

SUPREME COURT OF THE VIRGIN ISLANDS



VIRGIN ISLANDS BAR APPLICATION HANDBOOK

(For admissions to the Virgin Islands Bar pursuant to VISCR 204)

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Committee of Bar Examiners

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NOTICE TO APPLICANTS

The following instructions are intended to assist applicants in completing and filing the attached Application for Admission to the Virgin Islands Bar. Before completing the application, an individual seeking admission to the Virgin Islands Bar, pursuant to Virgin Islands Supreme Court Rule 204 is strongly encouraged to familiarize themselves with the Rules governing admission to the Virgin Islands Bar.

All applicants should familiarize themselves with VISCR 203, which governs professional responsibility and discipline of members of the Virgin Islands Bar and the American Bar Association Model Rules of Professional Conduct. The Rules of the Supreme Court of the Virgin Islands can be found on the Court's website at www.vicourts.org.

COMPLETING THE APPLICATION FOR ADMISSION TO THE VIRGIN ISLANDS BAR

Please note: In accordance with VISCR 15, which governs the formatting of documents filed in the Supreme Court of the Virgin Islands, this jurisdiction requires that your responses to the Virgin Islands Bar Admission Application **MUST BE TYPED**. All applicants should retain a copy of all documents submitted for their records. Please answer all questions with complete responses. Do not leave any question blank. If a question does not apply to you, so state by indicating "n/a".

To download and complete the [fillable PDF version](#) of the application please visit the Court's website at www.vicourts.org and click on the "[Forms](#)" link in the menu tree.

1. **Caption:** In the space provided, the applicant must provide their full legal name. Aliases must be provided in the additional space provided.
2. **Photograph:** A passport sized (2"x2") photograph displaying only the head and shoulders of the applicant must be affixed to the first page of the application in the space provided.
3. **Certificate(s) of Good Standing:** You must provide a Certificate of Good Standing from the clerk of the highest court (Supreme Court) for all jurisdictions in which you are admitted. Additionally, you are required to submit a Certificate of Good Standings for each federal court of admission. The Certificate of Good Standing must be electronically filed through the VIJEFS. The Certificate of Good Standing from each jurisdiction must bear the original seal of the highest court of the jurisdiction(s) in which admitted as an attachment to their application, evidencing the status of their admission. **Certification from the state bar association will not be accepted.** The original of each Certificate of Good Standing must be conventionally mailed to and received by the Office of Bar Admissions within seven (7) days of electronic filing or your application for admission will be deemed incomplete.
4. **Inactive Bar Membership or Resignation from the State Bar:** If an applicant is an inactive member or have resigned from a state bar, Form 2V.I. must be completed. The date must be provided when inactive status was received or the effective date of resignation and the reason therefore. Additionally, a letter from the State Bar Association, the Disciplinary Board

or the designated agency must be submitted as an attachment certifying that from the time of resignation or withdrawal, the applicant has not been subject to any disciplinary proceedings. The original of each letter issued by the State Bar Association, Disciplinary Board or the designated agency must be conventionally mailed to and received by the Office of Bar Admissions within seven (7) days of the acceptance of the electronic filing or your application for admission will be deemed incomplete.

National Conference of Bar Examiners (NCBE) Request for Preparation of a Character Report: An applicant must complete the online version of the National Conference of Bar Examiners Request for Preparation of a Character Report at <http://www.ncbex.org/character-and-fitness/>. Thereafter, the entire NCBE application must be electronically filed with the Office of Bar Admissions within seven (7) days of the acceptance of electronic filing of your Application for Admissions to the Virgin Islands Bar.

If you need additional space to respond to a question on the Virgin Islands' Bar Admission Application, please use Form 2V.I. entitled Additional Responses.

5. **Amendments to Application Responses:** The Application for Admission to the Virgin Islands Bar is a continuing application. Accordingly, you are required to immediately amend a response if for any reason; including changed circumstances that you may have learned of regarding prior information disclosed which may be deemed as incomplete or incorrect. You should use Form 3V.I. to amend a response. You may also download additional forms as part of the application form on the Court's website under the [Forms Download page](#).

Form 1V.I.: Change of Address

Form 2V.I.: Additional Responses

Form 3V.I.: Amendment to Application for Admission

6. **Original signature pages and forms that must be conventionally filed with the Office of Bar Admissions:** Within seven (7) days of the electronic submission of the e-document an applicant must conventionally file with the Office of Bar Admission, **in addition** to electronically filing with the Virgin Islands Judiciary Electronic Filing System (VIJEFS); all pages that require the applicant's original signature and/or a notary's signature and seal to be affixed.
7. **Incomplete Applications:** You will be notified if the application is incomplete. An incomplete application will delay the determination of your eligibility for admission to the Virgin Islands' Bar.

DEAN CERTIFICATION FORM AND THE OFFICIAL TRANSCRIPT

The **Dean Certification Form** should be completed by a duly authorized law school official in order to confirm with the applicant's compliance with the eligibility requirement of VISCR 204(d)(5). The applicant must complete the upper section of the Dean Certificate before having the form being notarized. Once completed, the applicant is required to forward the **original executed** form to the Dean of their law school for completion. The completed form must be forwarded to the Office of Bar Admissions by the law school and not by the applicant. Partially completed forms or faxed transmissions will not be accepted.

An applicant's **Official Transcript** from their law school evidencing the completion of their law school tenure and the awarding of the Juris Doctorate Degree must be sent to the Office of Bar Admissions by the law school and not by the applicant. **Transcripts received via fax, electronically or via third party transmission including from an applicant are prohibited.**

APPLICATION DEADLINES

Application for Admission by UBE Score Transfer (VISCR 204(g)) and Application for Admission on Motion (VISCR 204(j)): There is no application deadline imposed for filing an Application for Admission by UBE Score Transfer and Application for Admission on Motion. The application is filed at the discretion of the applicant.

Regular Admissions by Examination (VISCR 204): In accordance with VISCR 204, individuals seeking regular admissions to the Virgin Islands Bar are required to file their application by the regular filing date or by the late filing date as established by the Court for the respective dates that they elect to take the Virgin Islands Bar Examination.

DEADLINES	
February	July
First deadline: December 1 st	First deadline: May 1 st
Late Filing Deadline: January 2 nd	Late Filing Deadline: June 1 st
PLEASE NOTE: In accordance with VISCR 40.3(b) which governs the timeliness of e-filed documents, documents e-filed to the Supreme Court must be transmitted on or before 11:59 p.m., Atlantic Standard Time, to be considered timely filed that day.	

Applicants are responsible to ensure that all necessary documents, including but limited to, the NCBE Request for Preparation of a Character Report, the Dean Certification Form and the Official Transcript issued by the law school where they obtained their Juris Doctorate Degree are filed on or prior to the deadline imposed. The application is considered filed when it is submitted online through the Virgin Islands Judiciary Electronic Filing System and the fees are paid.

EXAMINATION DATES

The Virgin Islands Bar Examination is given on the last Tuesday and Wednesday of February and July.

VIRGIN ISLANDS BAR EXAMINATION LAPTOP COMPUTER PROGRAM ("LCP")

Applicants electing to take the Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT), collectively referred to as the Essay Examination; using a laptop computer may do so as part of the Virgin Islands Bar Examination Laptop Computer Program ("LCP"). The exam will be administered using Examplify, a secure testing software provided by ExamSoft Worldwide. Participation in the LCP is **optional**.

Announcement Email

Prior to the beginning of LCP registration, announcements are sent to the email addresses that applicants provide on their examination application. The email contains applicants' password and user ID. Accordingly, it is the applicant's responsibility to maintain a valid email address at all times.

COMPOSITION OF THE VIRGIN ISLANDS BAR EXAMINATION

In accordance with VISCR 204, each applicant is required to pass the following examinations: The Virgin Islands Bar Examination, consisting of the components of the Uniform Bar Examination (UBE), including the Multi-State Bar Examination (MBE), and an essay portion, consisting of the Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT). Additionally, all applicants must pass the Virgin Islands Law Component, Transfer a scaled score of 75 or higher obtained on the Multistate Professional Responsibility Examination (MPRE) and undergo a Character Examination and Personal Interview.

