



NEBRASKA STATE BAR COMMISSION OF THE NEBRASKA SUPREME COURT

2413 State Capitol | PO Box 98910 | Lincoln, NE 68509

Tel. 402.471.2834 | Fax. 402.471.3480

nsc.attyadmissions@nejudicial.gov

Application Finalization Information

Please review the Completion Checklist below to ensure you have included all required supplements and have completed all steps for your application to be processed in a timely manner. **Your application is not complete and not considered filed with our office until all necessary documents have been completed and uploaded to your application.**

Completion Checklist

This is a list of duties to be completed to finalize your application. These documents are required for both motion applications and exam applications. You may print the checklist to assist you in completing your application. All necessary documents referenced below must be scanned and uploaded in the “Documentation” section of your account (with the only exception of physical fingerprint cards which must be mailed to our office). The “Documentation” section is always accessible even after you have submitted your application.

You will receive an email notification from our office indicating when your application has been filed, or if we need more information from you before processing can begin.

***Please note that if you are submitting an application for the July exam at the end of February or through March, there could likely be a delay in your receiving a notification of processing your application due to an influx of applications received during this time period while simultaneously administering the February bar exam. Your patience is appreciated.**

- ☐ (All applicants) Complete online application located at <https://attorneys.nejudicial.gov/>
- ☐ (Bar Exam Applicants) Current photo ID (i.e. current driver’s license or passport- the photo must have identifiers to indicate it is you). Do not upload a headshot.
- ☐ (Bar Exam Applicants) ADA Accommodations Requests- mark in the application that you are applying for ADA accommodations and the application will take you through the pages you need to complete for this request. The form(s) needed to be completed by a physician will need to be filled out and uploaded as part of the request, as well as any supplemental documents to support the request. *Please note that these documents must be submitted by the application deadline to be considered (on-time if you are submitting in the on-time period).* Please note deadline dates for each exam period.

- ☐ **All attorney applicants** (any applicant admitted in another U.S. jurisdiction) must provide a *current* Certificate in Good Standing for each jurisdiction where you are licensed. Certificate(s) must be dated within 30 days of the filing of your complete application. (Bar Admission certificates will not be accepted.) If there is an option to include a disciplinary history with your Certificate of Good Standing, we would prefer that Certificate.
- ☐ (All applicants) Authorization and Release (*must be notarized*).
- ☐ (All applicants) Fair Credit Reporting Act Disclosure Statement (*must be notarized*).
- ☐ (All applicants) If you marked 'yes' to the Military Service question in the Employment section, attach a copy of your reports of separation.
- ☐ (All applicants) For any 'yes' responses in the Civil or Criminal questions in that section, attach all supporting documents required. **Your application will not be considered complete unless all supporting documents required are attached.**
- ☐ (All applicants) If you have indicated that you are, or have been employed in a position with a title containing "attorney", "associate", "counsel" or "lawyer" in a jurisdiction where you are not licensed to practice law, please provide the form titled Law-Related Employment with your application. This can be found under Forms on the Supreme Court website. Pursuant to Neb. Ct. R. §3-1004, a non-lawyer is prohibited from representing that he or she is entitled to practice law.
- ☐ (All applicants) Complete two sets of your fingerprints. Fingerprints are required with each application submitted in Nebraska. Fingerprints may be made digitally or on fingerprint cards. If fingerprints are completed on physical fingerprint cards, please mail them to our office at PO Box 98910, Lincoln, NE 68509. If fingerprints are done digitally and are being electronically sent to the Nebraska State Patrol, you are not required to mail fingerprint cards in connection with the application. *As a courtesy, blank fingerprint cards may be requested* by sending an email to nsc.attyadmissions@nejudicial.gov and indicate your current mailing address for them to be mailed to. These are not sent electronically.

Please remember to complete all applicable identifying information on the fingerprint cards, as well as sign and date the cards. Failure to complete all the personal information requested on the top portion of both fingerprint cards will cause your application to be delayed and/or your fingerprint cards to be rejected.

