

Board of Law Examiners
OF THE SUPREME COURT OF IOWA

Judicial Branch Building
1111 East Court Avenue
Des Moines, IA 50319
bar.admissions@iowacourts.gov
515-348-4670

Iowa Bar Examination Cover Sheet and Checklist

Include this cover sheet along with the rest of the listed materials, and submit it to our office. **Please do not staple or otherwise attach pages together.**

Bar Examination Date:

☐ February ☐ July Year: _____

Applicant Information:

Full Name: _____

Name as it should appear on certificate of admission:

Mailing Address: _____

City, State, Zip: _____

Email: _____

Phone: _____

NCBE Number: _____

Last four digits Social Security No.: _____

Law School: _____

Law School Grad Date (mo/yr): _____

I have already taken the MPRE and had the score reported to Iowa:

☐ Yes Month/Year _____ Score: _____

☐ No (if no, must include a petition to include a later score)

I have previously filed a Law Student Registration with the Office of Professional Regulation

☐ Yes Approx. Date Filed (Month/yr) _____

☐ No

I have previously been admitted to practice law in any United States jurisdiction:

☐ Yes☐ No

List Jurisdictions:

--

Application Fee Enclosed: \$.

**(check or money order payable to Iowa Board of Law
Examiners)**

\$800 Fee. Most applicants pay an \$800 fee.

\$550 Fee. The following individuals pay \$550:

a) Applicants who meet both of the following requirements: 1) filed a Law Student Registration under Iowa Court Rule 31.2 with the Office of Professional Regulation on or before January 15, 2021, **AND** 2) have never been licensed to practice law in any United States jurisdiction,

OR

b) Applicants who meet both of the following requirements: 1) have submitted a prior application and fee to take the Iowa bar examination AND 2) have never been licensed to practice law in any United States jurisdiction

Application Documents Included (all are required unless otherwise noted) **(initial or mark N/A)**

____ NCBE Character and Fitness Application and All Attachments (repeat applicants must file an updated NCBE Character and Fitness Application by logging back into their accounts and providing an amendment report or new application)

____ Affidavit of Intent to Practice in Iowa or Another
UBE Jurisdiction (form attached in the instructions)

_____ Attestation form (form in the instructions below)

_____ The Iowa Release included with this checklist
(form attached in the instructions)

_____ State of Iowa Criminal History Record Check
Request Form (form attached in the instructions)

____ Certificates of Good Standing (if ever licensed to practice law in a U.S. jurisdiction; otherwise N/A)

_____ Laptop Release of Liability Form (if using laptop to complete MPT and MEE; otherwise N/A) (form attached in these instructions)

_____Test Accommodation Request Forms (required if requesting testing accommodations; otherwise N/A)
(forms found on Iowa BLE website, please see instructions for details)

**OFFICE OF PROFESSIONAL REGULATION
OF THE SUPREME COURT
APPLICATION FOR THE IOWA BAR EXAMINATION**

INSTRUCTIONS

(Do Not Submit Instructions With Application Materials)

General Instructions

- **Filing the Application Materials:** Mail or hand-deliver the completed Iowa Bar Examination Cover Sheet along with all required documentation and the required fee to the Office of Professional Regulation, 1111 East Court Avenue, Des Moines, IA 50319, no later than April 1 preceding the July examination or November 1 preceding the February examination. An applicant who fails the Iowa bar examination and wants to take the next examination must file a new application by the date listed above or within 30 days of the date the applicant's score is posted in the Office of Professional Regulation, whichever is later. There will be no exceptions to these deadlines. A new application must be filed and a new fee must be paid for each examination. *See* Iowa Ct. R. 31.5.
- **Application Status:** No receipt is sent to confirm arrival of your application package. For documentation, you may choose a delivery system which offers tracking. You may also file your application in person at the Office of Professional Regulation, 8:00 a.m. to 4:30 p.m. business days. You will be contacted in writing if further information is required. Letters advising applicants as to whether they are accepted to sit for the exam are scheduled to go out about one month prior to the exam. These letters include the dates, times, location, and rules of conduct for the Iowa bar exam.
- **Updating the Application:** If any changes occur after the application is filed that affect the applicant's answers, the applicant must promptly amend the application by a letter or email to the Office of Professional Regulation.
- **Keep a copy of your application materials for your records.**