Multistate Essay Examination (MEE)

The Multistate Essay Examination (MEE) is developed by the National Conference of Bar Examination (NCBE) and consists of six 30-minute questions. The purpose of the MEE is to test the examinee's ability to (1) identify legal issues raised by a hypothetical factual situation; (2) separate material which is relevant from that which is not; (3) present a reasoned analysis of the relevant issues in a clear, concise, and well-organized composition; and (4) demonstrate an understanding of the fundamental legal principles relevant to the probable solution of the issues raised by the factual situation. The MEE is administered on the last Tuesday in February and July of each year.

Multistate Performance Test (MPT)

The Multistate Performance Test (MPT) is developed by the National Conference of Bar Examination (NCBE) and consists of two 90-minute items. The MPT is designed to test an examinee's ability to use fundamental lawyering skills in a realistic situation and complete a task that a beginning lawyer should be able to accomplish. The MPT is not a test of substantive knowledge. Rather, it is designed to evaluate certain fundamental skills lawyers are expected to demonstrate regardless of the area of law in which the skills arise. The MPT is administered on the last Tuesday in February and July of each year.

Multistate Bar Examination (MBE):

The Multistate Bar Examination (MBE) contains 200 multiple-choice questions. It is developed by the National Conference of Bar Examiners and is administered on the last Wednesday in February and the last Wednesday in July of each year. The purpose of the MBE is to assess the extent to which an examinee can apply fundamental legal principles and legal reasoning to analyze given fact patterns. To obtain additional information regarding the MBE, including study aids and a copy of the informational booklet, please visit NCBE's website.

Multistate Professional Responsibility Examination (MPRE): is a 60-question, two-hour-and-five-minute, multiple-choice examination administered three times per year at established test centers across the country. It is a separate exam from the Virgin Islands Bar Examination and is administered by ACT on behalf of the National Conference of Bar Examiners. You are required

to complete a separate application and pay an additional examination fee. To obtain an information Booklet, an application for registration, a list of test centers or to register online you may visit NCBE's website. The Official MPRE Score Report must be sent directly to this jurisdiction.

Virgin Islands Law Component: All applicants for regular admission to the Virgin Islands Bar Association must successfully pass the Virgin Islands Law Component ("VILC"). The VILC is an open-book, 50 item, 90-minute, online multiple-choice test developed by the Virgin Islands Committee of Bar Examiners. The purpose of the VILC is to ensure that potential new members have knowledge of the important and unique aspects of Virgin Islands law that are not tested on the Virgin Islands Bar Examination. The subjects covered on the VILC are Virgin Islands Government & Constitutional Law, Legal Profession, Virgin Islands Practice, Administrative Law, Business Associations (Corporations, Limited Liability and Partnerships), Domestic Relations and Wills. Additional information regarding the VILC, including the Outline Materials and testing dates are available on the Court's Website.

SCORE REQUIREMENTS & TRANSFERRING OF SCORES

Score Requirements: Pursuant to VISCR 204(f), as amended, in order to pass the Virgin Islands Bar Examination, each applicant must receive a minimum combined score of 266 on the UBE components. Further, an applicant who elects to sit solely the MEE and MPT in the Virgin Islands, shall not earn a portable UBE score. In such a case, the applicant must achieve a scaled score of 133 in the written portion of the examination.

Transfer MBE & MPRE Scores: Pursuant to VISCR 204(f), MBE and MPRE scores obtained in another United States' jurisdiction may be accepted by the Committee, provided that the minimum passing score required by the Virgin Islands' Bar has been achieved and certified in writing by the other jurisdiction, and provided further that the scores certified are no more than three (3) years old from the date the MBE or MPRE was taken.

- *MBE:* Applicants electing to transfer their MBE score should visit NCBE's website at www.ncbex.org complete and download the *NCBE Score Services Request Form* and send it with the required processing fee to NCBE.
- *MPRE:* Applicants electing to transfer their MPRE score should visit NCBE's website at www.ncbex.org complete the *NCBE MPRE Additional Score Report(s) Request Form* and forward it with the required processing fee to NCBE.

APPLYING FOR AN NCBE NUMBER

All individuals seeking admission to the Virgin Islands Bar are required to request a National Conference of Bar Examiners (NCBE) Number, which will be used as an applicant identifier for specific bar admission related purposes.

Requesting a NCBE Number

The process to request an NCBE Number takes only a few minutes. Applicant must visit the National Conference of Bar Examiners' website at www.ncbex.org/ncbe-number, and complete the application to receive your NCBE Number. The site also has a link to some frequently asked questions that may be of assistance while completing the online request.

Once the required information is submitted, a NCBE Number is generated instantaneously and appears on the applicant's NCBE Number Account home page along with a link that allows the applicant to print the written confirmation notice.

Identification Purposes

The NCBE Number will be used for identification purposes on the following items:

- (a) *NCBE Request for a Character and Fitness Report*. **Please note:** The online account you create to request a NCBE Number is separate from your character and fitness electronic application account.
- (b) *Multistate Bar Examination (MBE)*. The NCBE Number will be used for identification and scoring purposes.
- (c) *Multistate Essay Examination and Multistate Performance Examination*. The NCBE Number will be used for identification for identification and scoring purposes.
- (d) *Examination Re-takes*: If an applicant takes any examination more than once they will be required to use the same NCBE Number each time they re-take the exam(s).

FORMS THAT MUST BE CONVENTIONALLY FILED

The following documents must be conventionally filed with the Office of Bar Admission within seven (7) days of the electronic submission of the e-document, **in addition to**, electronically filing with Virgin Islands Judiciary Electronic Filing System (VIJEFS):

- **Application for Admissions for Virgin Islands Bar:** Page 11
- **Applicant's Affidavit in Support of Application:** Both pages of the Affidavit in Support.
- **Authorization and Release Forms:** All three (3) pages.
- **Original Certificate(s) of Good Standing**

Please note: Failure to submit the original executed hard copy of these documents within the prescribed timeline will deem the pending application as incomplete and will prevent an applicant from taking the Virgin Islands Bar Examination.

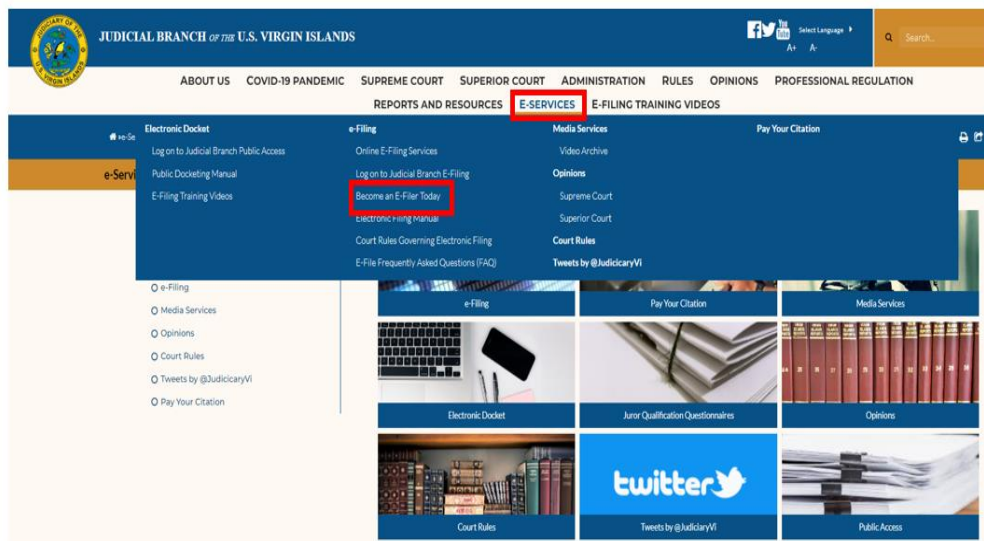
FILING AN APPLICATION FOR ADMISSION

Regular Admission: Upon completion of the Application for Admission to the Virgin Islands Bar, all pertinent documentation must be electronically filed.

