new application is required.

Breakdown of Application Fees and Deadlines

Application fee \$405.00 DUE no later than May 9, 2024 5:00PM ET

- * This fee is paid directly to the D.C. Court of Appeals via the online application. There is no late filing period.
- * An application is considered complete once this fee is paid.
- * Check "warnings". Use technical support button.
- * Do not wait until the last day in case of a technology error.
- * Do not make repeated attempts to pay.

Email coa@dcappeals.gov if you are charged more than once



CHARACTER & FITNESS

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. The background investigation is required for your character and fitness review. **You must complete payment for the C&F by May 23rd.**



Breakdown of Application Fees and Deadlines

Background Investigation (minimum) \$395.00

- * This payment is made directly to NCBE and must be paid no later than May 23, 2024. The application fee must have already been paid by the deadline.**
- * NCBE will send the payment request to you within approximately one week.
- * This payment is required to sit for the exam. There are no exceptions.



Breakdown of Application Fees and Deadlines

Laptop Fee \$150.00

This fee is paid directly to the software vendor.

The registration period will be June 24th to July 1st.



Breakdown of Application Fees and Deadlines

Accommodation requests are to be submitted with the application. All requests are due by the application deadline May 9, 2024 at 5:00PM ET

No late requests accepted





Information & Applications

APPLICATION FOR ADMISSION BY EXAMINATION

[General Information](#)

[APPLY](#)

[Browse Forms](#)

APPLICATION FOR ADMISSION BY TRANSFERRED UBE SCORE

[General Information](#)

[APPLY](#)

[Browse Forms](#)

REQUEST VERIFICATION OF RECIPROCITY

[APPLY](#)

APPLICATION FOR SPECIAL LEGAL CONSULTANT

[General Information](#)

[APPLY](#)

[Browse Forms](#)

MOTION BY 3-YEAR PROVISION

[General Information](#)

[APPLY](#)

[Browse Forms](#)

PRO HAC VICE

[General Information](#)

[APPLY](#)

[Browse Forms](#)

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



General Exam Information

The exam materials are on paper. ***Laptops are required to write responses for the essay portions of the exam.*** Applicants who wish to handwrite their essays must submit a request to Director Shanks, at: sshanks@dcappeals.gov. Responses for the multiple choice sections of the exam will be recorded on scantron sheets with No. 2 pencils.



General Exam Information

The standard administration of the exam will consist of four 3-hour sessions with a 45-60 minute break midday on each day. Applicants who wish to request variances from the standard administration of the exam must apply for ADA accommodations. Applicants who are nursing may request courtesy testing schedules and non-ADA accommodations. Applicants granted ADA accommodations may test additional days.



EXAM DATES

Tuesday, July 30 - Day One

Wednesday July 31 - Day Two

Thursday & Friday August 1 & 2 - Additional Testing Days for Some Accommodated Applicants

Doors open at ALL LOCATIONS - 8:00 AM

Instructions begin Standard Testing - 9:00AM

Once Instructions begin no one is allowed to enter - NO EXCEPTIONS



July 2023 Exam Schedule for Standard Administration

Date / Session (Am or PM)	Length of Session	Exam Content
July 30 AM	3 hours	MPT 1 & 2
July 30 PM	3 hours	MEE 1 – 6
July 31 AM	3 hours	MBE 1 – 100
July 31 PM	3 hours	MBE 101-200



July 2024 Exam Schedule for Non-Standard 25% Addtl Time Administration

Date / Session (Am or PM)	Length of Session	Exam Content
July 30 AM	3.75 hours	MEE 1-6
July 30 PM		
July 31 AM	3.75	MBE 1-100
July 31 PM	113 minutes	MPT
August 1 AM	3.75 hours	MBE 101-200
August 1 PM	113 minutes	MPT



July 2024 Exam Schedule for Non-Standard 50% Addtl Time Administration

Date / Session (Am or PM)	Length of Session	Exam Content
July 30 AM	2.25 hours	MPT
July 30 PM	4.5 hours	MEE 1-6
July 31 AM	4.5 hours	MBE 1-100
July 31 PM	2.25 hours	MBE 101-150
August 1 AM	2.25 hours	MBE 151-200
August 1 PM	2.25 hours	MPT



July 2024 Exam Schedule for Non-Standard 100% Addtl Time Administration

Date / Session (Am or PM)	Length of Session	Exam Content
July 30 AM	3 hours	MEE 1-3
July 30 PM	3 hours	MEE 4-6
July 31 AM	3 hours	MBE 1 – 50
July 31 PM	3 hours	MBE 51-100
August 1 AM	3 hours	MBE 101 – 150
August 1 PM	3 hours	MBE 151-200
August 2 AM	3 hours	MPT
August 2 PM	3 hours	MPT



ACCOMMODATION REQUESTS

- ❖ Review the Guidelines for Medical Documentation and the Request Form for Accommodation Requests on the COA website under "Announcements"
- ❖ Provide Evidence of prior accommodations, transcripts, etc.
- ❖ Provide documentation that was required by law school for accommodations
- ❖ Documentation is reviewed by an independent medical examiner
- ❖ Timeliness and communication are critical. Accommodations Requests are to be uploaded with your application by the deadline date.



Courtesy Schedule

Applicants who are breastfeeding and wish to apply for a courtesy accommodation can do so by submitting a letter with medical documentation as proof that they are nursing by submitting a request to Director Shanks at sshanks@dcappeals.gov. Individuals who are breastfeeding and who wish to request an ADA accommodation should upload their request form and supporting documentation with their application.



Emergency Accommodation Request

Emergency Accommodations may be granted where all of the following conditions are met:

1. The impairment occurred after the deadline for the submission of accommodation requests.
2. The accommodation does not impose an undue burden on the Committee on Admissions.
3. The applicant demonstrates a disability within the meaning of the ADA.
4. The accommodation does not fundamentally alter the nature of the bar examination
5. The accommodation does not jeopardize the security of the exam

For Emergency Accommodations send an email with details and supporting documents to Director Shanks at: sshanks@dcappeals.gov.



Character and Fitness

- ❖ 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



Disclosures

- ❖ **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



Make sure your application is complete

1. Payment of \$405
2. Upload required supplemental documentation
3. Upload MPRE unofficial score report
4. Photo (full face, no hats, no altered image, appropriate clothing)
5. Accommodation request if applicable



Notifications & Communications

Applicants are responsible for information posted on the Court of Appeals Committee on Admissions website and in your applicant portal.



Notifications & Communications to Applicants

1. System notification that application is submitted
2. Receipt for payment
3. Acknowledgement of your application
4. Application is accepted OR Application is incomplete
5. Laptop registration notice (from ILG360 the software vendor)
6. Exam Ticket / Code of Conduct / Security Memo



General Tips

1. Visit the Committee on Admissions website frequently, Do NOT use information from other sources regarding COA processes, the bar exam or any other issue connected with admission to D.C.
2. Candor and best intention.
3. Familiarize yourself with D.C. App. Rules 46 & 49.
4. For accommodations provide documentation you provided your school. A letter from your school is insufficient.
5. **Do not wait until the last minute. If you are unable to submit a completed application and make payment on the deadline date and for any reason, you will not be able to sit for the exam. Please plan ahead.**