

# District of Columbia July 2025 Bar Exam

DISTRICT OF COLUMBIA COURT OF APPEALS  
430 E STREET NW

**Shela Shanks**

Director, Committee on Admissions  
Committee on Unauthorized Practice of Law  
sshanks@dcapeals.gov

**Ileah Welch**

Staff Attorney  
Specialist on Non-ABA JD applicants and Character and Fitness  
iwelch@dcapeals.gov

**Winnie Trakhtengerts**

Paralegal Specialist  
Accommodation Review Team  
wtrakhtengerts@dcapeals.gov



## 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

2 Mailing Address

3 Telephone Numbers

4 E-mail & Password

5 Security

Salutation \*

First Name \*

Middle Name

Last Name \*

Suffix

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 \*

# Registration Questions

## Exam Registration

Do you already have a JD degree from an ABA approved law school, or will your JD degree from an ABA approved law school be conferred within three months of the first day of the bar exam?

Select the name of your law school

Select the degree you were conferred (JD, LLB, LLM, Non Degree Program)

Are you admitted to practice law in any U.S. jurisdiction?

How many times have you taken the Uniform Bar Exam in any jurisdiction?

Have you previously submitted the District of Columbia character and fitness questionnaire for the background investigation conducted by NCBE?

When was this application completed? (IF YOU PREVIOUSLY PAID NCBE FOR A BACKGROUND INVESTIGATION FOR AN APPLICATION TO D.C. ON OR AFTER APRIL 1, 2021 YOU WILL NOT BE REQUIRED TO PAY FOR ANOTHER BACKGROUND INVESTIGATION)

Do you wish to apply for ADA or non-ADA accommodation(s)? (YOU MUST ANSWER YES IF YOU WISH TO APPLY FOR ACCOMMODATIONS)



## Information & Applications

### APPLICATION FOR ADMISSION BY EXAMINATION

[General Information](#)

[APPLY](#)

[Browse Forms](#)

### APPLICATION FOR SPECIAL LEGAL CONSULTANT

[General Information](#)

[APPLY](#)

[Browse Forms](#)

### APPLICATION FOR ADMISSION BY TRANSFERRED UBE SCORE

[General Information](#)

[APPLY](#)

[Browse Forms](#)

### MOTION BY 3-YEAR PROVISION

[General Information](#)

[APPLY](#)

[Browse Forms](#)

### REQUEST VERIFICATION OF RECIPROCITY

[APPLY](#)

### PRO HAC VICE

[General Information](#)

[APPLY](#)

[Browse Forms](#)



## Information & Applications » Admission by Examination » Browse Forms

Browse Forms is for VIEWING the application questions. Sub-sections of the application can be expanded/viewed by selecting Yes / No answer to questions within the application. You must create a user account and login to your user home page to complete an application form.

Character & Fitness

Browse Form

Print Form

Authorization & Release

View PDF

Declaration of Graduation/Anticipated Graduation from ABA Approved Law School

View PDF

Declaration of Graduation from non-ABA Approved Law School

View PDF

Declaration of Completion/Anticipated Completion of 26 Credit Hours in ABA Approved Law School

View PDF

MPRE Declaration Form

View PDF





**Committee on Admissions**  
**District of Columbia Court of Appeals**  
430 E St. NW, Room 123  
Washington, D.C. 20001

Declaration of Graduation or Anticipated Graduation  
*Juris Doctor* ABA Approved Law School

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the District of Columbia that  
Name

the foregoing is true and correct. Upon completing the credits necessary for the JD degree on

\_\_\_\_\_ at \_\_\_\_\_, an ABA approved law school, my degree was  
Date Law School

conferred/will be conferred on \_\_\_\_\_  
Date

\_\_\_\_\_ I was *not* in violation of any honor codes or subject to discipline while in law school.

Or,

\_\_\_\_\_ I was in violation of honor code(s) and/or was subject to discipline while in law school. (Attach a copy of any documentation relevant to the incident.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature or Electronic Signature



**District of Columbia Court of Appeals  
Committee on Admissions  
Washington, D.C.**

**AUTHORIZATION AND RELEASE**

I, \_\_\_\_\_, having filed an application for admission to the District of Columbia Bar, hereby authorize and provide my consent to the District of Columbia Committee on Admissions (hereinafter referred to as the "Committee") to conduct an investigation into my moral character, professional reputation, and fitness to practice law, and to make inquiries and request such other information from third parties as in the sole discretion of the Committee is necessary to such investigation. I further authorize the use of any such information in the course of the Committee's investigation and evaluation of my moral character and fitness.