BECOMING AN E-FILER

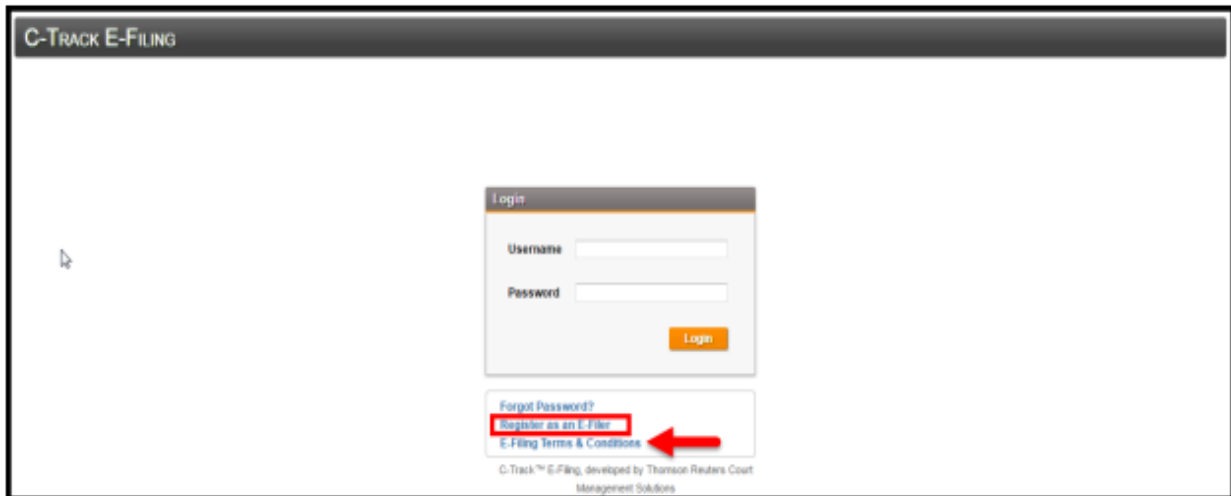
Regular Admission: An applicant seeking regular admission is required to register as a Filing (“user”) with the Virgin Islands Judiciary Electronic Filing System (VIJEFS). Applicants will be able to login to their accounts at any time. All correspondence will be sent only to the personal email address provided on the Application for Admission to the Virgin Islands Bar.

To register as a filing user, an applicant must first navigate to the Court’s website at www.vicourts.org. Then hover over the item on the menu bar that reads, “E-Services.” When you hover over E-Services, a small window will pop up with E-Filing options. You must click on the “Become an E-Filer Today” link.




Please note: By clicking on the “Become an E-Filer Today” hyperlink, an applicant will be navigated to the E-File Registration Form screen and prompted to input information that is pertinent to creating their filing user profile.

From the **E-File Registration / Log In** Screen, click **Register as an E-Filer**.

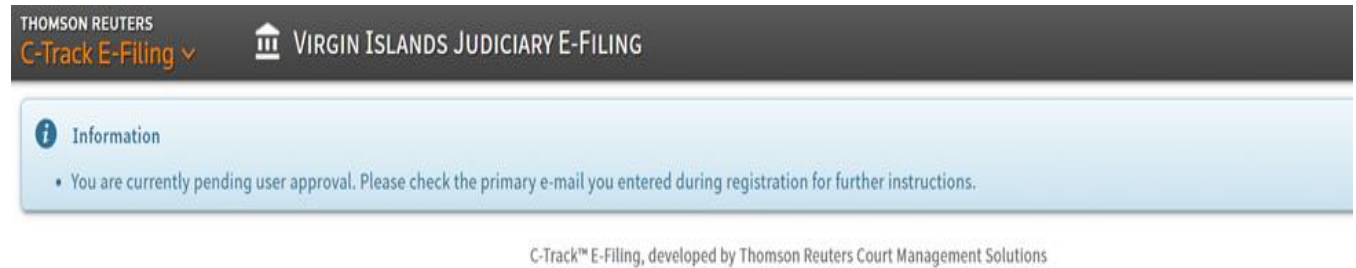


The **E-File Registration** screen appears.


The screenshot shows the 'E-File Registration' web form. At the top, there is a 'TYPE' dropdown menu. Below it is the 'USER INFORMATION' section with fields for Prefix, Last Name*, First Name*, Middle Name, Suffix, Username* (filled with 'efileadmin'), Password* (masked with dots), and Confirm Password*. The 'CONTACT' section has a Primary E-mail* field. The 'ADDRESS' section includes an Address Type dropdown (set to 'Mailing'), four Address Line fields, a Country dropdown (set to 'United States'), and fields for City*, State* (set to 'VI'), and Zip Code. Below this is a table for 'LEGAL ORGANIZATION ASSOCIATION' with columns for Legal Organization Name, Role, E-mail, and Status. The table is currently empty with the message 'No records were found.' and a link to 'Add Legal Organization'. The 'VERIFICATION' section contains a reCAPTCHA widget with the text 'I'm not a robot'. At the bottom, there is a 'TERMS AND CONDITIONS' section with a checkbox for 'I agree to the terms and conditions.' and an orange 'Next' button.

- **Access type:** Please select **E-File User** and complete all required fields marked with a red asterisk (*). Your password must contain a minimum of eight characters. As you fill out the required fields to create your user account, review your entries carefully before you save your data. When all fields have been completed and you have agreed to the terms and condition which appears at the bottom of the screen, click on  .

After you submit the required information to create an e-filer user account, you will receive confirmation that you are currently pending user approval. Please check the primary email you entered on the e-file registration form for further instructions.



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C-Track E-Filing

 VIRGIN ISLANDS JUDICIARY E-FILING

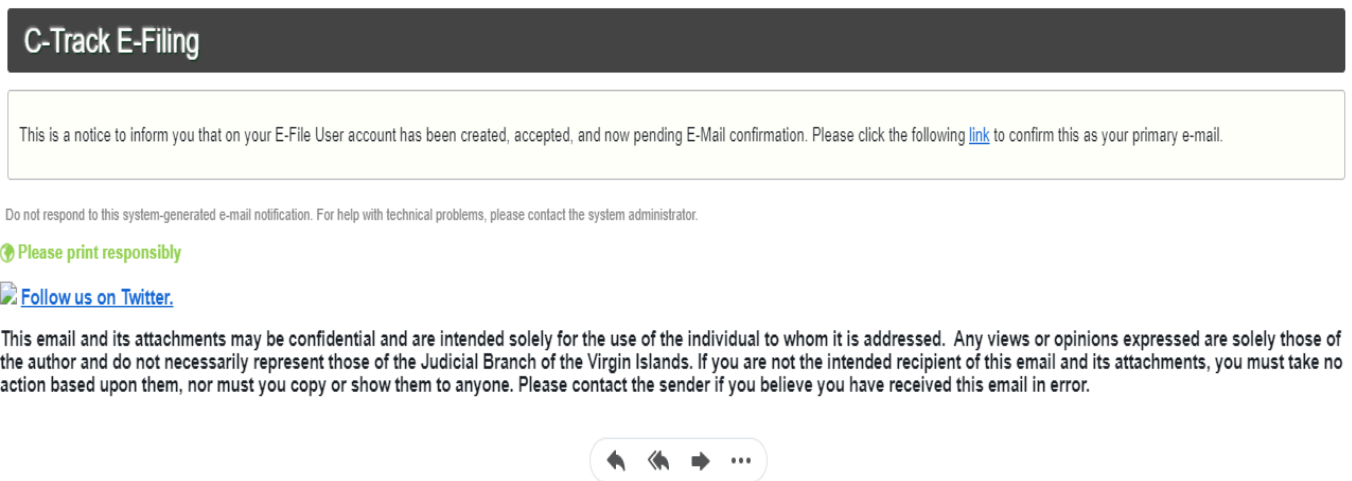
i Information

- You are currently pending user approval. Please check the primary e-mail you entered during registration for further instructions.

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

EMAIL NOTIFICATIONS


Activation Email - You will receive a confirmation e-mail that you will use to activate your account. You must click on “[link](#)” to confirm your email before logging into the VIJEFS. If you do not receive an activation e-mail within a few hours of creating your user account, complete the [E-Filing Help Desk Form - Judiciary of the US Virgin Islands \(vicourts.org\)](#) for further assistance. Please be aware of the privacy and spam settings on your e-mail account and ensure that “noreply-efile1@vicourts.org” is whitelisted in your spam settings. The email text is as follows:




C-Track E-Filing


This is a notice to inform you that on your E-File User account has been created, accepted, and now pending E-Mail confirmation. Please click the following [link](#) to confirm this as your primary e-mail.

