

**PETITION AND QUESTIONNAIRE
FOR ADMISSION TO THE NEW HAMPSHIRE BAR**

NOTICE TO APPLICANT:

1. Fill out petition and other forms and sign under oath. Print legibly or use a typewriter.
2. Supreme Court Rule 42 places the burden of proof on the applicant to establish good moral character and states that a finding that the applicant has not met this burden is justified if the applicant fails to answer any question on this form (or any related question propounded by the Committee on Character and Fitness, the New Hampshire Board of Bar Examiners, or the staff of the Office of Bar Admissions). The application will be summarily rejected if all questions on the form are not fully answered. Answer “none” or “not applicable” or with other suitable descriptive wording where pertinent.
3. An applicant seeking admission by motion has the burden of establishing that the jurisdiction that is the basis for the applicant’s motion for admission would allow admission without examination of New Hampshire lawyers under circumstances comparable to those allowed by New Hampshire Rule 42.
4. The applicant’s attention is also directed to the following:
 - a. requirements set forth in New Hampshire Supreme Court Rule 42 (XIII) for completion of the practical skills course.
 - b. requirement created by Supreme Court orders unifying New Hampshire Bar and requiring membership in New Hampshire Bar Association, which includes payment of annual bar dues and Professional Conduct Committee assessment - see also New Hampshire Supreme Court Rule 42A which provides that the non-payment of annual bar dues is grounds for suspension.
 - c. provisions set forth under New Hampshire Supreme Court Rule 50-A requiring all active members of the bar to annually certify compliance with client trust accounting provisions of New Hampshire Supreme Court Rule 50 unless they have filed a notice of declination under rule 50(1)F, Authorization to Financial Institutions, on or before August 1st of each year.
 - d. annual New Hampshire minimum continuing legal education requirements set forth in New Hampshire Supreme Court Rule 53.
 - e. provisions set forth in New Hampshire Supreme Court Rule 55 for annual assessment of members of the New Hampshire Bar Association to fund the Public Protection Fund.
 - f. requirement set forth in New Hampshire Supreme Court Rule 42 (IV)(d) that the oath of admission required by RSA 311:6 must be administered within two years from the time the applicant has been notified of the successful passing of the bar examination or within two years of the date upon which the motion for admission without examination has been granted.

(Additional information on the above requirements is available on the web site of the New Hampshire Supreme Court at <http://www.courts.state.nh.us>.)

5. The completed and signed petition and one photocopy of it must be filed. If the applicant is applying to sit for the bar examination, the applicant must also file a completed and signed [Application for the New Hampshire Bar Examination](#). If the applicant is applying for admission without examination, the applicant also must file a completed and signed motion for admission, [Form A](#) or [Form B](#), and one photocopy of it. If the applicant is applying for admission by transferred UBE score, the applicant also must file a completed and signed motion for admission, Form C, and one photocopy of it. If the applicant is applying as a Webster Scholar, the applicant must also file a completed and signed [Application for Admission Pursuant to Supreme Court Rule 42 \(XI\)](#) and one photocopy of it. Two copies must be submitted of college diplomas or certificates, of law school diplomas or certificates, of military service discharge certificates and of other official documents. Use the checklists provided on the website to assist you in submitting a complete application packet.
6. A passport size photo must be attached.
7. Remove the personal reference form located at page 12 of the petition and questionnaire for admission and provide copies to your five personal references. Instruct your personal references to return the forms directly to this office by mail, fax, or email. DO NOT include the form when you submit your application.
8. All fees related to admission to the bar are non-refundable, except that, if a motion applicant is determined to be ineligible for admission by motion, he or she will be refunded one-third of the motion fee.
9. Successful completion of the Multistate Professional Responsibility Examination (MPRE) is a prerequisite for admission. A scaled score of 79 is required. The applicant's MPRE score must be reported by the National Conference of Bar Examiners directly to New Hampshire. If an applicant has already taken the MPRE but did not request that the score be certified to New Hampshire, the applicant must arrange for the National Conference of Bar Examiners to certify the score to New Hampshire. The website is www.ncbex.org/multistate-tests/mpre/mpre-score-reporting-services/. If the NCBE is no longer reporting the applicant's score, because it is more than fifteen years old, the applicant may provide alternative proof of the score pursuant to Board of Bar Examiner regulations.
10. All application materials should be sent to:

Sherry M. Hieber
General Counsel
N.H. Supreme Court Office of Bar Admissions
4 Chenell Drive, Suite 102
Concord, N.H. 03301
(603) 224-8806
shieber@nhoba.org

(j) Employment:

Employment means all part-time and full-time jobs, including self-employment, externships, internships (paid and unpaid), clerkships, military service, volunteer work, and temporary employment.