I understand that the contents of my application are confidential, except as provided in D.C. App. Rule 46 and otherwise under District of Columbia law.

I authorize and request every person, firm, company, corporation, school, employer (past or present), government agency, court, association, institution, or other third party having an opinion of me, or knowledge or control of any information, document, record (including, but not limited to, criminal history record, medical records, and any confidential or sealed records), or other data pertaining to me, to reveal, furnish, and release to the Committee, or any of its agents or representatives, any such opinion, knowledge, documents, or other data.

I specifically authorize the release of files of any professional association regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, as well as all undergraduate, graduate, or professional school records relating to my admission to and conduct during my enrollment in said schools. I further authorize the Board of Law Examiners or equivalent authority, for jurisdictions where I have applied, to release information pertaining to my application as necessary to conduct and complete the Committee's investigation. I also authorize the release to my law school and the National Conference of Bar Examiners of my name and summary data, including pass/fail data, regarding my performance on bar examinations.

I hereby authorize all such persons as set forth above to answer any inquiry, question or interrogatory concerning me which may be submitted to them by or on behalf of the Committee and to appear before the Committee to give full and complete testimony concerning me, including any information furnished by me.

I hereby release, discharge and hold harmless the members of the Committee, its agents or representatives (including but not limited to expert witnesses or evaluators consulted or used by the Committee or its staff in the course of the investigation), who shall be immune from personal liability for all conduct in the course of their official duties.

A photocopy of this authorization shall be accepted with the same validity as the original.

\_\_\_\_\_

Signature of Applicant

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_

(Notary Public)

(Seal)

My commission expires:

**This form must be notarized  
within 30 days prior to the date  
you submit your application.**



Committee on Admissions  
District of Columbia Court of Appeals

MPRE SCORE DECLARATION FORM

<input type="text"/>	<input type="text"/>	<input type="text"/> Date (dd/mm/yyyy)
<input type="text"/> Last Name	<input type="text"/> First Name	<input type="text"/> Middle Initial
<input type="text"/> NCBE#	<input type="text"/> Date of Birth	

I have NOT attained a score of 75 or higher on the MPRE.

*By selecting this response, you have completed the form and may upload it to your account. Once you receive a passing score on the MPRE you may upload an UPDATED MPRE SCORE DECLARATION FORM with a copy of your unofficial score results.*

OR

I attained a score of 75 or higher on the MPRE on   
Month/year

I have requested that NCBE send a report of my MPRE scores to the District of Columbia.

Yes

No

I am uploading a copy of my unofficial MPRE score report with this form.\*

No

- If you have uploaded a copy of your unofficial score report it is not necessary to request that NCBE also send a score report.

This form is ONLY for applicants who did not/will not earn a juris doctor at an ABA approved law school.



**Committee on Admissions**  
**District of Columbia Court of Appeals**  
430 E St. NW, Room 123  
Washington, D.C. 20001

Declaration of Completion or Anticipated Completion  
of 26 Credit hours in an ABA approved Law School

I,  declare under penalty of perjury under the laws of the District of Columbia that  
Name

the foregoing is true and correct. I will complete/ have completed 26 credit hours, that meet the requirements set forth in D.C. App. Rule 46(c)(4), 46(d)(3)(D), 46(e)(3)(B), on   
Date

These 26 credit hours include at , an ABA approved law school.  
Law School

I was *not* in violation of any honor codes or subject to discipline while in law school.

Or,

I was in violation of honor code(s) and/or was subject to discipline while in law school. (Attach a copy of any documentation relevant to the incident.)

Date

Signature or Electronic Signature

# Breakdown of Application Fees and Deadlines

Uniform Bar Exam	July 2025 Bar Exam - Registration opens March 1, 2025 and closes March 31, 2025, 5:00pm ET, OR earlier if seats are filled. The application will be re-opened for individuals who are unsuccessful on the February 2025 in May. Please watch the website for the date.
First Time Applicant	\$405.00 + additional NCBE Investigation fee Laptop exam software fee \$150.00
Re-take Only	\$405.00 (Exam Fee) Laptop Exam Software Fee \$150.00

Accommodation requests must be submitted with your application and are due when you submit your application.



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.

# Application Fee Paid to the Court of Appeals

**Application fee \$405.00 DUE at the time you submit your application.  
The registration period may end before March 31st if seats are filled.**

\* This fee is paid directly to the D.C. Court of Appeals via the online application.