Do not respond to this system-generated e-mail notification. For help with technical problems, please contact the system administrator.

 Please print responsibly

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This email and its attachments may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of the Judicial Branch of the Virgin Islands. If you are not the intended recipient of this email and its attachments, you must take no action based upon them, nor must you copy or show them to anyone. Please contact the sender if you believe you have received this email in error.



After activating your account, you will be able to log into the electronic filing system and begin the online filing process.

EFILING LOGIN

Going forward, for the continued illustrative purposes of this Handbook, the term “applicant” will be used interchangeably with “E-File User or User” for the expressed intent and purposes of providing clarity when using the VIJEFS. Once approved as an E-File User, an applicant to the Virgin Islands Bar must electronically file all documents with the Office of Bar Admissions (“Bar Admissions”). A document may be either accepted or rejected. “E-service” of the notification of acceptance or rejection by Bar Admissions will be provided to the applicant via the e-filing application. To access the secured functions of E-Filing, the user must first log in with the assigned username and password. The user will be prompted to enter their assigned username and password. Type the username and password and click the “Login” icon.

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C-Track E-Filing

VIRGIN ISLANDS JUDICIARY E-FILING

Success
• You are now officially approved to use the E-File system. Please proceed to log in below.

Login

Username

Password

Login

[Forgot Password?](#)
[Register as an E-Filer](#)
[E-Filing Terms & Conditions](#)

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

CREATING A NEW CASE

- Upon logging into the e-filing system, you will land on the “Home” screen, which shows several useful tabs.

Create Filing
Filings

C-TRACK E-FILING

Jamie Hector

Create Filing

COURT SELECTION

Court*

Filing Category*

Next

Before you begin, please ensure that the Application for Admission to the Virgin Islands Bar is completed in its entirety. It is strongly suggested that the personal email address

that the user elects to use should be their primary secured email address, where the user has unlimited accessibility during the pendency of their Application for Admission to the Virgin Islands Bar.

The application and all supporting documents **MUST BE TYPED**. To download and complete the [fillable PDF version](#) of the application please visit the Court's website at [Regular Admissions - Supreme Court of the US Virgin Islands \(www.vicourts.org\)](http://www.vicourts.org).

Creating a New Case: To e-file the “bar initiating document” in a new case, the user must be logged in to the e-filing application. There are special screens to allow the user to e-file the Application for Admission to the Virgin Islands Bar which is the “bar initiating document” on a new case.

If the application is completed in its entirety, please select the create filing tab. Then, select the following entries for each category. From this screen a user may make multiple selections for information pertinent to the initiating document that they intend to file. The asterisk (*) denotes required fields. The “*Create Filing*” screen will allow the user to select the following criteria:

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C-Track E-Filing

VIRGIN ISLANDS JUDICIARY E-FILING

Jane Doe

Administration
Case Search
Create Filing
Filings

Information
• Caution!!! Please be sure to select the correct Court when submitting your Filing. For existing cases, the Superior Court case number format example : SX-2020-CV-00000. Supreme Court case number format example: SCT-BA-2020-0000. Dashes and leading zeroes are required.

Create Filing

COURT SELECTION

Court* Supreme Court of the Virgin Islands

Filing Category* New Case

NEW CASE

Case Location* SPM St. Thomas

Case Category* Bar Matters

Case Type* Bar Admissions

Case Subtype* Regular Admissions

Filing Type* Bar Initiating Document

Filing Subtype* Application for Regular Admissions

Next

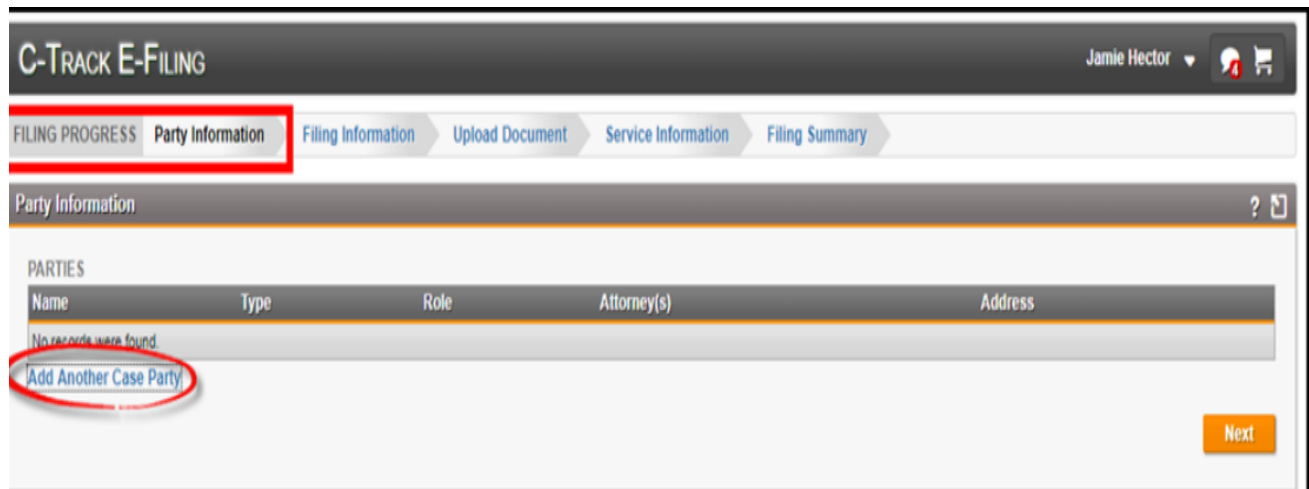
C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

- **Court:** The application is being filed in the Supreme Court of the Virgin Islands.
- **Filing Category:** Users must select “New Case” when filing their bar initiating document.
- **Case Location:** Users must select “SPM St. Thomas” as the case location.
- **Case Category:** All users submitting a filing relating to an Application for Admission to the Virgin Islands Bar must select “Bar Matters” as the case category.

- **Case Type** – Applicants submitting an Application for Admission to the Virgin Islands Bar must select “Bar Admissions” as the case type.
- **Case Subtype:** Admission by Examination applicants will select the Case Subtype **Regular Admissions**. Applicants seeking Admission by UBE Score Transfer must select, **Admission by UBE Score Transfer**. Applicants seeking admission by motion pursuant to VISCR 204(j) should select **Admission on Motion**.
- **Filing Type:** Please select “Bar Initiating Document,” which is the document that creates the matter.
- **Filing Subtype:** Applicants submitting an Application for Admission pursuant to Rule 204 must select “Application for Regular Admission” as the case type.

When all the required entries have been selected, please click on [Next](#). The Party Information indicator is highlighted and the Party Information container appears.

PARTY INFORMATION



C-TRACK E-FILING Jamie Hector

FILING PROGRESS **Party Information** Filing Information Upload Document Service Information Filing Summary

Party Information ?

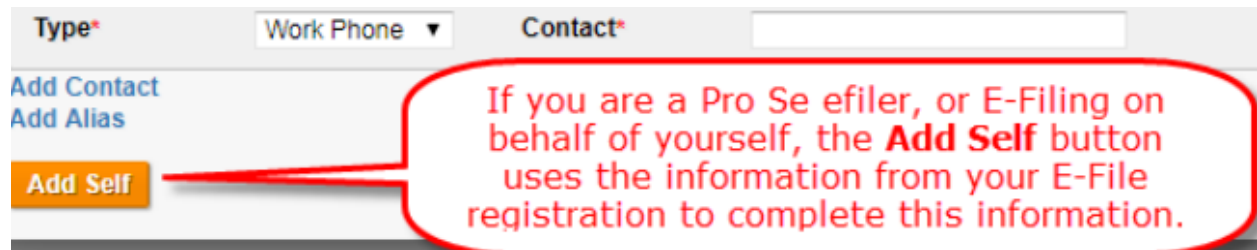
PARTIES

Name	Type	Role	Attorney(s)	Address
No records were found.				

[Add Another Case Party](#)

Next

Click the **Add Another Case Party** link. The **Party Information** window appears.



