

## APPLICATION CHECKLIST

### **Page 1:**      Biographical Information:

- Yes    No   **Has photograph been attached?**
- Yes    No   Is the caption complete?
- Yes    No   Did you select the admission you are applying for?
- Yes    No   Does the page have your signature in the lower section?

### **Page 2 - 3:**      Personal Information, Contact Information and Employment:

- Yes    No   Does your full name appear where requested?
- Yes    No   Did you provide your eight-digit National Conference of Bar Examiners (NCBE) Number?
- Yes    No   Did you provide your contact information? (including email address)
- Yes    No   Are all addresses complete? (including city, state and zip code)
- Yes    No   Is the Employment Information complete? (including telephone number and fax number)

### **Page 4 - 5:**      Education:

- Yes    No   Is the college/university information complete? (including addresses, dates of attendance and degrees achieved)
  - Yes    No   Has the Dean Certification Form been submitted directly from your Law School to the Office of Bar Admissions?
  - Yes    No   Has the Official Transcript been submitted directly from your Law School to the Office of Bar Admissions?
  - Yes    No   Is the law school information complete? (including addresses, dates of attendance and degrees achieved)
- Your School's Official Name: \_\_\_\_\_

**My law school was approved by the ABA at the time of graduation**

### **Page 6 - 7**      Bar Membership:

- Yes    No   Are you admitted in other jurisdictions?  
Jurisdiction (s): \_\_\_\_\_
- Yes    No   If so, are all-applicable Certificate(s) of Good Standing bearing the original seal of the highest court of the jurisdiction in which admitted attached? Please note that certification from the state bar association will not be accepted.
- Yes    No   Are you admitted in any United States Courts?
- Yes    No   If so, are all-applicable Certificate(s) of Good Standing bearing the original seal attached?

### **Page 7- 8**      Examination/Transfer Type:

- Yes    No   Did you indicate which option you intend to rely on to fulfill the MPRE requirement?
- Yes    No   Did you indicate which admission type you are applying for?
- Yes    No   Did you complete all applicable fields? (Including participating in the LCP and submitting the applicable payment)
- Yes    No   Is the statement of acknowledgment (including signature and date) complete?

### **Page 9 - 10**      Admission on Motion Type:

- Yes    No   Has the certification of admission by examination been submitted directly to the Office of Bar Admissions from the applicable jurisdiction?
- Yes    No   Did you submit certificates of disciplinary history directly to the Office of Bar Admissions from every admitted jurisdiction?
- Yes    No   Did you complete all applicable fields? (Including listing the jurisdiction from which you are basing your eligibility for admission on motion)

**Page 11**      **Applicant Acknowledgement Statement:**

- Yes    No   Does your name appear where requested?  
 Yes    No   Did you sign and date the acknowledgment form?

**AFFIDAVIT:**      ***Page 1***

- Yes    No   Has the caption been completed?  
 Yes    No   Has the section for state/territory and county been completed?  
 Yes    No   Did you complete question 4?  
 Yes    No   Did you complete question 5?

***Page 2***

- Yes    No   Does your first initial and last name appear in the header of the page where requested?  
 Yes    No   Has the affidavit been dated and signed?  
 Yes    No   Is the affidavit notarized and the notary's seal affixed?  
 Yes    No   Does the expiration date of the notary's commission appear on the document where requested?  
 Yes    No   Was the affidavit electronically filed as part of the application?  
 Yes    No   Was the affidavit conventionally filed?

**COMMITTEE OF BAR EXAMINERS AUTHORIZATION AND RELEASE FORM (3)**

- Yes    No   Does your name appears where requested?  
 Yes    No   Did you sign the Authorization and Release forms?  
 Yes    No   Has the Authorization and Release forms been notarized and the notary's seal affixed?  
 Yes    No   Does the expiration date of the notary's commission appear on the document where requested?  
 Yes    No   Were the forms electronically filed as part of the application?  
 Yes    No   Did you conventionally file three original executed Authorization and Release forms?

**CONVENTIONAL FILINGS:**

Please note that in addition to electronically filing the Application for Admission to the Virgin Islands Bar, applicants must also mail or deliver the following hard copies of their Application with original signatures.

- First page of the Application for Admission to the Virgin Islands Bar with a 2x2 photo attached
- Signed Applicant Acknowledgment Statement (Page 11)
- Applicant's Affidavit in Support of Application: Both pages of the Affidavit
- Three signed and notarized Committee of Bar Examiners' Authorization and Release Forms
- NCBE Request for Preparation of a Character Report: The entire NCBE application and executed authorization forms.
- Original Certificate(s) of Good Standing

**FEES**

All fees can be paid through the Virgin Islands Judiciary Electronic Filing System or paid in the form of a Cashier’s Check, Money Order or Certified Check, payable to “Supreme Court of the Virgin Islands” in U.S. dollars and drawn on a bank in the United States. Fees are due upon the submission of the Virgin Islands Bar Admissions Application. Any application that includes insufficient or improper payment will be denied.

- **Virgin Islands Bar Examination Application Fee** ----- (\$1,000.00)
  - Clerk of the Court Filing Fee for Examination ----- (\$100.00)
  - Laptop Computer Program (LCP) Fee ----- (\$150.00)
  - Late Examination Registration Fee ----- (\$250.00)
  - Exam Retaking Fee----- (\$500.00 for each portion)
  
- **Uniform Bar Examination (UBE) Score Transfer Application Fee** ----- (\$1,000.00)
  - Clerk of the Court Filing Fee for UBE Score Transfer -- ----- (\$100.00)
  
- **Admission on Motion Application Fee** ----- (\$2,000.00)
  - Clerk of the Court Filing Fee for Admission on Motion ----- (\$500.00)
  
- **NCBE Character and Fitness Investigation Fees**----- (As determined by NCBE)  
(Credit Card payment must be completed online at the NCBE website. Check or Money Order should be made payable to the National Conference of Bar Examiners **and** forwarded **with** the original hard copy of the application for admission to the Virgin Islands Bar after the electronic submission of the e-document. The NCBE Character and Fitness Application, Authorization Form and Payment Confirmation Form must be returned to the Office of Bar Admissions. **The NCBE application is not the bar initiating document and should not be filed before the Application for Admission to the Virgin Islands Bar.** Failure to adhere may result in the further delay of consideration of the application).