\* 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](mailto:coa@dcappeals.gov) if you are charged more than once**



# CHARACTER & FITNESS

You must be a bona fide applicant for admission to the District of Columbia to sit for the exam. Therefore, you must complete the full character and fitness portion of your application.

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.





# CHARACTER & FITNESS

If you have previously applied for admission to the District of Columbia on or after April 1, 2021;

AND

if at the time of that application you paid **both** the application fee and the fee for background investigation:

- 1) You will not pay the background investigation fee again.
- 2) You will complete an abbreviated version of the application.



# 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 April 30, 2025. \***

**This deadline supercedes the NCBE administrative 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 for applicants who completed an application before April 1, 2021, or who have never completed an application.



# 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.**



# Accommodation Deadlines

Accommodation requests are to be submitted with the application. All accommodation requests are due at the same time you submit your application.

**If you obtain additional medical documentation after you submit your application, you may upload this documentation up until March 31, 2025.**



# Testing Locations

The venues for the standard administration of the exam are: The D.C. Armory (2001 East Capitol St., SE), Andrew Mellon Auditorium (1301 Constitution Ave., NW) and the National Building Museum (401 F St., NW). The venues for the non-standard administration of the exam are: The Historic Courthouse (430 E St., NW) and George Washington University Law School (2000 H St., NW). All venues are located within the District of Columbia. Please do not call the office to request a specific location. Seating is randomly assigned for standard venues and based on accommodations granted for the non-standard testing venues.



## EXAM DATES

Tuesday, July 29 - Day One

Wednesday July 30 - Day Two

Thursday & Friday July 31 and August 1 - 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



# 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 a courtesy testing schedule. Applicants granted ADA accommodations may test additional days.



# 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. A request form will be made available at the time of registration. **Laptops are NOT ALLOWED at the Standard testing locations on the second day of the exam.**

Responses for the multiple choice sections of the exam will be recorded on scantron sheets with **No. 2 pencils**. You are responsible to bring your pencils.





## July 2025 Exam Schedule for Standard Administration

Date / Session (Am or PM)	Length of Session	Exam Content
July 29 AM	3 hours	MPT 1 & 2
July 29 PM	3 hours	MEE 1 – 6
July 30 AM	3 hours	MBE 1 – 100
July 30 PM	3 hours	MBE 101-200



## July 2025 Exam Schedule for Non-Standard 25% Addtl Time Administration

Date / Session (Am or PM)	Length of Session	Exam Content
July 29 AM/PM Session begins 11AM	3.75 hours	MEE 1-6
July 30 AM	3.75	MBE 1-100
July 30 PM	113 minutes	MPT
July 31 AM	3.75 hours	MBE 101-200
July 31 PM	113 minutes	MPT



## July 2025 Exam Schedule for Non-Standard 50% Addtl Time Administration

Date / Session (Am or PM)	Length of Session	Exam Content
July 29 AM	2.25 hours	MPT
July 29 PM	4.5 hours	MEE 1-6
July 30 AM	4.5 hours	MBE 1-100
July 30 PM	2.25 hours	MPT
July 31 AM	4.5 hours	MBE 101- 200



# ACCOMMODATION REQUESTS

- ❖ Indicate "Yes" in the registration questions to initiate request
- ❖ Review the Guidelines for Accommodation Requests
- ❖ Provide evidence of prior accommodations
- ❖ Objective diagnostic testing and reports
- ❖ Transcripts
- ❖ Timeliness and communication are important
- ❖ If previously granted accommodations on the D.C. bar exam include upload the grant letter



# Courtesy Schedule

Applicants who are breastfeeding and wish to apply for a courtesy schedule may do so by submitting an accommodation request with medical documentation supporting their need for the courtesy schedule (e.g. letter from pediatrician)



# 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](mailto:sshanks@dcappeals.gov).



# Character and Fitness

- ❖ Answer questions to the best of your ability , we will not advise you on how to answer
- ❖ 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)
- ❖ You may enter the human resources contact information for the employer OR the supervisor
- ❖ Collect addresses (age of 18)
- ❖ Proofread your responses
- ❖ **Your contact email should be accessible to you indefinitely**
- ❖ Do not wait until the last day to gather information
- ❖ When in doubt, disclose



# Disclosures

- ❖ **Candor is of prime importance**
- ❖ **Be proactive** about potential C&F issues (e.g. credit report, substance education, academic disciplinary reports)
- ❖ Responses regarding mental health or substance treatment DO NOT impact eligibility for admission
- ❖ 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.**



# Standard 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
6. Exam Ticket / Code of Conduct / Security Memo
7. Additional notices as needed.



## 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.**