List all of your employment for the past 5 years (**attach** additional sheets if necessary).

Position	Name of Employer/ Supervisor	Current street address, city, state, ZIP code	From Mo/Year	To Mo/Year
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Residence.

List every residential address where you have lived for the past 10 years (**attach** additional sheets if necessary).

Address (number, street, city, state, ZIP code)	From Mo/Year	To Mo/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Education.

(a) College or University (include graduate school, but not law school):

Name	City, State	From Mo/Year	To Mo/Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Received degrees? Yes No If yes, what degrees and from which school? _____

Remarks: Honors, etc. _____

Attach one copy of diploma, or an original certificate of graduation signed by the college registrar.

(b) Law School:

Name	City, State	From Mo/Year	To Mo/Year
_____	_____	_____	_____
_____	_____	_____	_____

Received degrees? Yes No If yes, what degrees and from which school _____

Remarks: Honors, etc. _____

Attach one copy of diploma, or an original certificate of graduation signed by the law school registrar. (If you have not yet graduated, provide the documents as soon as you can after your graduation).

4. Have you ever been the subject of any disciplinary investigation, proceeding, or charges at any academic institution, or have you ever been dropped, suspended, placed on probation, expelled or requested to resign from any school, college, university, or law school, or requested or advised by any such school of institution to discontinue your studies? *Note: Do not include academic probation, suspension, or expulsion based on grades.* Yes No

If yes, **attach** an explanation, including the name of the institution and the cause, circumstances and date of each such occurrence and the resolution of the occurrence.

5. Military Service.

Are you now or have you ever been a member of the armed forces of the United States or any other country including the National Guard or any of the reserve components? Yes No

(a) If yes, provide the following information:

i. Dates (periods) of active duty: _____

ii. Branch of Service: _____

iii. Highest rank achieved and Service Number used: _____

iv. If you have been discharged, provide the date and type of discharge: _____

Attach two copies of discharge or DD214, whichever is applicable.

(b) Were any disciplinary charges (formal or informal) instituted against you including, but not limited to, actions under Article 15 of the Uniform Code of Military Justice and/or court martial charges or proceedings? Yes No

If yes, **attach** a statement setting forth the date, the nature of the charge, the facts, disposition of the matter and the location and designation of the military establishment where such proceeding took place.

(c) As a member of the armed services, were you asked to resign or given the opportunity to resign in lieu of judicial or administrative proceedings being instituted or carried out against you? Yes No

If yes, **attach** a statement setting forth a full explanation of the reasons for such action.

6. Credit and tax information.

(a) Provide the following information on any loans that you have.

NAME AND ADDRESS OF LENDER	DATE INCURRED	DATE OF LAST PAYMENT	BALANCE DUE ON LOAN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- (b) Have you ever had a credit card or charge account revoked? Yes No
- (c) Have you ever defaulted on any student loans? Yes No
- (d) Have you had in the past year, any debts or charges that have been more than 90 days past due? Yes No

If the answer to questions 6 (b)(c) and/or (d) is yes, then **attach** the name and address of the creditor, an explanation of the revocation, default, or arrearage, and describe any arrangements that you have made for paying any arrearage or rectifying any default. **Attach** copies of correspondence with any creditor evidencing such arrangements and a copy of a current (within 30 days) credit report.

(e) Have you failed to file any local, state or federal income tax returns as required by law or failed to pay any taxes when due? Yes No If yes, **attach** an explanation of the circumstances and describe any arrangements that you have made to rectify the matter with the taxing authority. **Attach** copies of correspondence with the taxing authority evidencing the arrangements.

7. Civil Proceedings.

(a) Have you ever been a named party to any civil action, including a suit in equity or action at law, bankruptcy or other statutory proceeding, guardianship, competency, divorce, arbitration, mediation or other alternative dispute resolution, or any other civil judicial or administrative proceeding of any kind? Yes No

NOTE: Family law matters, including divorce and/or continuing orders for child support, must be included here.