The red asterisk (*) denotes required fields. and a red caret (^) generally indicates complex validation rules. If you hover the cursor over a red caret, (^) a popup will explain more detail.

After entering the required information, click “**Save**” at the bottom of the dialogue box.

Party Information

ADD PARTY ▾

Role* Applicant ▾ Type* Person ▾
Representation Self-represented ▾

NAME ▾

Last Name* Doe Middle Name
First Name* Jane

ADDRESS INFORMATION ▾

Address 1* Post Office Box 590 City^ St. Thomas
Address 2 Country* United States ▾
Address 3 State^ Virgin Islands, U.S. ▾
Zip 00804

CONTACT INFORMATION ▾


Type* Email ▾ Contact* baradmissions@vicourts.org X

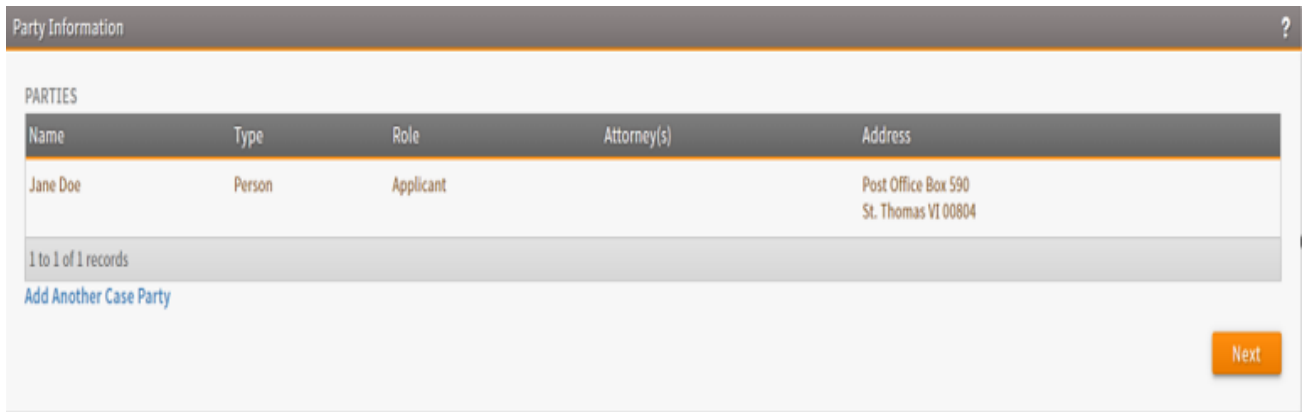
CONTACT INFORMATION ▾

Type* Work Phone ▾ Contact* 340-774-2237 X

Add Contact
Add Alias

Add Self Save Cancel

The Party appears in the **Parties** display table of the **Party Information** screen. When parties have been created, click  .




The screenshot shows the 'Party Information' screen. At the top, there is a header 'Party Information' with a question mark icon on the right. Below the header is a section titled 'PARTIES'. This section contains a table with the following columns: Name, Type, Role, Attorney(s), and Address. The table has one row with the following data: Name: Jane Doe, Type: Person, Role: Applicant, Attorney(s): (empty), Address: Post Office Box 590, St. Thomas VI 00804. Below the table, there is a status bar that says '1 to 1 of 1 records' and a link 'Add Another Case Party'. In the bottom right corner of the screen, there is an orange 'Next' button.

Name	Type	Role	Attorney(s)	Address
Jane Doe	Person	Applicant		Post Office Box 590 St. Thomas VI 00804

1 to 1 of 1 records

[Add Another Case Party](#)



FILING INFORMATION

The **Filing Information** Indicator is highlighted and **Filing Information** screen appears.

FILED ON BEHALF OF

Fee Name	Amount
Filing of an Application for Regular Admission to the Virgin Islands Bar	\$100.00
CBE Administrative Payment - Regular Admission	\$1,000.00
Total	\$1,100.00

Due From: Jane Doe (dropdown) Fees Not Required (dropdown)

Comments: [Text area]

Next

Should you wish to pay by credit card, please check the box adjacent to your name then click **Next** to proceed.

FILING PROGRESS Party Information Filing Information Upload Document Service Information Filing Summary

Filing Information ?

DETAILS ▾

Comments

Emergency Amended

Confidential

FILER INFORMATION ▾

Filed on Behalf of*
 Jane Doe

Other Filed on Behalf of*

FILING FEES

Fee Name	Amount
Filing of an Application for Regular Admission to the Virgin Islands Bar	\$100.00
CBE Administrative Payment - Regular Admission	\$1,000.00
Total	\$0.00

FILING FEES ▾

Due From* Jane Doe ▾ Fees Not Required Will Pay in Person ▾

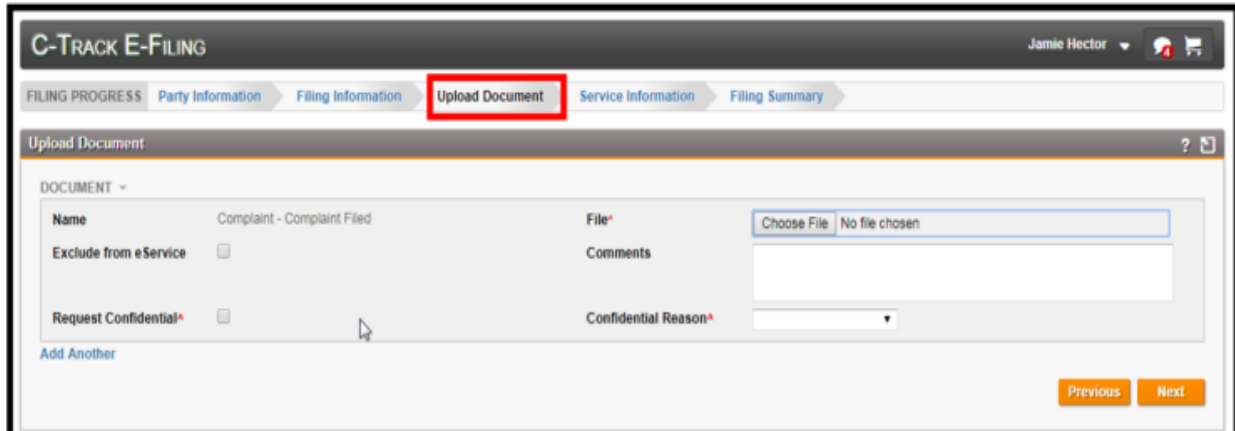
Comments

Previous Next

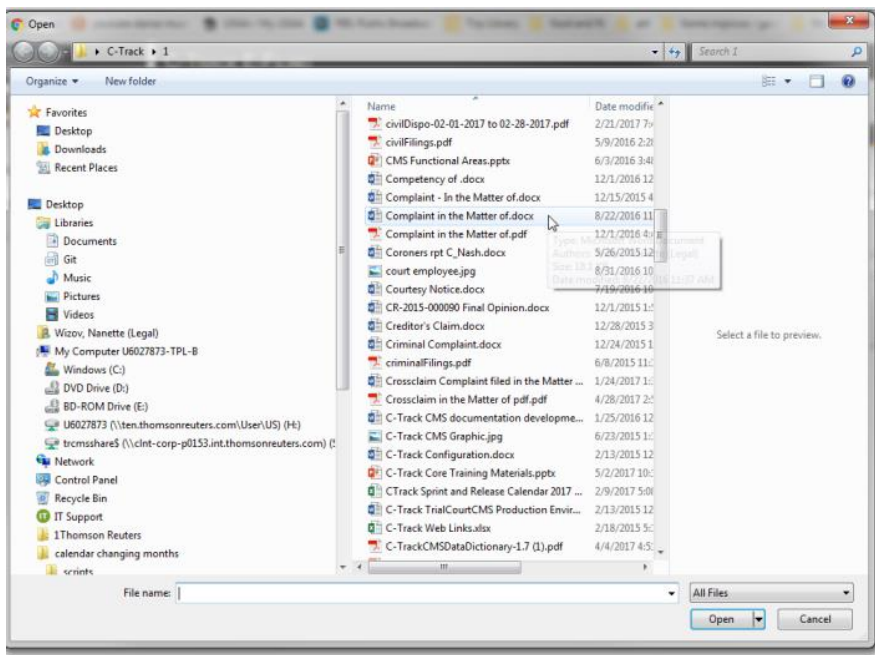
Users who wish to mail or hand deliver the requisite payment should check the box adjacent to their name but select **Will Pay in Person** from the **Fees Not Required** option before clicking to proceed.

