

SUPREME COURT OF ARKANSAS

Office of Professional Programs

State Board of Law Examiners
Arkansas Continuing Legal Education Board

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COVER MEMORANDUM- ADMISSION ON MOTION

From: Robert Brech, Executive Secretary
Arkansas State Board of Law Examiners

The Admission on Motion application follows this cover memorandum, which provides additional guidance and information for applicants seeking admission on motion to the Bar of Arkansas. Please be aware that processing Admission on Motion applications can take several months, depending on the circumstances of each individual application. No expedited service is available.

Step 1: Eligibility

Review **Rule XVI** of the *Supreme Court Rules Governing Admission to the Bar*—including the Regulations at the end of the Rules—to confirm that you meet all qualifications for admission on motion. It is the applicant's responsibility to ensure compliance with all eligibility requirements **before** submitting the application and the non-refundable fee.

Applicants must have been primarily engaged in the **active practice of law** in one or more states for **three of the five years** immediately preceding the date the application is filed. The burden is on the applicant to demonstrate that they meet this requirement. Please consult Rule XVI(2) and Rule XVI(3) for further guidance.

Applicants must already be licensed to practice law and be in good standing in every jurisdiction where admitted, with no pending disciplinary matters. Applicants must also hold a first professional degree in law (J.D. or LL.B.) from an ABA-accredited law school.

All applicants must also be a United States citizen, a lawful permanent resident, or an alien otherwise authorized to work or study lawfully in the United States. In addition, all applicants must be persons of good moral character and be mentally and emotionally stable.

Step 2: Application and Required \$1,500 Fee

Complete and submit the application with a cashier's check or money order made payable to the "Bar of Arkansas" for the \$1,500 fee. **A photocopy of your state-issued identification is required.**

Step 3: Character and Fitness Investigation

A **character and fitness investigation** is conducted for every applicant, and the results are reviewed by the Arkansas State Board of Law Examiners. The Board partners with the National Conference of Bar Examiners (NCBE) to complete these investigations.

Applicants must fully comply with all requests for information from both NCBE and the Arkansas State Board of Law Examiners. Failure to do so will delay processing and may postpone certification of eligibility for admission to the Bar of Arkansas.

After submitting this application, applicants must complete the NCBE Character and Fitness Investigation application through their account at NCBE's website: www.ncbex.org. If you do not have an account, you can create one for free.



ARKANSAS STATE BOARD OF LAW EXAMINERS

ADMISSION APPLICATION ADMISSION ON MOTION

NOTICE TO APPLICANT: Complete and sign this application for admission, and have your signature notarized. All statements must be based on your personal knowledge unless you clearly identify the source of any information obtained from others. If additional space is needed to respond to any item, please attach a separate page. A copy of your state-issued identification must also be attached to this application.

Full Name: _____

Have you ever been known by any other name? ☐ Yes ☐ No

If yes, provide all previously used full names and the reason for each name change:

I. CONTACT AND IDENTIFICATION INFORMATION

Current Mailing Address: _____

City, State, Zip: _____

Primary Phone Number: _____

Email Address: _____

The majority of communication from the Arkansas State Board of Law Examiners is sent via email. Please make sure to list an email address that is regularly checked.

Date of Birth: _____

Birthplace: _____

Driver's License Number or State-Issued Identification Number*: _____

State of Issuance: _____

*A copy of your must be submitted with this application.

Last 4 digits of social security number: XXX-XX-_____-_____-_____-_____

Furnishing your social security number is voluntary pursuant to the Federal Privacy Act of 1974. Your SSN will be used for purposes of investigation and verification and will help avoid errors of identity.)

II. ADMISSION ON MOTION REQUIREMENTS

1. Have you ever been admitted to practice law in another state, territory, or the District of Columbia? ☐ Yes ☐ No

If yes, list jurisdiction(s) and date(s) of admission.

2. Are you currently a member in good standing in all jurisdictions where admitted? ☐ Yes ☐ No

If no, give details.

3. Are you currently subject to lawyer discipline or the subject of a pending disciplinary matter in any other jurisdiction? ☐ Yes ☐ No

If yes, give details.

4. Do you hold a professional degree in law (J.D. or LL.B.) from a law school approved by the American Bar Association at the time the degree was conferred? ☐ Yes ☐ No

If yes, Name of ABA-accredited law school and date degree conferred:

5. Have you been primarily engaged in the active practice of law in one or more states, territories or the District of Columbia for three of the five years immediately proceeding the date this application is being filed? ☐ Yes ☐ No

If yes, give details:

6. Is the state where you have had your principal place of business for the practice of law during the previous two years a jurisdiction that has reciprocity with Arkansas? ☐ Yes ☐ No

If yes, list name of jurisdiction.

7. Have you failed a bar examination administered in Arkansas within five years of filing this application? ☐ Yes ☐ No

III. CHARACTER AND FITNESS INVESTIGATION AND ACKNOWLEDGEMENT

The Arkansas State Board of Law Examiners partners with the National Conference of Bar Examiners (NCBE) to conduct character and fitness investigations. After completing this Arkansas application, applicants must log into their NCBE Account at <https://www.ncbex.org> and complete the required NCBE Character and Fitness application. If you do not have an account, you may create one by selecting “NCBE ACCOUNT” in the upper right-hand corner of their home page.

Applicants must fully comply with all NCBE requests for information. Failure to do so will delay processing and may delay certification of eligibility for admission to the Bar of Arkansas.

I, _____, understand that it is my responsibility to log into my NCBE account and complete the Character and Fitness application. I also understand that I must respond promptly to any NCBE request for additional information, if required.

Applicant Signature

Date Signed

IV. ARKANSAS COURT RULES ACKNOWLEDGEMENT

I certify that I have read the following Arkansas Court Rules and will abide by the provisions thereof:

- Rules Governing Admission to the Bar,
- Arkansas Rules for Minimum Continuing Legal Education,
- Procedures Regulating the Professional Conduct of Attorneys at Law,
- Arkansas Rules of Professional Conduct, and
- Arkansas Code of Judicial Conduct.

Applicant Signature

Date Signed

V. GENERAL AUTHORIZATION AND RELEASE

I, _____, having filed an application for admission to the Bar of Arkansas, hereby apply for a character report and consent to have an investigation made as to my moral character, professional reputation and fitness for the practice of law and such other information as may be received. I agree to give any further information which may be required concerning my past record.

I also authorize and request every person, firm, company, corporation, governmental agency (including bar admission boards or committees), law enforcement agency, court, association or institution having control of any documents, records or other information pertaining to me, to furnish to the Arkansas State Board of Law Examiners any such information including documents, records, disciplinary files regarding charges or complaints filed against me (including any complaints erased by law), whether formal or informal, pending or closed, or any other pertinent data; and to permit the Arkansas State Board of Law Examiners or any of its agents or representatives to inspect and make copies of such documents, records or other information.

A copy of this release shall be acceptable and has the same meaning as my handwritten signature. I hereby release, discharge and exonerate the Arkansas State Board of Law Examiners, its agents and representatives, and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation made by the Arkansas State Board of Law Examiners.

Applicant Signature

Date Signed

Subscribed and sworn to me on this _____ day of _____, 20____.

Notary Public

Notary Seal

My Commission Expires:
