

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

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**Application Finalization Information**

In anticipation of submitting your application online (or if you already have done so and have made payment), the content of your application has to first be finalized which means that no further editing of your typed-in information is allowed after submission. 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 and considered filed with our office until all necessary documents have been uploaded.**

**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 for future reference. All necessary documents referenced below must be scanned and uploaded in “Applicant Documentation” of your account (with the exception of ONLY physical fingerprint cards which must be mailed to our office). The “Applicant Documentation” tab 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.

- Bar Exam Applicants** - Current photo ID (i.e. driver’s license, passport- the photo must also have identifiers to indicate it is you).
  
- Bar Exam Applicants wishing to apply for testing 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 (on-time if you are submitting in the on-time period).* Please note deadline dates indicated in the request.
  
- (Bar Exam Applicants) Currently enrolled law students who are candidates for J.D. degrees must complete the Law School Request for Dean's Certification form.

- All attorney applicants** 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 request with your Certificate of Good Standing, we would prefer that Certificate.
- (All applicants) Complete, sign, and date the Background Check Waiver.
- (All applicants) Oath of Applicant (*must be notarized*).
- (All applicants) Authorization and Release (*must be notarized*).
- (All applicants) Fair Credit Reporting Act Disclosure Statement (*must be notarized*).
- (All applicants) 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. These should not be persons mentioned in your character references of your application.
- (All applicants) If you completed Form 1 (Military Service), attach a copy of your reports of separation.
- (All applicants) Attach all supporting documents required when completing Forms 3, 3A, 4 and 5 (Civil & Criminal). Your application will not be considered complete unless all supporting documents required at the bottom of the form are attached.
- (All applicants) If applicable, sign and notarize Form 7 (Authorization to Release Medical Records).
- (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 68508. 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](mailto:nsc.attyadmissions@nejudicial.gov) and indicate your current mailing address for them to be mailed to. 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

**There is a \$25 processing fee through the website for all below 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 - \$487.50 (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 1<sup>st</sup> (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 - \$100 (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.

## 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](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?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](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) and uploading them to your account under "Applicant Documentation." Please send an email to [nsc.attyadmissions@nejudicial.gov](mailto:nsc.attyadmissions@nejudicial.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 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](mailto:nsc.attyadmissions@nejudicial.gov) or by telephone to Stephanie Ferris directly at 402-471-2834.