If yes, please provide the following information:

DATE	COURT NAME & LOCATION	NATURE OF PROCEEDING	CASE CAPTION	DISPOSITION
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- (b) Have you ever had a complaint or action filed against you asserting claims of fraud, deceit, misrepresentation, forgery, or malpractice? Yes No
- (c) Have any judgments or contempt orders ever been entered against you? Yes No
- (d) Are you presently, or have you ever been, in arrears or default in the performance of any court approved agreement, judgment or court order concerning child support? Yes No

If the answer to question 7 (b)(c) or (d) is yes, please **attach** a statement describing the matter, including the caption, date, and the forum in which it occurred, a description of the litigation, the resolution of the matter and **attach** a copy of any relevant orders or pleadings.

- (e) Have you ever filed a petition for bankruptcy for yourself or any entity in which you have an interest? Yes No

If yes, **attach** a statement setting forth the name and complete address of the court involved, the date on which the bankruptcy was filed, a brief description of the circumstances surrounding the petition for bankruptcy, a description of any adversary actions, and **attach** a copy of the schedules of indebtedness, and the discharge order.

8. Criminal Offenses. *NOTE: In answer to questions 8 (a)(b) and (c) below, DO NOT include offenses for which the record of your arrest, conviction, or sentence was annulled after a petition brought by you pursuant to statute was granted.*

- (a) Have you ever been cited for, arrested for, charged with, or convicted of any felony, misdemeanor or violation?
 Yes No *NOTE: Traffic offenses are not addressed here, but in the following sections 8 (b) and (c).*
- (b) Have you been cited for, arrested for, charged with, or convicted of three or more motor vehicle violations during the past fifteen years? (Omit parking violations). Yes No
- (c) Have you ever been cited for, arrested for, charged with, or convicted of any alcohol or drug-related traffic offense?
 Yes No

If the answer to question 8 (a)(b) or (c) is yes, give the following information for each offense:

DATE	COURT NAME & LOCATION	NATURE OF PROCEEDING	DISPOSITION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Has a surety on any bond on which you were the principal been required to pay any money on your behalf? Yes No

If yes, please provide the name and address of the surety, the date and amount of the payment, and describe the circumstances.

10. Have you ever been terminated, suspended, requested to resign, or permitted to resign in lieu of termination from any employment? Yes No

If yes, state the circumstances, the name and current address of the employer and the dates of your employment.

11. Within the past five years, have you asserted any condition or impairment as a defense, in mitigation, or as an explanation for your conduct in the course of any inquiry, any investigation, or any administrative or judicial proceeding by an educational institution, government agency, professional organization, or licensing authority, or in connection with an employment disciplinary or termination procedure? Yes No

If yes, please **attach** an explanation and provide the name and address of the authority before which the issue was raised, and the disposition of the matter.

12. List five personal references who know you well, preferably for at least five years immediately preceding the date of this questionnaire, and to whom you are not related by blood or marriage:

NAME	CURRENT STREET ADDRESS	EMAIL ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Remove the personal reference form at p. 12 of this petition and provide copies to each of your five personal references, instructing them to return the form directly to this office, by mail, fax, or email.

13. Other licenses.

- (a) Have you ever had a license other than as an attorney at law (i.e. a certified public accountant, real estate broker, etc.)?
 Yes No

If yes, please identify the nature of the license, and the dates during which the license was active.

- (b) If the answer to (a) is yes, was your license ever revoked or suspended, or were you ever reprimanded, censured, or otherwise disciplined or disqualified as the holder of the license? Yes No

If yes, describe the circumstances and state the name and address of the authority in possession of the relevant records.

- (c) Have you ever been denied a license for a business, trade, or profession (other than law)? Yes No

If yes, provide the details.

- (d) Have there ever been or are there now any charges, complaints, or grievances (formal or informal) pending concerning your conduct as a member of any other profession? Yes No

If yes, provide the details.

14. PRIOR APPLICATIONS FOR ADMISSION / ATTORNEY DISCIPLINE

(a) List every state or foreign country in which you have ever submitted an application to be admitted to the bar by examination, motion, diploma privilege, or sought reinstatement or readmission. This includes prior applications in New Hampshire, applications in all jurisdictions in which you have ever been admitted, or denied admission, or from which you have withdrawn your application, including the jurisdiction(s) in which you are presently licensed. Provide a brief narrative explanation of the circumstances surrounding any withdrawals or failures to be admitted (other than those due to failing the examination).

