

INSTRUCTIONS FOR APPLICATION TO TAKE THE FEBRUARY 2002 CALIFORNIA BAR EXAMINATION

Please carefully read these instructions. Each applicant must be aware of all of the requirements that follow and comply with all those that are applicable. The completed application **must be typewritten or legibly printed in ink.** A separate application must be filed for moral character determination.

CALIFORNIA BAR EXAMINATION: GENERAL BAR EXAMINATION AND ATTORNEYS' EXAMINATION

The California Bar Examination consists of the General Bar Examination and the Attorneys' Examination. The General Bar Examination has three parts: six essay questions, the Multistate Bar Examination (MBE), and two performance tests (PT'S). The parts of the examination may not be taken separately, and California does not accept the transfer of MBE scores from other jurisdictions. On Tuesday and Thursday applicants will have three hours to answer each set of three essay questions, which are administered during the morning sessions, and three hours for each PT, which are administered during the afternoon sessions. The MBE will be administered on Wednesday.

The examination for those applicants who have applied for and are eligible to take the Attorneys' Examination will be administered on Tuesday and Thursday. It will consist of the six essay questions and two PT's from the General Bar Examination. **Applicants admitted to the Attorneys' Examination will not be permitted to take the Multistate Bar Examination.** Written notification of an attorney's decision to take the General Bar Examination instead of the Attorneys' Examination or to take the Attorneys' Examination instead of the General Bar Examination must be received in the Office of Admissions on or before **the first business day of the month in which the examination is administered.** It will not be possible to allow a change after that date, and **applicants must pass the examination assigned.**

The examination for all applicants begins at 9:00 a.m., Tuesday; however, applicants must be seated no later than twenty minutes before the beginning of the examination so that instructions may be given.

Essay Questions

Each three-hour essay session consists of three essay questions. This part of the examination is designed to measure an applicant's ability to analyze legal issues arising from fact situations. Answers are expected to demonstrate the applicant's ability to analyze the facts of the question, to tell the difference between material facts and immaterial facts, and to discern the points of law and fact upon which the question turns. The answer must show knowledge and understanding of the pertinent principles and theories of law, their qualifications and limitations, and their relationships to each other. The answer should evidence the applicant's ability to apply the law to the given facts and to reason in a logical, lawyer-like manner from the premises adopted to a sound conclusion. An applicant should not merely show that they remember the legal principles, but should demonstrate his/her proficiency in using and applying them.

Performance Test Questions

Performance test questions are designed to test an applicant's ability to understand and apply a select number of legal authorities in the context of a factual problem. Each question consists of a file and library, with instructions advising the applicant what task(s) should be performed. In addition to measuring an applicant's ability to analyze legal issues, performance test questions require applicants to: 1) sift through detailed factual material and separate relevant from irrelevant facts, assess the consistency and reliability of facts, and determine the need for and source of additional facts; 2) analyze the legal rules and principles applicable to a problem and formulate legal theories from facts that may be only partly known and are being developed; 3) recognize and resolve ethical issues arising in practical situations; 4) apply problem solving skills to diagnose a problem, generate alternative solutions, and develop a plan of action; and, 5) communicate effectively,

whether advocating, advising a client, eliciting information, or effectuating a legal transaction. Performance test answers are graded on the applicant's responsiveness to instructions and on the content, thoroughness, organization and persuasiveness of written tasks.

Multistate Bar Examination (MBE)

The Multistate Bar Examination (MBE), which is administered on Wednesday, is developed by the National Conference of Bar Examiners (NCBE). This portion of the examination is an objective six-hour examination containing 200 questions, which is divided into two three-hour sessions during which 100 questions are administered. The MBE tests six subjects: Constitutional Law, Contracts, Criminal Law, Evidence, Real Property, and Torts. A "Bulletin of Information for Applicants" concerning the Multistate Bar Examination (MBE) is available through the NCBE or by writing the Office of Admissions.

