

STATE BAR OF NEVADA

Admissions Department
3100 W. Charleston Blvd., Suite 100
Las Vegas, NV 89102

Website: www.nvbar.org
Email: admissions@nvbar.org

INSTRUCTIONS TO APPLICANT

1. GENERAL INSTRUCTIONS:

- (a) Read the application carefully. Applications that are not complete will be subject to the late fee schedule described in Section 2 below. Applications will not be deemed submitted until all required fees are fully paid (including the computer fee and late fee, if applicable).
- (b) Answer all parts of each question. Do not leave any question unanswered. ***If you answer yes to any question, you must provide the corresponding supplemental responses for that question.***
- (c) Applications will be accepted by on-line submission ONLY.
- (d) Payment will be accepted by on-line submission via credit or debit card ONLY. This payment is required at the time you submit the application. **There are no exceptions.**
- (e) This application has been tested in Chrome, Firefox, Safari, and Internet Explorer. Your browser must support JavaScript (as most browsers do). **If you need to leave your computer or need time to think over an answer, save your work. At the bottom of each screen are navigation buttons. Clicking Previous, Next, or Save for Later Editing automatically saves your work.**
- (f) Clearly identify clients, references, employers, associates, and partners as such wherever their names are used and avoid use of abbreviations unless they are self-explanatory or explained. If you are uncertain how to answer a question, answer to the best of your ability in the space provided.
- (g) Provide complete dates (month, day and year).
- (h) Provide complete addresses (street name and number, city and state, and zip codes).
- (i) All required documentation must be submitted via email directly to the State Bar of Nevada, to admissions@nvbar.org. **Please email all required documents as instructed above.**

2. **FEES:** For fee purposes, an attorney applicant is any applicant who is admitted to practice in another jurisdiction or who has taken and passed a bar exam in another jurisdiction. Any applicant who has not been previously admitted in any jurisdiction or has not previously passed a bar exam is considered a student applicant. **APPLICATION AND/OR COMPUTER FEES WILL NOT BE REFUNDED NOR HELD IN ABEYANCE FOR SUBSEQUENT BAR EXAMS FOR ANY REASON.**

February 2023

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| (a) Applications submitted on or before October 1: | \$ 755.00 Student; \$1,055.00 Attorney |
| (b) Applications submitted between October 2 and December 1: | \$ 1,305.00 Student; \$1,605.00 Attorney |

APPLICATIONS MAY NOT BE SUBMITTED AFTER DECEMBER 1. NO EXCEPTIONS.

July 2023

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| (a) Applications submitted on or before March 1: | \$ 755.00 Student; \$1,055.00 Attorney |
| (b) Applications submitted between March 2 and May 1: | \$ 1,305.00 Student; \$1,605.00 Attorney |

APPLICATIONS MAY NOT BE SUBMITTED AFTER MAY 1. NO EXCEPTIONS.

Computer User fees (Required to be paid at time application submitted) \$ 150.00 for all users

Please Note: Timely applications must be submitted by the deadlines listed above. Late applications must include the \$550.00 late filing fee and be submitted before the final deadline or they will be rejected. **The deadlines shall not be waived for any reason.** (SCR 52)

3. **GRADUATION FROM AMERICAN BAR ASSOCIATION APPROVED LAW SCHOOL:** Applicants must have a juris doctorate or equivalent law degree from a law school that was on the approved list of the American Bar Association on the date the applicant graduated therefrom. (SCR 51(1) (c)) No refunds will be granted to those applicants failing to meet this requirement.

4. **OTHER REQUIRED DOCUMENTATION:**

SUPPLEMENTAL APPLICATION MATERIALS: Once Applicants submit their online Application, they will receive an email attaching Instructions stating which materials must be returned to the Admissions Department at the State Bar of Nevada within **21 days** from the date the email is sent by the Admissions Department. Out of State Applicants will be mailed a fingerprint card to be processed, which will also be due within this 21-day period. **Failure to return the items contained in the Instructions to the Admissions Department within this 21-day period will result in a rejection of your application.**

In addition to the materials contained in the Instructions, all applicants are required to submit the following documentation following the submission of the online application:

a. **SCHOOL TRANSCRIPTS:** Applicants must provide **certified** transcripts from all law schools attended **and** from colleges and universities from which a degree was received. Re-applicants are not required to re-submit transcripts. We will accept electronic transcripts emailed directly to the Admissions Department from the college/university.