The ORI # for the Nebraska State Bar Commission is NB920150Z.

****If fingerprints are completed on physical cards, they must be mailed to our office-
do NOT upload them to your application.****

Applicant Notification and Record Challenge

Officials at the governmental institutions and other entities authorized to submit fingerprints and receive FBI identification records under this authority must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. The officials making the determination of suitability for licensing or employment shall provide the applicants the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. These officials also must advise the applicants that procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., § 16.34. Officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so. (Title 42, U.S.C., § 14616, Article IV (c); Title 28, C.F.R., § 50.12 (b))

FEES AND DEADLINES

Motion Applicants; Application fee - \$950.00*

This fee applies to Class 1A, Class 1B, or Class 1C motion applications (i.e. applications for admission by UBE score transfer, non-UBE scores that are equivalent to Nebraska, and by individuals already licensed to practice in another jurisdiction who are eligible for admission without taking the bar exam in Nebraska).

Motion Applicants; Military Spouse application fee - \$487.50*

This fee applies to all Class 1D motion applications (i.e. you are the spouse of an active duty member of the U.S. Armed Forces who is assigned to a duty station in Nebraska, and whereby you are in good standing and have an active attorney license in another U.S. jurisdiction).

Admission by Exam Applicants; Application Fee - \$515.00*

This fee applies to applications for admission by exam filed on or before March 1st (July exam) or on or before November 1st (February exam). An application is deemed filed when it is received by the director. Neb. Ct. R. § 3-114(B).

One time Exam Re-application Fee - \$250.00*

This fee applies to *first time* re-applicants for the next immediate bar exam.

No MPRE Fee - \$100.00

This fee applies to applications submitted without a passing MPRE score of 85 or above (obtained within the past 3 years), on or before the deadline of March 31st (July exam) and on or before December 1st (February exam).

Bar Exam Application Late Fee - \$150.00

For the July exam, this fee must accompany applications received March 2nd through March 31st. Applications received after March 31st will not be accepted or processed. For the February exam, this fee must accompany applications received November 2nd through December 1st. Applications received after December 1st will not be accepted or processed.

Bar Exam Laptop Fee - \$100.00 (subject to change)

This fee is paid directly to the laptop software provider, ILG Technologies, LLC, at the time of download. Applicants will receive notices of eligibility to sit for the bar exam about 6 weeks before the bar exam and the notices will give more instruction at that time.

*This fee includes a \$25 payment processing fee.

Forms accessed via the Nebraska State Bar Commission website:

*All Nebraska State Bar Commission supplementary forms -

https://supremecourt.nebraska.gov/forms?title=&field_form_number_value=&field_form_type_tid=204&field_form_category_tid%5B%5D=210&field_language_tid=All

*Test Accommodations - The Nebraska State Bar Commission encourages persons with disabilities to apply for test accommodations. Reasonable test accommodations will be made on the Nebraska Bar Examination for qualified applicants with disabilities. Use this link for any supplemental documents that need to be completed outside of the website form: <https://supremecourt.nebraska.gov/sites/default/files/NSBC-1-10.pdf>. Once the supplemental document(s) have been completed, please upload it/them to the accommodations request through the website.

**It is your responsibility to update your application. Updates and changes should be made by using the following amendment/revision forms found at https://supremecourt.nebraska.gov/forms?title=&field_form_number_value=&field_form_type_tid=All&field_form_category_tid%5B%5D=210&field_language_tid=All&field_form_set_tid%5B%5D=249. Once the form is completed, please upload it to your application under the “Documentation” section. Please send an email to nsc.attyadmissions@nejudicial.gov whenever you upload an amendment/revision form to your application.

Subsequent Applications - During this application's pendency, report all subsequent applications to state, foreign and tribal jurisdictions to the Director of Admissions, Nebraska Supreme Court.

If you have any questions regarding your application or this Completion Checklist, you may contact the Nebraska State Bar Commission by email at nsc.attyadmissions@nejudicial.gov or by telephone at 402-471-2834.