UPLOADING DOCUMENTS

The **Upload Document** screen appears.



Upload Document Screen: Applications for Admission to the Virgin Islands Bar are confidential. Therefore, a request for confidential is not required. From this screen the user must click on **Choose File** to locate the desired document. A browser window opens to allow you to navigate to a file on your PC that you want to upload. Select the file you want to upload. Click **Open**.



You will return to the **Upload Document** screen and the document title appears to the right of the **Choose File** button. Once the user is sure that the selected file is ready for uploading, the user should click on the **Next** button to proceed.

The screenshot displays the 'Upload Document' screen in the Virgin Islands Judiciary E-Filing system. The interface features a navigation menu on the left with options like 'Administration', 'Case Search', and 'Filing Information'. The main area shows a breadcrumb trail: 'FILING PROGRESS > Party Information > Filing Information > Upload Document > Service Information > Filing Summary'. The 'Upload Document' form includes a 'DOCUMENT' section with the following fields: 'Name' (Bar Initiating Document - Application for Regular Admissions), 'File*' (Choose File Application for Admission to the VI Bar.pdf), 'Exclude from eService' (checkbox), 'Comments' (text area), 'Request Confidential^' (checkbox), and 'Confidential Reason^' (dropdown menu). A red arrow points to the 'Choose File' button. At the bottom right, there are 'Previous' and 'Next' buttons. The footer indicates 'C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions'.

Please note: Once the filing is submitted and accepted you will receive a case number. Please log into the system with your credentials and existing case number. At that time, the NCBE Request for Character Report and the NCBE Number Confirmation Notice must be filed within seven (7) days of the Clerk's electronic notice of acceptance of the filing of the application. **These are separate docket entries and must be filed as two (2) separate filings.**

Filing the NCBE Request for Character Report: Applicants must select the following docket entry type and subtype when filing their NCBE Request for Character Report:

- Docket Entry Type: NCBE Form
- Subtype: Request for Character and Fitness Investigation

Filing the NCBE Number Confirmation: A copy of the confirmation notice evidencing the issuance of the NCBE Number must be electronically filed to enable you to take the bar examination. Applicants must select the following docket entry type and subtype when filing their Confirmation Notice:

- Docket Entry Type: NCBE Form
- Subtype: Other

SERVICE INFORMATION

THOMSON REUTERS
C-Track E-Filing

VIRGIN ISLANDS JUDICIARY E-FILING Jane Doe

Administration
Case Search
Configuration Manager
Create Filing
Filings

Filing Information

Court Supreme Court of the Virgin Islands
Class Bar Matters - Bar Admissions - Regular Admissions
Type Bar Initiating Document - Application for Regular Admissions
Case SPM St. Thomas
Location

Information

- Please ensure that all applicable parties have been added to the Electronic Service Recipients area to ensure service. If all parties applicable for electronic service is not presented, please use the "Add Electronic Service Recipients" option to search for their name. The electronic filing system will only serve parties who have the service method of "eService through System". Non electronic Service option of "Email Non System" requires the filer to serve the recipients outside of the electronic filing system.

FILING PROGRESS Party Information Filing Information Upload Document **Service Information** Filing Summary

Service Information

ELECTRONIC SERVICE RECIPIENTS

Name	User Role	Representing	E-Mail Address	Service Method
No records were found.				

Add Electronic Service Recipients


NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
Jane Doe	Applicant	Self-Represented	Post Office Box 590 St. Thomas VI 00804	Not Served	

Add Non-Electronic Service Recipients

Previous Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Service Information: Please note that the user may select “Not Served” from the Service Method drop down menu since the filing is not required to be served. **Please click  to proceed.**

FILING SUMMARY

Create Filing

Filings

Filing Information

Court Supreme Court of the Virgin Islands

Class Bar Matters - Bar Admissions - Regular Admissions

Type Bar Initiating Document - Application for Regular Admissions

Case Location SPM St. Thomas

CASE DETAILS

Court	Supreme Court of the Virgin Islands		
Case Category	Bar Matters		
Case Type	Bar Admissions		
Case Subtype	Regular Admissions		
Case Location	SPM St. Thomas		

FILING INFORMATION

Filing Number	124680	Type	Bar Initiating Document - Application for Regular Admissions
Filed on Behalf of	Jane Doe	Comments	
Other Filed on Behalf of		Emergency	
Amended		Confidential	

PARTY INFORMATION

Name	Type	Role	Address	Attorney(s)
Jane Doe	Person	Applicant	Post Office Box 590 St. Thomas VI 00804	

DOCUMENTS

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Bar Initiating Document - Application for Regular Admissions				

ELECTRONIC SERVICE RECEIPTS

Name	User Role	Representing	E-Mail Address	Service Method
No records were found.				

NON-ELECTRONIC SERVICE RECEIPTS & UNLINKED CASE PARTIES/PARTICIPANTS

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
Jane Doe	Applicant	Self-Represented	Post Office Box 590 St. Thomas VI 00804	Not Served	

FILING FEES

Fee Name	Amount
Filing of an Application for Regular Admission to the Virgin Islands Bar	\$100.00
CBE Administrative Payment - Regular Admission	\$1,000.00
Total	\$1,100.00

FILING FEES

Due From	Jane Doe	Fees Not Required
Comments		

[Edit Filing](#)
[Add Associated Filing](#)
[Add To Cart](#)
[Delete This Filing](#)

The **“Filing Summary”** screen will provide a summary of the e-filing information. Clicking the **Add To Cart** button will take you to the **“Cart”** screen found on page 23. If you wish to add another document such as a certificate of good standing, please click the **Add Associated Filing** tab.

CART

The **Cart** screen appears.

The screenshot shows the 'Cart' interface. At the top, there is a header 'Cart' with a question mark icon. Below the header, there is a 'SUMMARY' section with a dropdown arrow. The summary table shows 'Number of Filings' as 1 and 'Total' as \$1,100.00. Below the summary is a 'FILINGS' section with a table. The table has columns for 'Court', 'Case Number', 'Filing Item(s)', 'Documents', and 'Fees'. There is one row of data: 'Supreme Court of the Virgin Islands', an empty case number, 'Bar Initiating Document - Application for Regular Admissions', '1' document, and '\$1,100.00' fee with a delete icon. Below the table, it says '1 to 1 of 1 records'. At the bottom right, there is a 'Check out with NCourt' button and a disclaimer: 'By submitting the filing(s), you are agreeing to the E-Filing Terms & Conditions'.

SUMMARY ▾	
Number of Filings	1
Total	\$1,100.00

FILINGS				
Court	Case Number	Filing Item(s)	Documents	Fees
Supreme Court of the Virgin Islands		Bar Initiating Document - Application for Regular Admissions	1	\$1,100.00 X

1 to 1 of 1 records

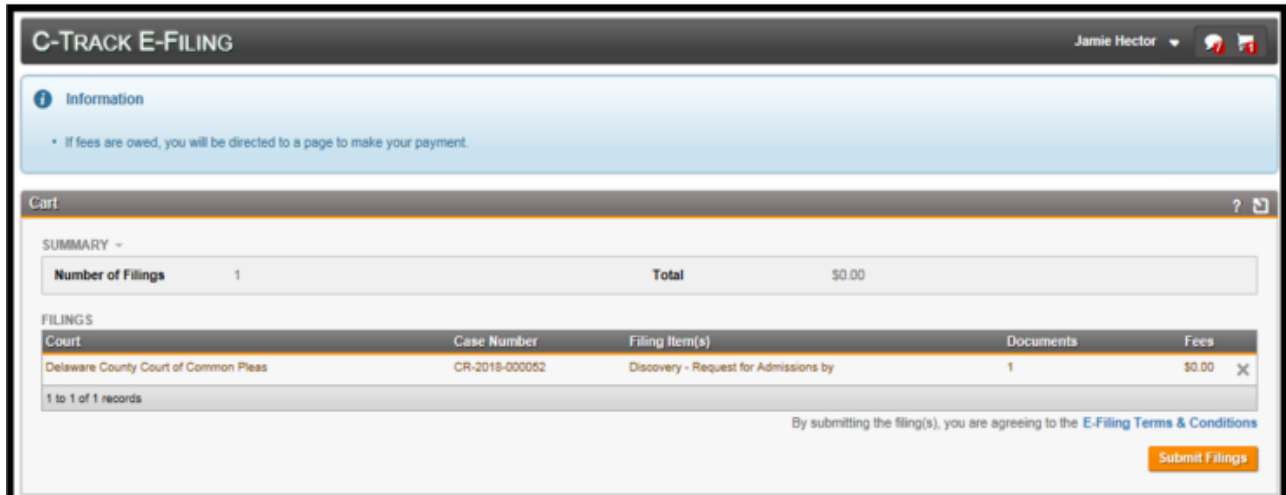
By submitting the filing(s), you are agreeing to the [E-Filing Terms & Conditions](#)