TEST CENTERS

Applicants must select the test center in which they wish to take the examination. Only a limited number of applicants can be accommodated at each test center. Priority of assignment to the test centers will be based upon the time of receipt of **completed** applications. When the test center given first preference is full, the second choice or third choice will be assigned. If all three choices are full, applicants will be assigned to the closest available test center. Eligibility for test centers will be restricted as indicated on the "Addendum to Instructions for Application to take the California Bar Examination" (**Addendum**).

Smoking is prohibited at test centers located in buildings that do not allow smoking in accordance with city ordinance.

Applicants should carefully select the test center at which they wish to take the examination and

enter the name on the line and the code in the space provided on page 3 of the application form.

Test center changes will only be considered upon petition showing good cause. Applicants wishing to change the test center to which they have been assigned must submit a written request and such request must be received in the Los Angeles Office of Admissions no later than **the date specified on the Addendum**.

PILOT PROGRAM PERMITTING THE USE OF LAPTOP COMPUTERS

A pilot program permitting the use of laptop computers by a limited number of applicants at specially designated test centers will be administered during the Feb 2002 California Bar Examination. Please see "Instructions Regarding the Pilot Program Permitting the Use of Laptop Personal Computers" for more information.

Payment of the typing fee is required to participate and if an applicant subsequently determines to withdraw from the program, the fee will not be refunded.

NOTICE

All applications are processed in the Los Angeles Office of Admissions. **Applications sent "CERTIFIED MAIL" must be addressed to:**

Office of Admissions
The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639

or

Office of Admissions
The State Bar of California
1149 South Hill Street
Los Angeles, CA 90015-2299

Do not send certified mail or any other special method of delivery to the address stated on the envelope enclosed with the application packet.

Inquiries regarding the status of an application should be made in writing rather than by telephone.

SELECTION OF APPLICANT STATUS

Each applicant must indicate under question 1.3 whether he/she is applying as a General Applicant for the General Bar Examination, Attorney Applicant for the General Bar Examination or an Attorney Applicant for the Attorneys' Examination.

General Applicants: All applicants who have fulfilled the legal education requirements of Rule VII of the *Rules Regulating Admission to Practice Law in California (Rules)*, but have not been admitted to practice law in any jurisdiction including jurisdictions other than those in the United States, are classified as General Applicants and must take the General Bar Examination.

Attorney Applicants: All applicants who have been admitted to practice law before the highest court of any sister state in the United States or before the highest court of any state or country other than the United States are classified as Attorney Applicants. All Attorney Applicants, whether taking the General Bar Examination or Attorneys' Examination, are subject to the fees for attorneys.

TIMELY FILING/LATE FEES

For the purpose of determining the need for a late filing fee and the amount, if required, see **Addendum**. An application will not be deemed filed until the proper fees are paid. For an application to be considered filed on a particular date, it must have been postmarked by the filing deadline.

Applicants repeating from the most recent examination have separate filing deadlines and will receive application materials with their result packets.

APPLICATION ACKNOWLEDGMENT

An application acknowledgment letter will be sent 2-4 weeks after receipt of an application. Applicants who do not receive an acknowledgment letter should contact the Los Angeles Office of Admissions.

RETURNED CHECKS

A charge will be assessed when checks are not negotiated and are subsequently returned.

Any late filing fee in effect at the time the check is covered will also be required. Stopping payment on a check or dishonoring a check does not constitute withdrawing from an examination. Applicants who do so will be required to return the fees and pay any additional fees required with a money order or cashier's check prior to being allowed to take any future examination.

REGISTRATION

Any person submitting an Application to Take the California Bar Examination must have registered as a law student or as an attorney applicant with the Committee of Bar Examiners (Committee) prior to submitting the application. If an applicant has not done so, a separate "**Registration**" form must be

completed and filed with the appropriate registration fee and late fee. Registration online is available through the State Bar's Web Site at www.calbar.org. The Registration Form can also be obtained from the State Bar's Office of Admissions or California law schools (law student registration only) and it may be filed simultaneously with the application to take the California Bar Examination.

