

2012 Delaware Bar Information Sheet and Instructions

Dates and location of examination

The 2012 July Bar Examination will be administered at Widener University School of Law on Monday, Tuesday, and Wednesday, July 23-25, 2012.

Typing the Bar Exam on your laptop

For an additional \$100 fee, the Board will permit you to use ExamSoft software to type your answers to the essay portions of the Bar Examination on your own personal laptop. You may sign up to use ExamSoft from April 1 until June 1. You must visit Examsoft.com/debar and register by following the instructions. Signups will end at midnight on June 1st -- late signups will not be granted.

Transcripts and other Documents

You must follow the directions for filing your Application online. The Board requires that a passport photo taken within the past 30 days be uploaded to and submitted with your electronic Application at the time of filing. With the exception of your preceptor certificate and final law school transcript (if you have not yet graduated) all documents must be submitted within 10 days of filing your electronic application as required by Board Rule 5. Otherwise your application is incomplete and may be rejected. The documents (8 ½ by 11 inch paper and only one sided copies are permitted) must be tabbed as indicated and in the following order:

- Tab 1) Printed copy of your electronically filed Bar Application
- Tab 2) Executed Signature page to Bar Application
- Tab 3) Executed Application releases
- Tab 4) Two (2) Passport Photos
- Tab 5) Official College Transcripts
- Tab 6) Official Law School Transcript (interim if you have not yet graduated - final must be filed by July 1st)
- Tab 7) Law School Application
- Tab 8) Good Standing Certificates from other jurisdictions in which you are admitted
- Tab 9) Bar Application from other jurisdictions in which you have applied
- Tab 10) Application for Special Accommodations (Review Rule 15 as amended in December 2010)
- Tab 11) Preceptor Certificate (Must be filed on or before July 1st)
- Tab 12) Divorce documents
- Tab 13) Litigation Documents
- Tab 14) Copies of Form A reference letters you have mailed
- Tab 15) Misc Forms and associated required documents, in order by form number (for example, Form 20 and required documents, Form 21 and required documents, etc.)

State and Federal Background Histories

You are required to obtain a State and Federal background report which will require you to appear in person at one of the Delaware SBI locations to be fingerprinted. Please see the Board's website for details.

Changes Subsequent to Filing Application

You are required to supplement your Bar Application as necessary to maintain its accuracy until the time of your admission. Any changes or updates to your Application must be made by amending or supplementing your electronic Application and, where necessary, must be accompanied by the submission of additional hard copies. Applications must be updated within ten days of the occurrence of any event triggering the need to update.

Character & Fitness Investigation

The Character and Fitness investigation of an applicant will begin once an Application is filed. As noted above, applications, (including final law school transcript and preceptor's certificate) must be complete on or before July 1. The failure to complete your application will delay your Character and Fitness investigation and could preclude you from sitting for the Bar Examination. As noted above, the investigation remains active until such time as you are admitted to the Delaware Bar, and therefore you must supplement your Application as necessary to keep it accurate and up-to-date until that time. Applications must be updated within ten days of any event that warrants supplementation.

Personal Interview

The Character and Fitness Investigation process includes a personal interview with a member of the Board. Applicants will be contacted directly by his or her assigned Bar Examiner, who will schedule an interview to discuss your Application. These interviews will be conducted during the months of October and November and will only be with applicants who pass the bar exam.

Pre-Admission Conference

All applicants who pass the Bar Examination must attend the two-day Pre-Admission Conference held at Widener University School of Law on Thursday and Friday, November 1 and 2, 2012.

INSTRUCTIONS TO THE APPLICANT

All inquiries relating to admission to the Bar of the Supreme Court of the State of Delaware, this application, or related matters should be addressed to:

sarah.arnold@state.de.us

or

Sarah E. Arnold
Executive Director
Board of Bar Examiners of the Delaware Supreme Court
Carvel State Office Building

820 North French Street
11th Floor