Check out with **NCourt**
Payments Made Easy

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

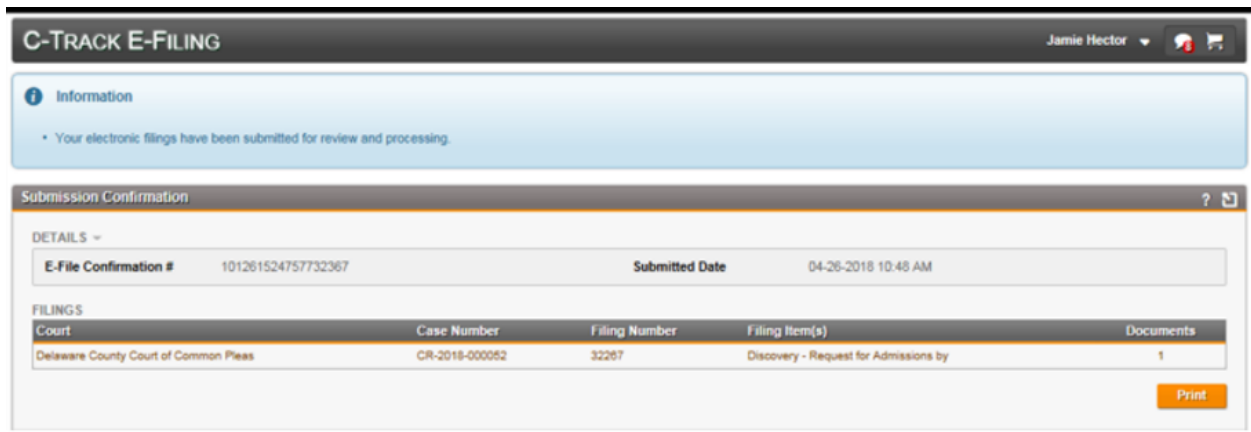
Please note: If the user elected to pay with a credit card, click **Check Out with NCourt**, you will be directed to the “*Payment Information*” screen found on the next page. The user will then enter the necessary credit card information for processing.

Please note: If you selected **No Fee Reason: Will Pay In Person**, click **Submit Filings** and remember to submit your check/money order to the Office of Bar Admissions.




SUBMISSION CONFIRMATION

The **Submission Confirmation** screen appears.



PAYMENT INFORMATION



JUDICIAL BRANCH OF THE U.S. VIRGIN ISLANDS

St. Thomas: 340-774-6680
St. Croix: 340-775-9750

5400 Veterans Drive, St. Thomas, Virgin Islands
RR1 0000 Kingshill, Virgin Islands 00060
[Court Website](#)

Payment ▶ Receipt

Payment

You have elected to pay for the following item(s).

Description	ID	Service Fee	Amount
New Case Filing: Bar Initiating Document - Annual Attorney Registration Statement	79736	\$2.25	\$50.00
		\$2.25	\$50.00

Total Amount Due: \$52.25

Billing Information

Same As Previous Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

Zip
Enter Zip

City
Enter City

State/Territory
Select State

Phone Number
() -

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information

Credit/Debit Card

Card Type
VISA MASTERCARD DISCOVER

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
11 20

Important Information

Please provide the correct billing address associated with the account being used to make the payment. If this is not the correct organization, or if you pay less than the required amount due, your payment will be rejected/refunded/transferred and you will not have satisfied your obligation.

To receive an email confirmation of your payment, please include a valid email address.
Once the organization reviews your payment you will receive an email notifying you of the acceptance OR rejection of your submission.

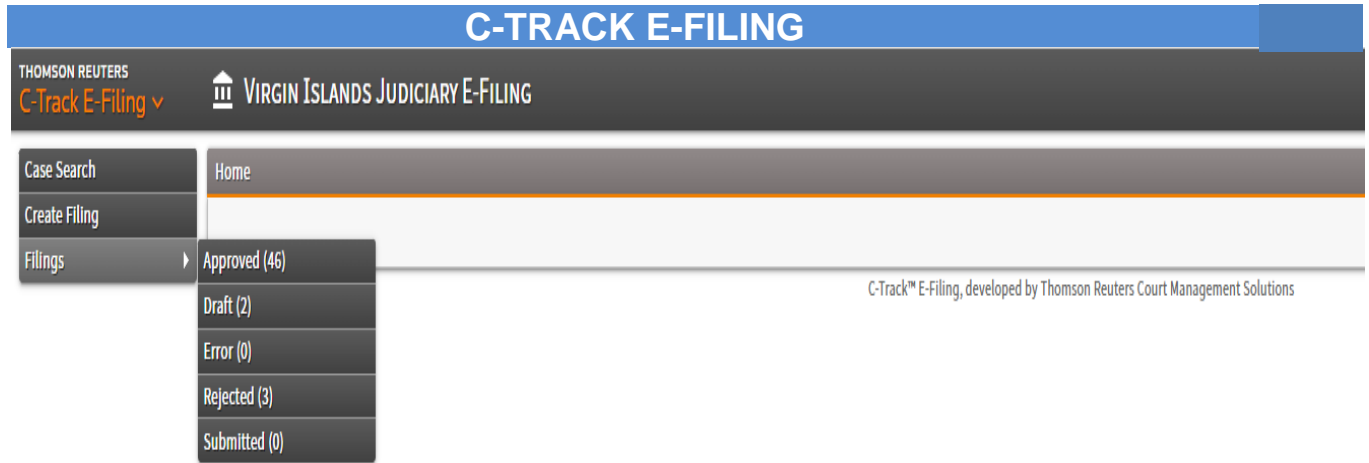
If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Mobile Number () -

[Back](#) [Submit Payment](#)

powered by nCourt
[Privacy Policy](#)

Enter all the required information and select the “**Submit Payment**” button to complete the filing. Once the submission has been made, the user will be navigated to the Submission Confirmation screen.



The “*C-Track E-filing*” screen displays the status of the e-filings currently associated with the logged on e-filing user and the number of filings associated with the user.

The status and their descriptions are as follows:

- **Approved** - Court approved E-Filings. After receiving the electronic notice that the Application for Admission has been approved, the user may view the case by navigating to the approved filing tab.
- **Draft** - E-Filings created but not sent to Court
- **Error** – Users who receive an error with their submission should contact the **E-file Help Desk**.
- **Rejected** - Court rejected E-Filings
- **Submitted** - E-Filings that have been submitted to the court but have not yet been approved or rejected

A user can review the filings in each queue by clicking on the associated item on the left menu bar.

DOCKET SEARCH AND E-FILING ON AN EXISTING CASE

The screenshot shows a form titled "EXISTING CASE" with a dropdown arrow. It contains three fields: "Case Number*" with the value "CR-2017-004875", "Filing Type*" with a dropdown arrow, and "Filing Subtype*" with a dropdown arrow. A red rectangular outline highlights the Case Number field and the two dropdown menus.

