

# *Applying for the Ohio Bar*

*Tuesday, October 5, 2010*

*12:15*

*Room 114*

Bar Registrars:

Charlene Carpenter, [Charlene.Carpenter@UC.Edu](mailto:Charlene.Carpenter@UC.Edu), Room 201N, 556-0070  
Assistant Dean Mina Jefferson, [Mina.Jefferson@Law.UC.Edu](mailto:Mina.Jefferson@Law.UC.Edu), Room 201K, 556-0075

On October 5, 2010, representatives from the Supreme Court of Ohio will be here at the College of Law to present their annual session on how to complete your “*APPLICATION TO REGISTER AS A CANDIDATE*” for the Ohio Bar Exam. Please call the Supreme Court of Ohio at 614-387-9000 with specific questions.

Ohio has a two-part process. The first part (The Application to Register As A Candidate) is available on the Ohio Supreme Court’s website:

<http://www.sconet.state.oh.us/admissions/application/default.asp>

- \* must be completed in your second year of law school.
- \* Flex-time and Joint Degree students should fulfill this requirement after their first year to avoid the late filing fee.

***Fees*** : The Application to Register carries a fee of \$225.00.

- \* Two separate checks (certified check or money order only (*no personal checks*))
  - \$75 (payable to Supreme Court of Ohio)
  - \$150 (payable to NCBE);
- \* Special fees if applicant’s undergraduate or legal education was not received in the US.

***What you will need*** :

- ◆ exact **addresses** of your place(s) of residence.
- ◆ Are you currently involved in any **legal action**? If so, details need to be reported.
- ◆ If you have **traffic violations** you will need to include a driving abstract.
- ◆ Do you have a **juvenile record**?
- ◆ Male students must give their **Selective Service Number**. Website <http://www.sss.gov>.
- ◆ An official copy of your **undergraduate transcript**. Check with Charlene to verify that you sent TWO copies of your transcript to the College of Law when you were admitted. PLEASE NOTE: Charlene can NOT, under any circumstances, allow you to take the only copy in your student file and the Supreme Court will NOT accept a photocopy.
- ◆ In addition to having the final application **notarized**, make sure that you have any additional pages notarized.
- ◆ Make sure you include all **fees**.
- ◆ Make sure you **sign** your application.

***Important Dates***:

- ◆ Begin now to collect your information and complete the application and
- ◆ Turn in Certificate of Dean to Charlene for Dean Oliver’s signature
- ◆ October 5, 12:15pm, Rm 114 = attend info session held by Supreme Court of Ohio
- ◆ October 5, 1:00-2:30pm Fingerprinting (by sliding doors) by Bev Reinhart (\$5 fee)

- ◆ October 27, “Notary Blitz” (on 1<sup>st</sup> floor by 100B)
- ◆
- ◆ November 10, 11:30-1:30pm = Fingerprinting available by sliding doors by Bev Reinhart
- ◆ November 6, Noon = last day to turn in Certificate of Dean to Charlene
- ◆ November 10, Noon = “Notary Blitz” (on 1<sup>st</sup> floor by 100B)
- ◆ November 11, **noon** = turn in completed application to Charlene to be included in the mailing (\$5 fee) (THE BANKS WILL BE CLOSED IN OBSERVANCE OF VETERAN’S DAY–PLEASE PLAN ACCORDINGLY)
- ◆ November 15, 5pm “Application to Register as A Candidate” must be received by the Supreme Court of Ohio)

***Fingerprints/Cards:*** are available from Charlene, Bev Reinhart, or the Supreme Court.

Options for fingerprinting:

- \* Bev Reinhart-immediately following the info session, by the sliding glass doors (also on Nov.10th. Her fee is \$5 (payable by cash or check).
- \* UC Campus Police station (you must call ahead)
- \* Hamilton County Justice Center.
- \* Some local police stations are still able to do the ink prints (you should call to verify).

### ***Turning in Your Application and Mailing:***

- \* To Charlene (by noon on November 11)
- \* In Person to the Admissions Office (by 5:00 on November 15)

Please note: the ***receipt*** date, *not the postmark*, applies to all submissions to the bar.

Charlene will mail applications (\$5/student (cash or personal check made payable to UC)) which guarantees your packet will be received on time by the Supreme Court. Submit **your completed packet** to Charlene by **noon, November 11**.

If you would like to mail or hand-deliver the application yourself, the address is:

Supreme Court of Ohio, Admissions Office  
65 South Front Street, 5<sup>th</sup> Floor  
Columbus, Ohio 43215-3431

### ***Cautionary Notes:***

- 1) Make sure you keep a copy of the completed application!
- 2) Make sure, if you mail the application yourself, to send the packet by guaranteed mail or delivery service and keep the tracking/tracing number with your copy.

***After turning in your application:*** The Supreme Court Admissions Office will send a receipt to you. **Do Not Throw This Receipt Away.** Keep it with your copy. This is your identification number with the Supreme Court. You will need this number when contacting the Admissions Office. **You will also need this number to be admitted to take the bar exam.**

***Special Testing Accommodations:*** If you would like to review the policy on Applicants with Disabilities, or if you have questions, you should contact the Admissions Office at 614-387-9000 or visit their website at <http://www.sconet.state.oh.us/Admissions/#disa>.

***Questions:*** You may see Charlene (Rm 201N) regarding forms and turning in the completed application. For questions regarding special circumstances or character issues you may talk with Assistant Dean Mina Jefferson (Rm 201K) or you may call the Supreme Court at 614-387-9000.