Documents Submitted Together Prior to the Application Deadline

The following documentation must be submitted in a single application envelope by the applicable filing deadline:

1. **Iowa Bar Examination Cover Sheet and Checklist**, filled out and initialed.
2. **Application fee** in the form of check or money order made payable to the Iowa Board of Law Examiners. This fee is non-refundable and non-transferable. *See* Iowa Ct. R. 31.6. Check or money order should be payable to the "Iowa Board of Law Examiners." The appropriate fee is either \$800 or \$550, as determined below.

\$800 Fee. Most applicants must pay an \$800 application fee.

\$550 Fee. The following individuals must pay a \$550 application fee:

- a. Applicants who meet both of the following requirements: 1) filed a Law Student Registration under Iowa Court Rule 31.2 with the Office of Professional Regulation on or before January 15, 2021, **AND** 2) have never been licensed to practice law in any United States jurisdiction,

OR

- b. Applicants who meet both of the following requirements: 1) have submitted a prior application and fee to take the Iowa bar examination **AND** 2) have never been licensed to practice law in any United States jurisdiction

Do Not Include This Page With Application Materials

3. **NCBE Character and Fitness Application form and any additional documents required as part of that form.** [The application form can be found here.](#) The application link takes you to the National Conference of Bar Examiners (NCBE) website to access their Character and Fitness Application, which is also our application for the Bar Exam.

- From the above link, select Iowa as the jurisdiction to which you are applying. On the next page, click on the NCBE Account Login button and either log in with your credentials or create an account.
- Click on the Character & Fitness Icon to begin a new application. Select that you are applying to Iowa and select your Application Category as “Bar Examination.” Proceed with completing the application and uploading any necessary attachments.
- Pay the separate report application fee to the National Conference of Bar Examiners at the time the NCBE online application is finalized and printed.
- Send an original printout of the application.
- Print and attach a copy of all items that were directed to be uploaded in connection with any of the questions in the NCBE Character Report Application. Please DO NOT submit a copy of your driver’s license or any other item that includes a photograph of you with your application materials.

There is a separate fee for submitting this form, which is paid directly to the NCBE and is separate from the application fee noted in item 2 of these instructions. Applicants who have previously filled out this application must log on to their NCBE accounts and update their application by either adding an Amendment Report to the application or completing a new NCBE Character and Fitness Application before submitting it to the Office of Professional Regulation. If you are updating your application within 6 months of the time you originally completed the NCBE Application, you will add an Amendment Report. If you are updating your application beyond the 6-month time frame, you will need to create a new application, but the information that you previously entered should transfer over to the new application.

4. **Affidavit of Intent to Practice in Iowa or Another UBE Jurisdiction.** Only those applicants who can demonstrate a bona fide intention to practice law in Iowa or another UBE jurisdiction are permitted to take the Iowa bar examination. *See* Iowa Ct. R. 31.7. Documented proof of intent to practice law in Iowa or another UBE jurisdiction is required and will be investigated. *See* attached Affidavit of Intent to Practice Law in Iowa or another UBE jurisdiction.
5. **Attestation Form.** *See* attached form. This form must be notarized.
6. **Original Signed Release.** *See* attached Release. This must be notarized.
7. **State of Iowa Criminal History Record Check Request Form.** *See* attached form. Please complete the shaded box on the form and make sure to include your signature.
8. **If applicable, Certificates of Good Standing.** Applicants who have been licensed in another United States Jurisdiction must submit certificates of good standing from all jurisdictions where they have been licensed, including jurisdictions where they are no longer actively licensed. This does not apply to any applicant who has never been licensed in another jurisdiction.
9. **If applicable, Laptop Enrollment and Release Form.** If you choose to take the MPT and MEE portions of the exam on a laptop, you must submit the attached laptop enrollment and release form. Prior to the

exam, you will receive instructions on how to pay for, register, and download the software. The registration fee for the software is \$122, which is paid directly to ILG Exam360. Please be aware that tablets are not permitted for testing, and a wireless mouse or keyboard is not permitted.

