

**MOTION FOR ADMISSION BY
TRANSFERRED UBE SCORE**

PACKET COMPLETION CHECKLIST

Please use this checklist to make sure that your application is complete. You need not include the checklist with your application.

- ___ Have you included Motion Form C? (Four-page document).
- ___ Have you signed the motion before a Notary Public?
- ___ Have you included the Petition and Questionnaire for Admission to the Bar of New Hampshire? (Eleven-page document).
- ___ Have you signed page 9 of the petition before a Notary Public?
- ___ Have you signed the Authorization and Release on page 11 of the petition before a Notary Public?
- ___ Have you removed the personal reference form (located at page 12 of the petition and questionnaire) and provided copies to five people who are not related to you by blood or marriage, and, preferably, have known you for at least five years, and instructed them to return the forms directly to our office by mail, email, or fax?
- ___ Have you provided the signatures and printed names of two certifiers on page 10 of the petition, with contact information?
- ___ Have you made arrangements with the National Conference of Bar Examiners to have your MPRE score sent directly to New Hampshire?
- ___ Have you made arrangements with the National Conference of Bar Examiners to have your UBE Score Report sent directly to New Hampshire?
- ___ Have you answered each question fully and legibly, and have you attached supplemental pages or documents when necessary to respond to a question? (Answer “none” or “not applicable” where pertinent).
- ___ Have you included an original and one copy of your motion, the petition and questionnaire, and any attachments?

___ Have you included a check or money order for \$725.00 made payable to the New Hampshire Board of Bar Examiners?

Have you attached to your petition:

___ Two photocopies of your undergraduate diploma, or an original and one copy of a certificate of graduation signed by the college registrar? (Transcripts or reports from online services are not acceptable). (Q. 3 (a)).

___ Two photocopies of your law school diploma, or an original and one copy of a certificate of graduation signed by the law school registrar? (Transcripts or reports from online services are not acceptable) (Q. 3 (b)).

___ A passport size photograph?

If applicable to your petition, have you attached:

___ One original certified copy and one photocopy of an order or other evidence of your name change(s)? (Q. 1 (i)).

___ Two photocopies of military discharge or DD214, whichever is applicable? (Q. 5 (a)).

___ Two photocopies of a certificate of admission from any state, foreign country or district in which you are admitted to the bar?

___ One original and one photocopy of a certificate of the Clerk of Court having jurisdiction over your admission that you are a member in good standing? (must be issued within 6 months of application date). *Note: if the certificate of good standing includes the date of your admission, you need not also provide copies of your certificate of admission.*

If you have not included a required document, please advise by letter with your application, when you expect to be able to provide the document.