REPEATERS

A new application must be completed and filed with the appropriate fees for each examination. Unless additional formal study is undertaken, further proof of law study need not be filed.

COMPLETION OF APPLICATION

Before filing the application, it should be checked to confirm that all questions have been answered, it is signed and the correct fees are included. Any application not meeting these requirements is considered incomplete, will not be considered filed and will not be processed until it is brought to a complete status.

If an application is considered incomplete, and the application or part of the application is returned for completion, an additional fee of \$20.00 will be required upon completion of the application if the application is not brought to a complete status within the specified time frame.

Applicants should retain a copy of their completed application for reference in the event that another application must be filed in the future.

PROOF OF LAW STUDY

Proof of law study must be filed for all first-time applicants for the General Bar Examination in order to establish their academic eligibility for that examination.

After the application has been filed, a bar-coded Law School Certification form will be sent to all law schools attended by the applicant. Law schools must certify that the applicant has fulfilled the legal education requirements set forth in Rule VII of the *Rules* and return the form to the Los Angeles Office of Admissions. Applicants will be allowed to take the examination based upon certification by the law school that the applicant has met the pre-legal and legal education requirements.

The school must also submit a certified law school transcript. It can be submitted with the certification or separately no later than 40 days following administration of the examination. Failure to do so will result in delay in the applicant's certification to the Supreme Court for admission to practice law in California. If an applicant's law school requires that the applicant personally request transcripts and/or pay a transcript fee, the applicant will need to

fulfill the requirements for the release of the required transcripts.

FOREIGN EDUCATED (NON-ATTORNEY) ELIGIBILITY

First-time applicants whose legal education was obtained outside the United States and who are not admitted to practice law in that foreign jurisdiction must request an evaluation from the Office of Admissions for a determination of eligibility for the bar examination. It is recommended that this be done before filing the application for the examination to avoid paying the application fee, a portion of which is not refundable if the applicant is not eligible for the examination.

Applicants whose legal education was obtained in non-common law of England jurisdictions and who are not admitted to practice law in a foreign jurisdiction are not eligible to take the General Bar Examination without completing additional law study. Such applicants must contact the Eligibility Section of the Office of Admissions for further information regarding qualification to take the bar examination.

ATTORNEY ELIGIBILITY

An applicant who has been admitted as an attorney in another United States jurisdiction or to the highest court of a foreign jurisdiction is considered an attorney applicant. He/she must submit proof of admission, such as a Certificate of Good Standing, to the Los Angeles Office of Admissions. All attorney applicants must indicate on the application whether they are applying to take the General Bar or Attorneys' Examination.

Attorney applicants admitted in the United States for less than four years and those admitted in the United States, but not in good standing in the jurisdiction to which admitted, must apply to take the General Bar Examination as attorney applicants. Applicants admitted in foreign jurisdictions are not eligible to take the Attorneys' Examination and must apply to take the General Bar Examination.

Attorney applicants admitted in the United States who submit proof that they have been active members in good standing for at least four years immediately preceding the filing of their application to take the examination may elect to take the Attorneys' Examination. Once an attorney applicant is determined eligible to take the Attorneys' Examination, he/she must immediately notify the Committee regarding any status change in membership to the bar of any jurisdiction to which admitted. Upon notification, a determination must be made as to whether the applicant's eligibility for the Attorneys' Examination is affected.

THOSE DEEMED TO BE INELIGIBLE

Applicants for an examination who are subsequently found not to have completed the requisite legal education will be deemed ineligible. Such applicants are entitled to a 60% refund of all fees paid in connection with the examination. **No refund will be processed unless academic deficiency is substantiated by certified law school transcripts, and such transcripts indicating all law study completed must be received by the Office of Admissions no later than 15 days after the last day of administration of the bar examination.**

Those applicants who will not meet their school's graduation requirements prior to the administration of the examination, but who meet the requirements of Rule VII, Section 2(b) of the *Rules* for eligibility to take the Bar Examination will be considered eligible and **will not** be entitled to a refund of fees due to ineligibility.