10. **If applicable, Test Accommodation Request Forms.** Applicants seeking testing accommodations under the Americans with Disabilities Act (ADA) or who are seeking non-ADA testing accommodations should follow the instructions and fill out the applicable forms from the following website: <https://www.iowacourts.gov/opr/attorneys/admissions/admission-by-examination/bar-examination-registration/>

Items the Applicant Must Cause to Be Submitted to the Office of Professional Regulation:

The applicant must cause the following items to be submitted to the Office of Professional Regulation and meet the following requirements to be permitted to sit for the Iowa Bar Examination:

1. **Dean's Affidavit.** See attached form that should be submitted to the applicant's law school for completion by the dean.

No applicant will be permitted to take the examination without proof that he or she has received the degree of LL.B. or J.D. from a reputable law school fully accredited by the American Bar Association. A student in such a school who expects to receive the degree within 45 days after the first day of the February or July examination will be permitted to take the examination upon the filing of an affidavit of the dean of the school stating that he or she expects the student to receive the degree within the specified time. See Iowa Ct. R. 31.8. If the applicant fails to obtain the degree within the 45-day period, the results of the applicant's examination shall be null and void.

2. **Multistate Professional Responsibility Examination (MPRE).** Each applicant must have on file with the Office of Professional Regulation, no later than April 1 preceding the July examination or November 1 preceding the February examination, a score report from the MPRE administered by the National Conference of Bar Examiners. Applicants must receive a scaled score of at least 80 on the MPRE to be admitted to practice law in Iowa. It is the responsibility of the applicant to ensure that the score report from the National Conference of Bar Examiners is sent to the Office of Professional Regulation within the specified time. See Iowa Ct. R. 31.3. Please visit www.ncbex.org/ncbe-exam-score-services/mpre-score-services/ for information on transferring your MPRE score to Iowa.

If an applicant has not achieved a score of 80 or above prior to the applicable bar application deadline, the applicant must submit with the application, a petition or letter to the Iowa Supreme Court requesting leave from the Court to submit a late MPRE score. DO NOT submit this request directly to the Iowa Supreme Court, instead include with the completed application. There is no specific form for this petition. Applicants should detail plans to fulfill the MPRE requirement as outlined by the Iowa Court Rules.



ENROLLMENT & RELEASE

Iowa Essay Exam

Laptop Option

I am filing an application to take the Iowa Bar Exam and wish to complete the essay portion of the exam on my laptop computer.

I submit this Enrollment & Release with the understanding that the use of electronic technology in completing my essay answers carries with it some risks, such as power failure, computer failure, etc. As described in the attached Acknowledgement, I recognize those risks and understand that in the event of such developments, I will be obligated to hand write my answers to the questions. No additional time will be granted for delays, malfunctions, or transition to handwriting. I will hold harmless the Iowa Supreme Court, the Office of Professional Regulation, the Board of Law Examiners, ILG Technologies, LLC, and/or the venue operators of the examination site for any computer malfunctions, regardless of the reason.

DATE OF BAR EXAM FOR WHICH YOU ARE APPLYING (MO/YR): _____ / _____

SIGNATURE: _____

PRINT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

EMAIL ADDRESS: _____

All information required to go forward with laptop registration will be emailed to you when registration opens.