- State or foreign country _____

Applied for admission by (circle one): exam motion diploma reinstatement

Dates of all applications made (Mo / Yr) _____

Dates of all examinations taken (Mo / Yr) _____

Admitted or readmitted (Mo/ Day / Yr) _____ Bar Number _____

OR

Not admitted due to (circle one): failed exam withdrew application other _____

- State or foreign country _____

Applied for admission by (circle one): exam motion diploma reinstatement

Dates of all applications made (Mo / Yr) _____

Dates of all examinations taken (Mo / Yr) _____

Admitted or readmitted (Mo/ Day / Yr) _____ Bar Number _____

OR

Not admitted due to (circle one): failed exam withdrew application other _____

- State or foreign country _____

Applied for admission by (circle one): exam motion diploma reinstatement

Dates of all applications made (Mo / Yr) _____

Dates of all examinations taken (Mo / Yr) _____

Admitted or readmitted (Mo/ Day / Yr) _____ Bar Number _____

OR

Not admitted due to (circle one): failed exam withdrew application other _____

- State or foreign country _____

Applied for admission by (circle one): exam motion diploma reinstatement

Dates of all applications made (Mo / Yr) _____

Dates of all examinations taken (Mo / Yr) _____

Admitted or readmitted (Mo/ Day / Yr) _____ Bar Number _____

OR

Not admitted due to (circle one): failed exam withdrew application other _____

NOTE: If you are, or have ever been, admitted in a jurisdiction in a country other than the United States, please provide the name, address, and email address of the attorney disciplinary authority in that jurisdiction.

(b) Have you ever been disbarred, suspended, censured, or otherwise reprimanded or disqualified as an attorney?

Yes No

(c) Have there ever been any letters of complaint, grievances or charges (formal or informal) submitted to any disciplinary authority concerning your conduct or have there ever been, or are there now, any charges, complaints or grievances (formal or informal) pending against you? Yes No

(d) If you answered yes to either (b) or (c) above, provide the following information:

Name of Regulatory Agency _____

Address _____

City _____ State _____ Zip Code _____

Agency Action _____ Date _____

Please explain the circumstances of the complaint and resolution:

(e) Have you ever been sanctioned or disqualified from participating in a case? Yes No

If yes, please provide the following information:

Case No. _____ Case Caption _____

Name and address of Court _____

City _____ State _____ Zip Code _____

Disqualified from Mo/Yr _____ To Mo/Yr _____

Reason(s) for disqualification _____

Attach a copy of the sanction or other disqualification.

15. Other attachments

If you are currently a member of the bar in any state, foreign country, or the District of Columbia, please provide:

- (a) a copy of your certificate of admission from any state, foreign country or the District of Columbia, in which you are admitted to the bar; and
- (b) an original of a certificate of the Clerk of Court having jurisdiction over such admission that you are a member in good standing. *If the certificate of good standing provides your date of admission, you need not provide the certificate of admission.*

16. Do you advocate the overthrow of the Government of the United States or that of any state by force or violence?

Yes No

Signature of Applicant

I have read the foregoing document and have answered all questions fully and frankly. The answers are complete and true to the best of my knowledge. I understand that this questionnaire is of a continuing nature and that I must give full and correct information as of the date of my appearance to be sworn in as an attorney. I will therefore notify the court as to any change regarding any matter addressed in this petition during the entire time that the petition is pending.

Signature of Applicant

State of _____
County of _____

On this _____ day of _____, 20____, before me personally appeared

_____, to me personally known (or satisfactorily proven to be) the person whose name is affixed to the attached questionnaire, and made oath that the statements therein contained are true to the best of his or her knowledge or belief.

NOTARY PUBLIC

My commission expires: _____

**NOTICE TO APPLICANT
CERTIFICATION**

The two signers of the following certificate must be able to attest to the applicant's good moral character. They may be, if necessary, two of the five references furnished in answer to question 14 on page 6. Applicants should provide each certifier with a personal reference form, which the certifier should submitted directly to the Office of Bar Admissions. If the certifier is also a personal reference listed on page 6, only one form is necessary.

1. We are not related by blood or marriage to _____ who is seeking admission to the New Hampshire Bar.
2. We have known the applicant for the number of years shown after our respective signatures, and believe the applicant to be of good moral character.
3. We have no knowledge that the applicant has been guilty of any criminal conduct. Please add a narrative statement if you are aware of criminal conduct but can still attest to the applicant's good moral character.

