**Message to graduating class of 2019**

Dear Graduating seniors:

If you are unsure if you have completed all the graduation requirements, please review the graduation checklist at: https://law.rutgers.edu/sites/law/files/Graduation\_Checklist\_2017-2.pdf

**Meetings to discuss the Bar exam and application questions:**

1. **Wednesday, February 13, 12:15 to 1:15 pm, Room 106**

Meeting with Character & Fitness representatives of the NJ Board of Bar Examiners. Please prepare for the meeting by reviewing the rest of this message.

1. **Wednesday, March 13, 12:15 to 1:15 pm, Room 106**

Meeting with the Director and Character & Fitness representatives of the PA Board of Bar Examiners.

The following is information regarding the Bar Exam Application process and bar preparation.  Many jurisdictions will soon open their applications for the February Bar Exam. January 2019 graduates should review the links and deadlines below, and May 2019 graduates should start planning ahead.

1. **Bar Applications**

You will soon take the Bar Exam for the jurisdiction of your choice.  Applying for the bar exam and financing your bar study require significant resources.  In addition to the bar application fees, you need to add the cost of any bar review course as well as living expenses.  You may want to start researching bar loans if you do not have other means to pay for these expenses. Apply early to minimize your costs and avoid late fees.   If you miss the first deadline in most jurisdictions, the cost goes up significantly. You may find all jurisdictions through <http://www.ncbex.org/> or see the links below for NJ and neighboring jurisdictions.

**New Jersey:** Uniform Bar Exam (UBE). See <https://www.njbarexams.org/ube>

<https://www.njbarexams.org/home> for general information;

<https://www.njbarexams.org/fees-and-deadlines> for deadlines and fees.

**Delaware:**

<https://courts.delaware.gov/bbe/> (Note that Delaware does not administer a February Exam)

**New York:** Uniform Bar Exam (UBE). See <http://www.nybarexam.org/UBE/UBE.html>

<http://www.nybarexam.org/Default.html> for general information;

<http://www.nybarexam.org/Rules/Rules.htm>

**If you are taking the NY Bar and took any online courses during law school, please review Part 6 of Rule 520.3** <http://www.nybarexam.org/Rules/Rules.htm#520.3> **and contact Assoc. Dean Louis Thompson,** louis.thompson@camden.rutgers.edu **with questions.**

**Please review the rule requiring 50 hours of pro bono work prior to admission to the NY bar:** <http://www.nybarexam.org/MPB.html> and <http://www.nybarexam.org/Rules/Rules.htm#520.16>

**Pennsylvania:**

<http://www.pabarexam.org/> for general information, and <http://www.pabarexam.org/bar_exam_information/fees.htm>

**MPRE**:

<http://ncbex.org/exams/mpre/>

The Multistate Professional Responsibility Exam is required by many jurisdictions. Check your jurisdiction’s requirements by using the links in <http://www.ncbex.org/> For New Jersey, if you have taken a Professional Responsibility class in law school and received a grade of C- or better, you do not have to take the MPRE.

**B. Forms and Certificates**

When you download or receive forms such as Certifications of Graduation or Dean’s Certifications from your jurisdiction, please give them to:

Arlene Lentini, Office of Student Affairs Rutgers School of Law at Camden, Room E-321

217 North 5th Street, Camden, NJ 08102-1203

Office: 856-225-6289 Fax: 856-969-7935 lawstudentaffairs@camlaw.rutgers.edu

Forms must be received several days before they are due to the Bar Examiners.

**C. Requesting Transcripts**

To order a transcript, please visit the following link. Please note that the law school does not provide transcripts. All transcripts must be obtained from the registrar’s office.

<https://transcripts.rutgers.edu/transcripts/index.html>

The Camden Registrar's phone number is: 856-225-6053.

**D. Notary Public**

This service is free of charge to Rutgers Camden law students:

Arlene Lentini, Office of Student Affairs, 225-2352, (Office E321) alentini@camden.rutgers.edu

 And

Terry Wyllner, Accounting Assistant, 225-2332, (Office E310) Wyllner@camden.rutgers.edu

**E.   Credit Report**

In some jurisdictions, the office of bar examiners will obtain a credit report directly from agencies they contract with, but you should order your own credit report **now** so that you know what is in it. According to the Federal Trade Commission, <http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt156.shtm> the one listed below is the best source.

The Fair Credit Reporting Act requires each of the nationwide consumer reporting companies Equifax, Experian, and TransUnion to provide you with a free copy of your credit report, at your request, once every 12 months. The three companies have set up one central website, toll-free telephone number, and mailing address through which you can order your free credit report. The Federal Trade Commission (FTC), the national consumer protection agency, wants you to know that, if you want to order your free annual credit report online, there is only one authorized website:  <https://www.annualcreditreport.com/cra/index.jsp>

**F. Character and Fitness/Your history**

The law school required you to answer certain questions in your application, and you have a continuing duty to report any new developments related to those questions.  The bar applications for various states may ask broader questions, but our inquiry is limited to those in your law school application.  Please review the questions and **contact Assoc. Dean Louis Thompson,** louis.thompson@camden.rutgers.edu, if you have questions. If you need to supplement your file, use the form at the end of this message.

Review your jurisdiction’s bar application form and start compiling the information and documents you need.  Many jurisdictions ask for past addresses for several years, a list of the names and addresses for all employers, a criminal history and credit history.