Iowa Bar Exam Laptop Option Acknowledgement (Relief of Responsibility Statement)

I, _____, hereby acknowledge that I intend to exercise my option to answer the written portions of the Iowa bar examination using my own personal laptop computer. I understand that a fee is payable with a credit card when I register with ILG Technologies. The fee is nonrefundable, and is in addition to my bar exam application fee. I agree that it is my sole responsibility to correctly preinstall the ILG Exam360® software from ILG Technologies, LLC to be used during the administration of the written portions of the bar examination. Additionally, I understand that in order to be permitted to use my computer, I must register and certify software downloads with ILG Technologies, and demonstrate that I have experience with both the laptop computer and the ILG Exam360® software that I will be using for the bar examination before examination day. I will accept the use of ILG Exam360® under the provisions of the ILG Technologies license and agree to be bound by its terms and conditions.

I have been notified, understand and accept the fact that no additional time will be given to me due to any unforeseen complications such as, but not limited to, power failure, lost data, and/or other technical problems, etc., that may be associated with using a computer. I have been notified, understand, and accept that the Iowa Supreme Court, Office of Professional Regulation, the Board of Law Examiners, its staff and ILG Technologies, will not assume responsibility for technical difficulties that may be incurred when using a laptop computer during the bar examination. I also understand that in the event there is a malfunction with the computer or software, for any reason, I agree to begin and/or continue the examination by writing my answers in the answer books provided. I understand that once I start handwriting the answers, I cannot return to my laptop for any reason.

Additionally, I understand and accept the fact that in the rare event portions of my answers become lost and unrecoverable, I will not hold the Board or its agents liable. Such data loss may result from, but is not limited to, power failure, technical problems, software incompatibilities, operator errors, etc. If I experience data saving and/or retrieval problems, I will immediately and continually assist the staff in every way, including presenting, at the exam site or by mail, my laptop computer to the staff or their designated representative in attempts to retrieve my answer data. I understand that in the event any or all of my answers are lost or unrecoverable, only those portions that are able to be retrieved will be graded. If I am unsuccessful on the bar examination, I understand that I cannot request, nor will I receive any reconsideration or modification of my grades for failure of my laptop to perform as desired.

I understand that I am required to report to the laptop testing area each session no later than 15 minutes prior to the start of testing, to set up my personal laptop computer at my assigned seat and begin the boot up procedures for the ILG Exam360® software. I will follow the instructions provided. I understand that if I have any technical difficulties or malfunctions I will immediately notify a proctor who will provide me with paper answer books for me to complete the bar examination by handwriting. I understand that if the ILG Exam360® software

is not fully functional when the session's announcements begin, I will be required to handwrite my answers. Additionally, I understand that if I am late for any reason, I may be disqualified from using my laptop computer for this examination and that, if disqualified, will be required to handwrite my answers in the answer books provided, while taking the examination in my assigned seat in the laptop room.

I understand that ALL of my answers must be uploaded to ILG Technology's secure web server by 11:00 p.m. on Wednesday of exam week. Failure to upload my answer files by that time will result in the disqualification of my answers, and I will be required to apply for a subsequent bar examination.

I understand that the Office of Professional Regulation has the final authority to determine my eligibility for the laptop option. The decision of the Office of Professional Regulation is final.

I hereby release, discharge, and exonerate the Board, its agents, representatives and/or any affiliate thereof from any and all liabilities of every nature and kind arising out of the option to use my own personal laptop computer for the written portions of the bar examination. I understand that no technical assistance will be provided in the event of a computer or software problem.

AFFIDAVIT OF INTENT TO PRACTICE LAW IN IOWA**(Must be completed by ALL applicants)**

STATE OF _____ }
COUNTY OF _____ }

The undersigned, being first duly sworn on oath, does hereby depose and state that it is my intention, in the event I successfully pass the Iowa State Bar examination, to practice law in the State of Iowa or another UBE jurisdiction. For the information of the Board, the following is a statement of my intentions in this regard:

(Set out facts that will sustain establishment of intent to practice law in Iowa. Specific facts and details are required rather than mere conclusions. Attach additional statement if necessary.)

Persons who can verify my intentions are:

NAME	MAILING ADDRESS	SHORT EXPLANATION AS TO WHY THEY ARE QUALIFIED TO VERIFY YOUR INTENT

I agree to furnish such further information as may be required by the Iowa Board of Law Examiners to complete its investigation.

