

**NEBRASKA STATE BAR COMMISSION
OF THE NEBRASKA SUPREME COURT**

3806 Normal Boulevard, Lincoln, NE 68506

Tel. 402.471.3091 | Fax. 402.471.2512

nsc.attyadmissions@nebraska.gov

Application Finalization Information

Now that you have submitted your application and have made payment, the content of your application has been finalized which means that no further editing of your typed-in information is allowed. It is imperative that the documents you sign and notarize noted below match the information saved online. Please review the Completion Checklist below to ensure you have included all necessary documentation and have completed all required steps for your application. Your application is not complete until all necessary documents have been uploaded.

Completion Checklist

This is a list of duties to be completed after the online application is finalized and you have made payment. You may print the checklist for future reference. All necessary documents referenced below must be scanned and uploaded in “Applicant Documentation” of your account.

- Bar Exam Applicants - Current photo ID.

- Applicants wishing to apply for accommodations must submit the ADA Accommodations request forms located on the Nebraska State Bar Commission of the Nebraska Supreme Court website with their application. Use this link to apply: <https://supremecourt.nebraska.gov/sites/default/files/NSBC-1-10.pdf>. Once the documents have been completed, please upload to the “Applicant Documentation” and title it Testing Accommodations Request. *Please note that these documents must be submitted by the application deadline to be considered.*

- All attorney applicants must provide a Certificate in Good Standing for each jurisdiction where you are licensed. Certificate(s) must be dated no earlier than 30 days prior to the filing of your application. (Bar Admission certificates will not be accepted.)

- ONLY currently enrolled law students who are candidates for J.D. degrees complete the Law School Education Request for Dean’s Certification form.

- Complete, sign, and date the Background Check Waiver.

- Oath of Applicant (*must be notarized*).

- Authorization and Release (*must be notarized*).
- Two (2) Affidavits as to Applicant's Moral Character (*person completing the form must have the form notarized*).
NOTE: these Affidavits should be completed by two persons who have known you for at least one (1) year. The persons do not need to be located where you currently reside.
- If you completed Form 1 (Military Service), attach a copy of your reports of separation.
- Attach all supporting documents required when completing Forms 3, 3A, 4 and 5. Your application will not be considered complete unless all supporting documents required at the bottom of the form are attached.
- If applicable, sign and notarize Form 7 (Authorization to Release Medical Records).
- 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 a Form 9 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.
- 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 3806 Normal Blvd, Lincoln, NE 68506. 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. Blank fingerprint cards may be requested by sending an email to nsc.attyadmissions@nebraska.gov.
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.

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

There is a \$25 processing fee through the website for all Nebraska applications.

Motion Applicants; Application fee - \$925

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 - \$475 (processing fee included)

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 - \$490

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 - \$225

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

No MPRE Fee - \$100

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

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 - \$150 (subject to change by software provider)

This fee is paid directly to the laptop software provider, Extegrity, 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 how about where and how this fee is paid.

Forms accessed via the Nebraska State Bar Commission website:

*All Nebraska State Bar Commission supplementary forms -

[https://supremecourt.nebraska.gov/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)

[title=&field_form_number_value=&field_form_type_tid=204&field_form_category_tid%5B%5D=210&field_language_tid=All](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 to apply: <https://supremecourt.nebraska.gov/sites/default/files/NSBC-1-10.pdf>. Once the documents have been completed, please upload to the “Applicant Documentation” and title it Testing Accommodations Request.

**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?](https://supremecourt.nebraska.gov/forms?title=&field_form_number_value=&field_form_type_tid=204&field_language_tid=All&field_form_set_tid%5B%5D=249&=Apply)

[title=&field_form_number_value=&field_form_type_tid=204&field_language_tid=All&field_form_set_tid%5B%5D=249&=Apply](https://supremecourt.nebraska.gov/forms?title=&field_form_number_value=&field_form_type_tid=204&field_language_tid=All&field_form_set_tid%5B%5D=249&=Apply) and uploading them to your account under “Applicant Documentation.” Please send an email to nsc.attyadmissions@nebraska.gov whenever you upload an amendment/revision form to your account.

Subsequent Applications - During this application's pendency, report all subsequent applications to state, foreign and tribal jurisdictions (as described in question 6) 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@nebraska.gov or by telephone at 402-471-3092.