WITHDRAWALS/ABSENCES/INELIGIBLES

In order to withdraw from the examination, the Withdrawal Form on Page 8 of these instructions must be used, or a letter may be sent to the Los Angeles Office of Admissions. An applicant who withdraws from the examination or is absent, or is deemed ineligible, or takes only a portion of the examination and then requests that his/her examination answers not be graded, **must request an application for the next examination** for which he/she wishes to apply when such applications are available. Such applicants are subject to the same filing deadlines as applicants who did not take the previous examination.

Request for reinstatement of an application will be honored only if accompanied by all appropriate fees including the current late filing fee in effect at the time of reinstatement. No requests for reinstatement will be honored after the first business day of the month in which the examination is administered.

WITHDRAWAL REFUND POLICY

General Bar and Attorneys' Examination:

1. Withdrawal of applications and requests for refunds postmarked or received within 30 days after the deadline for timely filing, both by those who took the previous examination and those who did not take the previous examination, will be honored with a 60% refund of all fees paid in connection with the subject examination (see **Addendum**).

2. Withdrawal of applications and requests for refunds postmarked or received within 45 days after the deadline for timely filing, by first time applicants, will be honored with a 30% refund of all fees paid in connection with the subject examination (see **Addendum**). This

deadline also applies to those applicants who have previously taken an examination but who did not take the most recent examination.

Withdrawal of applications and requests for refunds received within 35 days after the deadline for timely filing by applicants seeking to repeat the examination, having been unsuccessful on the examination last administered preceding the examination into which current admission was sought, will be honored with a 30% refund of all fees paid in connection with subject examination (see **Addendum**).

3. Requests for refunds postmarked or received in excess of 45 days after the deadline for timely filing, by first time applicants and applicants who have previously taken an examination but who did not take the most recent examination, will not be considered.

Requests for refunds filed in excess of 35 days after the deadline for timely filing by applicants seeking to repeat the examination having been unsuccessful on the examination last administered preceding the examination into which current admission was sought, will not be considered.

The transfer of fees from one examination to another is prohibited.

Refunds requested due to hospitalization, death or call to active duty in the armed forces of the United States will be considered in accordance with the Committee's refund policy. A copy of the policy is available upon request.

ADMINISTRATIVE PROCESSING FEE

Applications submitted with incorrect fees will be held without processing until the required fees are received by the Office of Admissions. If the applicant does not submit the appropriate amount by the final filing deadline, the applicant will receive a refund of fees submitted minus an administrative processing fee (see **Addendum**).

CHANGE OF ADDRESS

Please notify the Office of Admissions **in writing** of any address change on or before **the date specified in the Addendum**. Any address change received after that date cannot be processed in time for the change to appear on the admittance card.

CHANGE - WRITING/TYPING

All requests to change from writing to typing the examination must be in writing, must be received on or before **the date specified in the Addendum** and must be accompanied by the

applicable fee. Any request to type submitted after filing an application must be accompanied by a late filing fee.

CRUCIAL INFORMATION FOR TYPISTS

Applicants who wish to type the examination must select a typing test center and pay the additional non-refundable fee. This fee is **not** required from those applicants with disabilities who are granted testing accommodations.

In addition to standard typewriters, certain word processing typewriters and word processors also may be used. Applicants must furnish their own typewriters or word processors. Please refer to the **Addendum** and special bulletin regarding the use of typewriters and word processors during the California Bar Examination.

Applicants who wish to use electric type-writers or word processors will be permitted to do so with the understanding that **the Committee does not assume responsibility for any power failure or for machine malfunction. Applicants using electric typewriters or word processors must be prepared to continue the examination by writing in the event of any power failure, whether the failure is widespread or limited.** Applicants using word processors should save their work product frequently. If the power fails during an examination session, it may not be restored during that session, and if an applicant loses power to his/her typewriter or word processor, the applicant must finish the examination session by writing and must not create a disturbance by attempting to either persuade the proctors to have repairs made or to make his/her own repairs.