I understand that if the Board of Law Examiners permits me to take the bar examination, I will not be sworn in as a lawyer or admitted to practice as a lawyer in Iowa until after I have demonstrated my intent to practice law in Iowa. For the latter purpose, I hereby designate the Clerk of the Supreme Court as my agent for service of process in Iowa for all purposes.

Type Name Here

Applicant's Signature

Sworn to and subscribed before me this _____ day of _____, 20 ____.

(Notary Seal)

Notary Public for
State of _____

ATTESTATION

STATE OF _____)
COUNTY OF _____)

Under penalty of perjury, I do hereby make the foregoing application. I have read the questions and have answered them completely and truthfully. I have not omitted any information that might have a bearing on my application. I understand that if any changes occur after the application is filed which affect my answers, I must amend my application by a letter to the Office of Professional Regulation. I have not modified the questions in any respect, and I understand that should they be modified, my application will be terminated and any fees paid will be forfeited.

I hereby designate the Clerk of the Supreme Court as my agent for service of process in Iowa for all purposes.

Applicant's Signature

Sworn to and subscribed before me this _____ day of _____, 20 ____.

(Notary Seal)

Notary Public for

State of _____

RELEASE

I, _____, authorize the Board of Law Examiners and its agents or representatives to acquire from any source, any information they may request concerning my professional, academic, and character qualifications, which information may include without limitation, confidential reports, files, records, documents, and transcripts of any type of civil, criminal, disciplinary, or administrative action or proceeding.

I agree to give any further information which may be required in reference to my past record. I understand that I will not receive and am not entitled to receive a copy of any character report submitted on me or to know its contents.

I also authorize and request every person, firm, company, corporation, governmental agency, court, bar association, law enforcement agency, medical facility, or other institution having control of any documents, records, and other information pertaining to me, to furnish to the Iowa Board of Law Examiners or their agents or representatives, any such information, including documents, records, medical files, and bar association files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data.

I further authorize the National Conference of Bar Examiners, or other reporting agency, to submit to the Iowa Board of Law Examiners its character report on me, and I fully understand and agree that I shall not have access to said report or to any other confidential reports and other information, except as the Supreme Court of Iowa or the Iowa Board of Law Examiners shall permit.

I hereby release, discharge, and exonerate the Iowa Board of Law Examiners, the National Conference of Bar Examiners, all other bar associations and any other persons furnishing information, and their agents, members, and representatives, from any and all liability of every nature and kind, in connection with the investigation into my background, the furnishing or inspection of files, documents, records, and reports relating to my character and other qualifications for admission to the Iowa State Bar and the submission of a character report on me.

I acknowledge that I have read and am aware of the contents of the relevant Statutes of the Iowa Code, the Supreme Court Rules for Admission to the Iowa Bar, and the Iowa Rules of Professional Conduct.

Signature

STATE OF _____)
COUNTY OF _____)

I, _____, being first duly sworn, deposes and states: I am the person above named. The above signature was written by my own hand. My answers to the foregoing questions are full, true, and correct to the best of my knowledge and belief.

Signature of Applicant

Sworn to and subscribed before me this _____ day of _____, 20 ____.

(Notary Seal)

Notary Public for
the State of _____



STATE OF IOWA

Criminal History Record Check Request Form



DCI Account Number: Office of Professional Regulation
(if applicable)

To: Iowa Division of Criminal Investigation
Support Operations Bureau, 1st Floor
215 E. 7th Street
Des Moines, Iowa 50319
(515) 725-6066
(515) 725-6080 Fax

From: Office of Professional Regulation
Judicial Branch Building
1111 E. Court Avenue
Des Moines, IA 50319

Phone: 515.348.4670

Fax: 515.348.4698

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)
Date of Birth (mandatory)	Gender (mandatory)	Social Security Number (recommended)
	<input type="checkbox"/> Male <input type="checkbox"/> Female	