SIGNATURE OF CERTIFIER	(PRINTED NAME)	Years Known
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ADDRESS OF CERTIFIER

SIGNATURE OF CERTIFIER	(PRINTED NAME)	Years Known
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ADDRESS OF CERTIFIER

AUTHORIZATION AND RELEASE

I, _____, born at _____, on _____,
Name City, State Date

having filed an application for admission to the New Hampshire bar, do hereby consent to have an investigation made by or on behalf of the New Hampshire Board of Bar Examiners, and/or the Character and Fitness Committee of the New Hampshire Supreme Court, as to my moral character, reputation and fitness for the practice of law. I agree to give any further information that may be required in reference to my past record. I understand that if there is an adverse determination by the Character and Fitness Committee, the contents of the report will be disclosed to me; otherwise, I will not be entitled to disclosure of such contents and the same will be privileged.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association or institution having control of any documents, records and other information pertaining to me, to furnish to the Board of Bar Examiners for subsequent use by the Character and Fitness Committee, or directly to the Character and Fitness Committee, any such information, including documents, records, bar association files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the Board of Bar Examiners and/or the Character and Fitness Committee, or any of their agents or representatives, to inspect and make copies of such documents, records, and other information.

I authorize the Board of Bar Examiners and/or Character and Fitness Committee to obtain any information from my official record on file with the Selective Service System, and further authorize the Department of the _____ to furnish my service record for each period of my service; and do hereby consent to and authorize the release of such information by the Selective Service System and the Department of the _____. My serial number was _____.
Army, Navy, Air Force

As an inducement to the Board of Bar Examiners and/or the Character and Fitness Committee to investigate and reach a determination respecting my moral character, reputation and fitness for the practice of law, I hereby release, discharge and exonerate the Board of Bar Examiners and the Character and Fitness Committee, their agents and representatives, from any and all liability of every nature and kind arising out of any such investigation or out of their furnishing, inspection or use of such documents, records, and other information. I understand that anyone providing information in good faith relative to my application is immune from liability under Supreme Court Rule 42(XV)(b).

I have read the foregoing and have given all information fully and frankly. The information is complete and is true of my own knowledge.

Signature of Applicant

State of _____
County of _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public My commission expires: _____

To be provided to Personal References listed on page 6 of the petition and questionnaire and returned by them to this office. DO NOT include this form when you return your petition.

**PLEASE RETURN IMMEDIATELY
BY FAX, EMAIL OR REGULAR MAIL
Authorization and Release Executed by Applicant Is on File in this Office**

**Fax: 603-224-8728
Email: Lschwarzer@nhoba.org
Telephone: (603) 224-8806**

**COMMITTEE ON CHARACTER AND FITNESS
OF THE NEW HAMPSHIRE SUPREME COURT
4 Chenell Drive, Suite 102, Concord, New Hampshire 03301**

Personal Reference's Name: _____

Address: _____ Email: _____

_____ has applied for admission to the Bar of the State of New
[APPLICANT NAME- INSERT]
Hampshire. The applicant has given this Committee your name as a reference regarding the applicant's moral character and general fitness to practice law. Please answer the following questions. If any of your answers are not based on personal knowledge, please state the source of your information.

1. How long have you known the applicant and what is the nature of your acquaintance? _____

2. Do you feel that you know the applicant well enough to accurately assess his or her character? Yes [] No []

3. To your knowledge, has the applicant been arrested, indicted, or convicted of a crime that was not annulled? Yes [] No []
If yes, please explain. _____

4. To your knowledge, has the applicant been a party to a lawsuit? Yes [] No [] If yes, please explain. _____

5. Are you aware of any applicant behavior that evidences a lack of moral character or integrity? Yes [] No []
If yes, please explain. _____

6. If you needed the services of an attorney, would you hire the applicant? Why or why not? What traits does the applicant have that support your response?

7. Do you consider the applicant worthy of trust and confidence? _____

8. Please set forth (on a separate sheet) any facts not previously disclosed in your answers concerning the applicant's background, history, experience, or activities that may have a bearing on his or her honesty, integrity, character or fitness to practice law in New Hampshire.

NOTE: A copy of your reference form may be provided to the applicant. Under NH Supreme Court Rule 42(XV)(b), a person providing information regarding a bar applicant is immune from civil liability for statements made in good faith.

Please sign and date here: _____ Date: _____

Please print name: _____ Telephone: _____