To e-file a document on an existing case, the user **must be logged in to** the system and select create filing. You will need the case number for the existing case. For existing cases, Supreme Court Bar Matters case number formats are: SCT-BA-2022-0000, SCT-ARS-2022-0000 and SCT-COG-2022-0000. Dashes and leading zeros are required. If you enter a case number for a case that does not exist or a number for a confidential case upon which you are not permitted to file, the case number filed displays with a red outline and the Filing Type and Filing Subtype fields do not populate with drop down values as shown above

Note the green outline for the case number field indicates an existing case to which the E-Filer can submit a filing. Additionally, the filing has been moved to the Draft Filing Queue which you can access from the Filings > Draft left menu option. If you navigate away from the filing, you can return to it by selecting it from the Filings display table on the Draft Filing Queue screen.

The screenshot shows a form titled "Create Filing" with a dropdown arrow. It is divided into two sections: "COURT SELECTION" and "EXISTING CASE". The "COURT SELECTION" section has "Court*" set to "Supreme Court of the Virgin Islands" and "Filing Category*" set to "Existing Case". The "EXISTING CASE" section has "Case Number*" with a green outline, "Filing Type*" set to "NCBE Form", and "Filing Subtype*" set to "Request for the Preparation of a Character Rep...".

VIEWING DOCUMENTS IN A BAR ADMISSION CASE

Regular Admission and Special Admission case types are considered as “*Confidential*” case types and are treated as such in the VIJEFS. Accordingly, if a case is marked as confidential, the case and its documents will be visible only to the party/participant/attorney on that case type.

To view documents in your matter or the case status, the user must first log into VIJEFS and navigate to the Approved Filing Queue. The user may search for the case by entering the required information or select the bar matter from the filings tab.

The screenshot displays the 'Approved Filing Queue' interface. On the left is a navigation menu with options: Case Search, Create Filing, Filings, Filing Management, Approved (46), Draft (2), Error (0), Rejected (3), and Submitted (0). The main area is titled 'Approved Filing Queue' and contains a 'COURT SELECTION' section with a 'Court' dropdown menu set to 'Select a Court'. Below this is a 'SEARCH' section with filters for Case Number, Case Category, Case Type, Submission Number, Filing Type, Filing Subtype, and Submission Date (with a date range selector). At the bottom, a 'FILINGS' table header is visible with columns for Case Number, Filing Type, Submitted #, and Approved Date.

E-FILING DEFINITIONS

Virgin Islands Electronic Filing Rules establishes the definitions relative to electronic filing of the courts of the Virgin Islands. All applicants are strongly encouraged to familiarize themselves with all the terms and definitions as established in the foregoing Rule. The following terms and definitions have been provided for the limited purpose of providing the instructions for completing the application.

“Conventional methods” or Conventional Filing means any other authorized methods of filing and serving documents other than electronic filing, including but not limited to the submission of a paper document.

“Virgin Islands Electronic Filing System” or “VIJEFS” or “Electronic Filing System” means a web-based system established by the Virgin Islands Judiciary for the purpose of filing documents with or by a court, integrating them into the Virgin Islands Judiciary Electronic Case Management System (VIJECMS), or “electronic case management system,” and electronically serving notice to the parties who have registered with the electronic filing system may be accessed from the Judicial Branch of the U.S. Virgin Islands website at www.vicourts.org.

“Document” means any pleading, motion, exhibit, order, judgment, decree, or other form of written communication or memorialization, whether prepared on paper or electronically, that is filed with the Clerk of the Supreme Court.

“E-document” or “electronic document” means any document that has been e-filed in accordance with these Rules.

“E-file” or “e-filing” or “electronically file” or “electronic filing” means the electronic transmission of a document for the purposes of filing and storing the document with the VIJECMS.

“E-service” or “service through electronic means” means the electronic transmission of a notice to registered filers entitled to receive notice that they may view and download filed documents.

“Electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a document, that can be executed or adopted by the user with the intent to sign the document in the same manner as a handwritten signature. This can include the name of the user preceded by “/s/”, i.e. “/s/ John R. Smith”, or an image of a handwritten signature.

“File” or “filing” means the submission of documents.

“E-filer” means the Filing User whose user ID and password were used to e-file an e-document in a proceeding.

“USER” means an individual who has registered to use the electronic filing system under Rule 4.

DOCKET ENTRY TYPES/SUBTYPES

The following is a list of Docket Entry Types and Subtypes that are accessible for filing documents in the VIJEFS. The Office of Bar Admissions reserves the right to modify this listing as appropriate. Applicants are encouraged to contact the Office of Bar Admissions if they have any questions regarding the selection of a docket entry type and subtype during e-filing.

Filing Type:	Affidavit
<i>Filing Subtype:</i>	Affidavit in Support of Application Amended Affidavit in Support
Filing Type:	Bar Initiating Document
<i>Filing Subtype:</i>	Application for Regular Admissions
Filing Type:	Bar Response
<i>Filing Subtype:</i>	Applicant's Letter of Intent to Retake Essay Exam Applicant's Letter of Intent to Take VILC Applicant's Response to the Request for Additional Character and Fitness Information Employment Verification Statement Letter of Intent to Participate in LCP Other Request for Examination Deferral Request for Special Accommodations Response to Court's Order Response to Notice of Deficiency Written Bar Examination Verification
Filing Type:	Certificate of Good Standing
<i>Filing Subtype:</i>	Incoming Certificate of Good Standing
Filing Type:	Financial
<i>Filing Subtype:</i>	Bar Exam Late Registration Payment Essay Examination Payment Laptop Computer Program Registration Payment MBE Payment
Filing Type:	Form
	VI Form 1: Change of Address/Contact VI Form 2: Address Response VI Form 3: Amendment to Application
Filing Type:	Motion
<i>Filing Subtype:</i>	Other Motion
Filing Type:	NCBE Form
<i>Filing Subtype:</i>	Investigation Summary Other Page <i>i</i> Request for the Preparation of a Character Report and Attachments

SCHEDULE OF BAR APPLICATION FEES

The Office of Bar Admissions cannot accept credit card payment by telephone or mail. 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**”

PERSONAL CHECKS WILL NOT BE ACCEPTED AND PLEASE DO NOT SEND CASH.

In accordance with VISCR 204, the following fees are required when filing an application for regular admissions to the Virgin Islands Bar. Upon reviewing the fee schedule, if you are still unsure of the fee that you should pay, please contact the Office Bar Admissions.

DOCKETING FEES

Admission by Examination		\$100.00
Admission by UBE Score Transfer		\$100.00
Admission by Motion		\$500.00

Please note:

The docketing fee **may be** paid through the VIJEFS at the time you submit your application online. If the applicant elects to submit payment conventionally to the Office of Bar Admissions, the Cashier’s Check or Money Order must be made payable to the “**Supreme Court of the Virgin Islands**” and filed with the Office of Bar Admissions within seven (7) days of the electronic filing of the application. The applicant’s name must be clearly noted in the memorandum section of the check or money order.

APPLICATION FEES

Admission by Motion	There is no filing deadline for Admission by Motion applications	\$2,000.00
Admission by UBE Score Transfer	There is no filing deadline for Admission by UBE Score Transfer applications	\$1,000.00
Admission by Examination:	February Exam: on or before December 1 st	
Late Examination Registration Fee:	July Exam: on or before May 1 st	\$1,000.00
	February Exam: December 2 nd – January 2 nd	\$1,250.00
	July Exam: May 2 nd – June 1 st	(\$1,000.00+250.00)
Examination Retake Fee:	(Per section)	\$500.00

ANCILLARY FEES

Laptop Computer Program (LCP) **\$150.00**
Participation in the LCP is **optional**. Applicants can take the Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT), collectively referred to as the Essay Examination using Examplify provided by ExamSoft Worldwide. Applicants can submit payment through the VIJEFS.

National Conference of Bar Examiners Character and Fitness Investigation Fees
NCBE Character and Fitness Investigation Fees are determined by NCBE. (Credit Card payment must be completed online at NCBE website. Check or Money Order should be made payable to the National Conference of Bar Examiners **and** forwarded **to the Office of Bar Admissions** after the electronic submission of the e-document. Additionally, applicants must electronically file the NCBE Character and Fitness Application and Authorization Form on their existing case. Failure to file a complete Application for Admission to the Virgin Islands Bar will delay the C&F investigation.



Office of Bar Admissions
Supreme Court of the Virgin Islands
Post Office Box 590
St. Thomas, VI 00804