Applicants should have their typewriters and cords tested to be sure that they will not draw more than 1.25 AMPS. Blown fuses will not be replaced during an examination session. Applicants may not use their own power strips or back-up power supply system that requires the use of an outlet.

The outlets provided are not to be used for anything other than an electric typewriter or word processor, i.e. no battery chargers, lamps, etc. Applicants may not have more than one typewriter plugged in at any one time. No extra time or any other consideration will be allowed for power failure or interruption or for any mechanical breakdown of any typewriter.

The Committee does not accept any responsibility for the loss or damage of personal property, including typewriters or word processors.

USE OF SOUND SUPPRESSION EQUIPMENT

The use of any material or equipment for the purpose of sound suppression during the

administration of the examination, other than "ear plugs" or plastic material normally associated with the sport of swimming for the general purpose of blocking the entry of liquids into the ear, requires that the applicant file a testing accommodations petition (see below).

TESTING ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

Applicants with disabilities are encouraged to make arrangements for testing accommodations well in advance of an examination and should file a petition no later than at the time an application to take an examination is filed.

Testing accommodations are available to individuals with a mental or physical disability as defined under the American with Disabilities Act of 1990, that limits them from taking and passing an examination in a manner that is comparable to all other applicants. Depending on the nature of the disability, accommodations may include assistants (i.e. readers, helpers, etc.), wheelchair access, permission to dictate, customized timing, separate testing room, customized examination materials (i.e. braille, large print, etc.), and permission to bring and use specific items or medical aids. The Committee does not offer or recommend to any applicant specific types of accommodations. The applicant and his/her physician/specialist should request what they think is necessary to allow the applicant to compete on an equal basis with all other applicants.

The following documentation on the Committee's forms is required to process a request:

- a. Petition stating specific arrangements requested;
- b. Medical certification/doctor's statement or appropriate specialist's statement;
- c. Law school statement explaining any accommodations provided to the applicant during law school; and, if applicable,
- d. Other jurisdiction statement explaining any accommodations provided to the applicant during that jurisdiction's bar examination.

The Committee's policies, procedures and forms to file a petition for testing accommodations are available upon request.

ALL petitions must be filed separately from the application for the examination and must be on the Committee's forms. Petitions must have all required documentation included at the time of filing; otherwise, processing will be

delayed. Applicants who previously received accommodations and would like the same or different accommodations on a future examination, must submit their requests separately from their bar examination applications and on forms provided by the Committee by the established deadlines. See Addendum for deadlines. DEADLINES WILL NOT BE EXTENDED.

ITEMS ALLOWED INTO TEST CENTERS

Items allowed into test centers without prior approval are inhalers, medication, back supports, wrist braces/splints, seat cushions, footstools, and pillows and ear plugs as specified in these instructions, subject to inspection by staff.

ITEMS NOT ALLOWED INTO TEST CENTERS – FOOD, BEVERAGES, ETC. PROHIBITED

Applicants are not permitted to bring beverages and/or food into the examination room. Additional items specifically not allowed into test centers include, but are not limited to, such things as such as backpacks, purses, notes, beepers, hand-held computers, cell phones, and baseball caps or other types of hats. Applicants with disabilities that require immediate access to these items, must file a testing accommodations petition in accordance with the established policies and procedures.

PICTURE ID REQUIRED

During the first day of the administration of the examination, applicants will be asked to show a photograph ID card (Driver's License, California Identification Card, Passport or photograph employment badge) for the purpose of verification of identity. **Applicants must carry this photograph identification card at all times during the examination. Applicants who fail to provide such identification prior to the close of the second day of the administration of the examination will not be allowed to continue the examination and their examination papers will not be graded.**

ADMITTANCE CARDS

Admittance cards are mailed to eligible applicants beginning **fourteen (14) days** prior to the administration of the examination. Any applicant not receiving an admittance card by **the Monday of the week prior to the examination** and who has not otherwise been notified of being ineligible, must contact the Office of Admissions to secure a duplicate card.