217 N. Fifth Street, Camden, NJ 08102-1203

Office of Student Affairs, lawstudentaffairs@camlaw.rutgers.edu

Character and Fitness to be an Attorney

1. The American Bar Association Standards and Rules of Procedure require law schools to advise each applicant of the following:

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Every American jurisdiction in which you may practice law after graduation from law school requires each applicant for admission to the bar to meet character and fitness requirements as a condition of eligibility for admission. A character and fitness review will require truthful, accurate and complete reporting of all requested information related to past conduct that bar examiners may deem relevant to one's fitness to practice law, in most jurisdictions.

This includes (but is not limited to) all criminal arrests, charges, plea agreements, convictions, or instances of being taken into custody, as a juvenile or adult; all traffic violations except minor parking citations; involvement as a party to civil litigation; acts of fraud, dishonesty, or lack of candor; educational discipline or misconduct; failure to pay financial obligations; and substance abuse. Many jurisdictions require disclosure of all criminal arrests, charge, plea agreements or convictions, as a juvenile or adult, even where the record has been expunged.

It should be noted, however, that while bar admission boards require a complete disclosure of requested information, in many instances past relevant conduct, particularly if isolated and/or not recent, has not resulted in denial or delay of admission to the bar in a particular jurisdiction of interest. (This is not to suggest or predict how any jurisdiction's bar admission board would respond to any applicant's particular conduct disclosures going forward).

A failure to truthfully, accurately and completely respond to a character and fitness inquiry, however, is commonly deemed a character and fitness violation in and of itself, and may be more detrimental to bar admission prospects than the undisclosed or incorrectly disclosed underlying conduct.

You are encouraged, as you go through the law school application process and before you enter law school, to determine the character and fitness requirements of the jurisdiction(s) where you intend to practice law. If you are uncertain where you will practice law, you may wish to review the Standard NCBE Character and Fitness Application, titled "Request for Preparation of a Character Report" of the National Conference of Bar Examiners which is used by a number of jurisdictions' bar admission authorities. Addresses for the agencies are available at www.ncbex.org

If you need to amend the answer that you submitted in your Application, please review the procedure in bold below. All State Bar Examiners will review a copy of your law school application. Full disclosure is critical. Please make sure all relevant information is provided.

**2. Have you ever been dismissed, expelled, suspended, placed on academic probation, given an academic warning, or disciplined by any secondary school, college, university, graduate, or professional school (including law school) for academic or any other reasons?**

**Yes No**

**3. Has your academic career (undergraduate and/or graduate) been interrupted for one or more terms?**

**Yes No**

**4. Were you ever subject to any disciplinary action while you were in college? Include violations of the university code of student conduct or any student honor code that covers standards of behavior at your undergraduate and/or graduate institution.**

**Yes No**

**5. Have you ever been cited for, charged with, taken into custody for, arrested for, indicted, tried for, pled guilty to, or convicted of, the violation of any law or ordinance (other than a minor traffic violation), been a party to civil litigation, been involved in substance abuse, committed acts of fraud, failed to pay financial obligations or been the subject of a juvenile delinquent or youthful offender proceeding or received a conditional discharge, adjournment in contemplation or dismissal, or pretrial diversionary program, including violations of the law that can result in civil penalties, such as SEC or antitrust violations? (NOTE: Driving while intoxicated or impaired, driving without insurance, reckless driving, leaving the scene of an accident, and driving while suspended are not considered minor traffic violations for the purposes of this section). The entry of an expungement or sealing order does not relieve you of the duty to disclose the matter on this statement. This includes any juvenile record. You may indicate the existence of such an order in your explanation. If yes, please include an official statement of charges and dispositions.**

**Yes No**

**6. Are there any criminal or disciplinary charges pending or expected to be brought against you?**

**Yes No**

**7. Have you ever been prohibited from practicing in any professional capacity due to or as a result of alleged misconduct on your part?**

**Yes No**

**I have reviewed the law school application questions above. I understand that if I need to supplement the answers that I submitted on my law school application, I must submit the Amendment to Law School Application (form on the next page) for each instance being disclosed.**

**I understand that while the law school does not require copies of court documents or other disciplinary records, the bar examiners will. Therefore, I will obtain copies of all relevant documents as soon as possible.**

**I also understand that, during law school, I have a continuing obligation to report any new criminal or disciplinary matters to the Dean of Students for inclusion in my file. I understand that findings of violations of the Code of Student Conduct will also be included in student files. I further understand that the law school has a duty to respond to questions regarding any of the above issues to the bar examiners of every jurisdiction to which I apply in the future.**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amendment to Law School Application**

**Fill out this for as a Word document. Type in all answers, print it and sign it. Complete this form only if you need to amend the answers previously submitted in your Rutgers Law School application. Use a separate page for each incident.**

**Date of incident:**

**Location of incident:**

**Briefly describe the underlying facts:**

**Criminal or disciplinary charges filed against you:**

**Result, sentence or disposition of the incident:**

**I have requested the documents relating to this incident from the relevant police station/court/municipality/college on \_\_\_\_\_\_\_\_\_ (date) by registered, certified mail. I received the documents or a letter on their letterhead stating that there are no documents on \_\_\_\_\_\_\_\_\_ (date). {The Bar examiners do not accept representations that a bar candidate was told during a telephone call that no records are available}.**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of this amendment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**