Please note: Proof of receipt of juris doctorate must be received by our office no later than the 10th day of the month in which the bar examination will be taken, or the applicant will not be permitted to sit for the bar exam. (SCR 51 and SCR 55)

b. **DEPARTMENT OF MOTOR VEHICLES REPORTS:** Applicants must email a Department of Motor Vehicles Report from every state in which they were licensed to drive during the past five (5) years. (SCR, Addendum 1, Paragraph 11) The driving report must be validated by the DMV or you must provide a confirmation number or transaction number to prove authenticity.

c. **LETTERS OF REFERENCE:** Applicants must provide at least two (2) letters of reference from the list of references provided in the application (SCR, Addendum 1, Paragraph 11). Letters of reference must be returned directly to the Admissions Department from the designated reference. **RE-APPLICANTS PLEASE NOTE:** If your previously submitted references are more than one year old at the time of the present application, you are required to submit two (2) new reference letters. It is the applicant's responsibility to make sure that the State Bar has current references.

d. **CERTIFICATE OF GOOD STANDING AND DISCIPLINARY HISTORY: (Attorneys only):** Every attorney applicant who has been admitted in any other jurisdiction **must** contact the appropriate authority of each state in which admitted and mail directly to the Admissions Department, **BOTH** a certificate certifying that the applicant is a member in good standing **AND** a disciplinary history report specifying any disciplinary proceedings affecting the applicant (SCR 52 and Addendum 1, Paragraph 11) It is the responsibility of the applicant to determine the proper authority to forward the above required requests. **APPLICANTS MUST USE THE FORMS PROVIDED ON THE ADMISSIONS PAGE UNDER FORMS AT WWW.NVBAR.ORG.**

e. **DD214 OR MILITARY DISCHARGE:** Applicants who have served in the military or armed forces for any country must email a photocopy of his/her DD214 or Military Discharge papers.

5. **CHANGE OF ADDRESS:** Applicants **must** keep the State Bar of Nevada informed of their current address, telephone number(s) and email address **at all times** during the application and examination process. You must provide the changes in writing to the Admissions Department. Failure to keep the Admissions Department informed of your current address, telephone number(s), and email address will result in you not receiving mandatory documentation. The Change of Address Form can be found on Admissions page under Forms at www.nvbar.org. You may also email your change of address information to admissions@nvbar.org.

6. **CHARACTER & FITNESS OR APPLICATION UPDATES:** In the event of any incident or occurrence that would change the information provided with your original application, (i.e., change of employment, traffic citation, arrest, disposition of pending litigation), you must complete and email the Application Amendment Form. The Application Amendment Form can be found on the Admissions page under Forms on www.nvbar.org.
7. **RETAIN A COPY OF YOUR APPLICATION:** Print and retain a copy of both your completed application and your completed Authorization & Release Form. You will need the application as reference for future inquiries from the Admissions Department, for safeguard against loss, and for use when applying to other jurisdictions. You will be required to pay \$35.00 for a copy of your application if you do not retain a copy. Please note that the Admissions Department retains files only for those applicants who do not pass the exam for three (3) years from the exam date.
8. **BAR EXAMINATION TIME AND PLACE:** The February 2023 Bar Examination will be held in Las Vegas only. The July 2023 Bar Exam will be held in Las Vegas and Reno. **For the July 2023 exam, you must select a location when you complete your application and you will not be permitted to change the location after you submit your application.** The examination schedule is listed below. Applicants will be notified of the time and place of registration and the exam via a Notice to Appear approximately 30 days prior to the exam. All subjects to be tested are listed in Supreme Court Rule 66.

FEBRUARY 2023 BAR EXAMINATION

Tuesday, February 21 st	Nevada Essays
Wednesday, February 22 nd	MBE
Thursday, February 23 rd	Nevada Essay and NPTs

JULY 2023 BAR EXAMINATION

Tuesday, July 25 th	Nevada Essays
Wednesday, July 26 th	MBE
Thursday, July 27 th	Nevada Essay and NPTs

9. **PASSING GRADE, ADMISSION BY SUPREME COURT:** An adult applicant of good moral character having a total scale score of not less than 75 on the bar examination and passing no less than three essays with a scale score of 75, and a scale score of not less than 85 on the Multistate Professional Responsibility Examination, and who otherwise fulfills the requirements of admission, is eligible to be recommended by the Board of Bar Examiners to the Supreme Court of Nevada for admission.
10. **MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM:** Pursuant to Supreme Court Rules 65.5 and 69, an applicant shall take and pass the MPRE with a scale score of at least 85 no earlier than three years preceding the year in which the applicant passes the Nevada Bar Examination and no later than three years after the year in which the applicant passes the Nevada Bar Examination. The exam is administered three times a year. To register for the MPRE exam or request your score to be transferred to Nevada, please visit www.ncbex.org. Applicants must email a copy of their MPRE score if available.
11. **APPLICANTS REAPPLYING FOR ADMISSION:**

Applicants reapplying for admission must submit:

- a. An application and all required fees.

PLEASE NOTE: Applicants reapplying for the July Bar Exam who sat for the immediately preceding February Bar Exam will have two weeks after the day that test results are released to submit an application for admission. Applicants reapplying for the February Bar Exam who sat for the immediately preceding July Bar Exam will have until the final February application deadline of December 1st to submit an application for admission. No late fees will be charged. Re-applicants who did not sit for the immediately preceding bar exam are required to pay the \$550.00 late fee if the application is submitted after the first deadline.

- b. All documentation is required for first-time applicants, with the exception of educational transcripts and letters of reference. If prior application was made more than one year preceding the current application letters of reference must be resubmitted.

12. SUPREME COURT OF NEVADA RULEBOOK: Applicants are responsible for reading all rules and information regarding admission to practice law in Nevada. Please see the Supreme Court of Nevada Rules regulating admission and the Policies & Procedures for applicants on our website at www.nvbar.org.