Waiver Information: Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

Waiver Release: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

Waiver Signature: _____

Iowa Criminal History Record Check Results

As of _____, a search of the provided name and date of birth revealed:

- ☐ No Iowa Criminal History Record found with DCI
- ☐ Iowa Criminal History Record attached, DCI # _____

DCI initials _____

(DCI use only)

AFFIDAVIT OF THE DEAN OF _____ (Name of Law School)

This affidavit attests to important matters about a bar applicant's legal education and character and fitness to practice law. Court rule 31.8 requires that an applicant must have graduated with a degree of J.D./L.L.B from a law school approved by the American Bar Association. In this affidavit, the dean will certify that the applicant has received his degree or will receive it within 45 days of the examination, and will attest to character and fitness matters. We ask that the dean consult all law school files related to the applicant when filling out this form so that we obtain a comprehensive understanding of the applicant's character. If the dean cannot yet attest to matters relating to applicant's degree but possesses matters that reflect adversely on character and fitness the dean should file the character information now and supplement later with information regarding the applicant's degree completion.

I, _____, pursuant to the provision of Court Rules for Admission to the Iowa Bar, being first duly sworn do depose and state:

(1) That I am the duly appointed and acting Dean of the Law School.

(2) That _____ (Applicant Name) actually, and in good faith, pursued and successfully completed the regular _____-year course and received the Degree of J.D./L.L.B. from said Law School on the ____ day of _____, _____.

- OR -

That _____ (Applicant Name) is expected to successfully complete the regular _____-year course to receive the Degree of J.D./L.L.B. from said Law School on the ____ day of _____, _____.

(3) That on the date the Degree was conferred, said Law School was fully approved by the Council of Legal Education of the American Bar Association.

(4) That the responses to the following questions attached to this affidavit concerning the Applicant's character and fitness to practice law are true and correct based on my review of all Law School files concerning this applicant or my firsthand knowledge. For all questions that I have answered in the affirmative, I have provided an explanation, including the outcome or resolution of any charge or investigation, in the space provided at the end of each section, or on a separate attached sheet.

I. LAW SCHOOL			
	YES	NO	DON'T KNOW
1. Has the applicant been disciplined, placed on probation, suspended, or expelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the applicant's record indicate a lack of integrity or trustworthiness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have there been accusations of cheating against the applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the applicant made groundless accusations against professors, staff or other students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Were misrepresentations found in the applicant's law school application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. LEGAL MATTERS			
	YES	NO	DON'T KNOW
1. Has the applicant been arrested for or charged with a criminal offense?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the applicant been involved in lawsuits or other legal proceedings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the applicant delinquent on court-ordered financial obligations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Has the applicant ever abused the legal process?

☐ ☐ ☐

III. PERSONAL AFFAIRS

YES NO DON'T
KNOW

1. Did the applicant have a name change?

☐ ☐ ☐

2. Is there an unaccounted-for interval in the applicant's history?

☐ ☐ ☐

3. Is there evidence of conduct indicating a lack of mental, emotional, and/or behavioral stability that would interfere with his/her ability to practice law?

☐ ☐ ☐

4. Does the applicant have a record of illegal drug use or conduct indicative of alcohol abuse that would interfere with his/her ability to practice law?

☐ ☐ ☐

IV. ADMISSION TO THE BAR

YES NO DON'T
KNOW

1. Has the applicant been denied admission to the bar by any other state?

☐ ☐ ☐

2. Has the applicant demonstrated conduct that, if the applicant were a lawyer, would be in violation of your jurisdiction's ethical rules governing lawyers?

☐ ☐ ☐

Do you have any other information that would adversely reflect on the character and fitness of the applicant?

YES NO DON'T
KNOW

☐ ☐ ☐

Is there any member of your faculty or staff, or any student, who you believe could provide relevant information that adversely reflects on the applicant's character or fitness? If "yes," please provide the person's name, title, if any, and a current mailing address, telephone number, and email address.

☐ ☐ ☐

Dean's signature: _____ Date: _____

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

(Notarization or
school seal required)

County: _____ State: _____