INFORMATION REGARDING GRADING

A phased grading procedure is used to grade the examination. To pass the examination in the first phase of grading an applicant must have a total scaled score (after one reading) of at least 1466 out of 2000 possible points.

Those with total scaled scores after one reading below 1390 fail the examination.

If the applicant's total scaled score is at least 1390 but less than 1466 after one reading, that applicant's examination is read a second time by a different set of readers. If the applicant's averaged total scaled score after two readings is 1440 or higher, that applicant passes the examination. If the averaged grade is less than 1412, that applicant fails the examination. If after two readings the averaged total rounded scaled score is at least 1412 but less than 1440, or if the applicant received a single read score of more than 1440 but less than 1466, that applicant's examination is automatically sent to reappraisal where a member of the Board of Reappraisers determines whether the examination as a whole merits a pass.

The Committee utilizes a grading procedure designed to assure that the difficulty of passing the examination remains unchanged from examination to examination. The statistical technique, called scaling, converts scores on the written section to the same scale of measurement as the MBE. Since the MBE is an "equated" examination (whose scores are adjusted to control examination to examination variations in test difficulty), converting the written section to the MBE scale results in an overall examination which remains at a constant difficulty level, regardless of the differences in the degree of difficulty of the questions from examination to examination and differences in the leniency of the grading from one examination to the next. The examination has two parts: the MBE, which accounts for 35 percent of the total possible score, and the written section, which accounts for 65 percent. Scaling assures that the two sections of the examination carry the relative weights assigned to them.

California adjusted MBE scores are reported on a scale ranging from 0 to 2000 points. On the written section of the examination, applicants are graded initially on a basis of 1000 possible points: 100 points for each of the six essay questions and 200 points for each of the two performance tests. The scores obtained on the written section of the examination are then translated to the 2000-point MBE scale.

An applicant's total score is the equated MBE score (on the 2000-point scale) multiplied by .35 plus the converted score on the written section multiplied by .65.

Attorney applicants who take the Attorneys' Examination also have their scores on the written section placed on the same scale of measurement as general applicants, but as they are exempt from the MBE, their pass/fail status is based solely on the written section.

DO NOT GRADE POLICY

During administration of the examination, an applicant may request that his or her examination answers not be graded. Each such request shall be granted and the applicant shall not be deemed to have attempted the examination if the applicant has made the request on a form provided by the Committee and if the completed form is received by the staff administering the examination at or before the time the requesting applicant has completed the examination to which the request pertains. A request that an applicant's examination answers not be graded shall not be granted unless it complies with these procedures.

BAR EXAMINATION STUDY AIDS

Materials that might be of assistance to applicants in determining what the Committee desires in an answer to a bar examination question are available in the form of Essay Questions and Selected Answer booklets, Performance Tests and Selected Answer booklets and Multistate Bar Examination Question booklets. See **Addendum** for additional information regarding current booklets available and costs.

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION

In addition to passing the California Bar Examination, applicants for admission to practice law in California must take and pass the Multistate Professional Responsibility Examination (Rule VIII of the *Rules*). The required minimum score on the Multistate Professional Responsibility Examination in California is an unrounded, scaled score of 79.00. **A separate application must be filed for that examination. This application may be obtained from the National Conference of Bar Examiners or from California law schools.** All questions concerning the administration and/or grading of this examination should be directed to the offices of the National Conference. An applicant must have registered with the Committee as a law student or attorney prior to having the score transferred to ensure that the score is appropriately recorded.

It is necessary for an applicant to request that the National Conference of Bar Examiners report his/her score to California. **Simply being a California applicant or resident will not cause this to occur. To ensure the accurate reporting of scores, an applicant's California registration number is required on the score report form.** For applications and other information, applicants should contact:

NATIONAL CONFERENCE OF
BAR EXAMINERS
MPRE Application Department
Post Office Box 4001
Iowa City, IA 52243

PHONE: (319) 337-1287

MORAL CHARACTER DETERMINATION

In addition to passing the required examinations, applicants seeking admission to practice law in California must file an Application for Determination of Moral Character. The application is a separate form and initiates the moral character review process. That application may be filed at any time but applicants should be aware that the review process is very time consuming and will usually take up to 180 days to complete. Applicants are not eligible for admission until a positive moral character determination has been made and all other admission requirements have been met.

An attorney who has been admitted to practice law in any sister state or in any jurisdiction, territory, dependency or possession that the United States now holds or hereafter acquires or who has been admitted to practice in any foreign jurisdiction, but who is not in good standing in any such state, jurisdiction, territory, dependency or possession because of having been suspended or disbarred from practice as a result of a disciplinary proceeding may not file an Application for Determination of Moral Character while so suspended or disbarred.

CHILD SUPPORT STATE LICENSING MATCH SYSTEM

Applicants who have met all other requirements but who have been certified by the State Department of Social Services as being in non-compliance with court ordered child or family support will not be certified to the Supreme Court as qualified to practice law in California unless the appropriate release has been obtained. See Section 8, Rule II of the *Rules*.

TIME LIMITATIONS FOR ELIGIBILITY FOR CERTIFICATION

No applicant shall be eligible for certification to the Supreme Court of California for admission to practice law unless such certification shall have been made and the applicant shall have taken the attorney's oath of office within five years after the last day of the California Bar Examination at which the applicant was successful, unless for good cause in a particular case the Committee extends such time limitation.

ADDRESS CHANGE AND RELEASE OF RESULTS

Applicants should notify the Office of Admissions in writing of any address changes following the filing of the application. Results from the examination will be mailed to the address of record as of the first day of the scheduled date of release. Address changes received after that date will not be processed

for purposes associated with the mailing of results.

Results from the February administration of the examination are scheduled for mailing the Friday before the Memorial Day holiday and results from the July administration are scheduled for mailing the Friday before the Thanksgiving holiday. Beginning at 6:00 p.m. on the date the results are mailed, results will be available to applicants through the Internet. Applicants will be able to access the State Bar's Home Page, enter their registration and application numbers to find whether their names appear on the pass list. Application numbers are assigned following receipt of completed application forms and communicated to applicants on the admittance tickets for the examination. The tickets should be retained by the applicants after the examination is administered to enable easy access to those numbers at the time results are released. The State Bar's Home Page address is <http://www.calbar.org>.

If admittance tickets are lost, requests for application numbers for the purpose of accessing the pass list through the State Bar's Home Page must be in writing and the numbers will not be released over the telephone.

RULES REGULATING ADMISSION TO PRACTICE LAW IN CALIFORNIA

The Application to Take the California Bar Examination will be processed in accordance with the *Rules*. If you wish a copy of the current *Rules*, you may request one through the Office of Admissions or you can access the *Rules* through the Internet by visiting the State Bar's Home Page at <http://www.calbar.org>

SCOPE OF THE CALIFORNIA GENERAL BAR EXAMINATION AND ATTORNEYS' EXAMINATION

The examinations are structured so that applicants may be required to answer questions involving issues from all of the subjects listed below.

1. Civil Procedure
2. Community Property
3. Constitutional Law
4. Contracts
5. Corporations
6. Criminal Law and Procedure
7. Evidence
8. Professional Responsibility
9. Real Property
10. Remedies
11. Torts
12. Trusts
13. Wills and Succession

Instructions Regarding Professional Responsibility

Performance tests and/or essay questions may test knowledge of the California Rules of

Professional Conduct, relevant sections of the California Business and Professions Code, and leading federal and state case law on the subject in addition to the ABA Model Rules of Professional Conduct and ABA Model Code of Professional Responsibility. Professional responsibility issues may be included in conjunction with any subject tested on the examination.

The Multistate Professional Responsibility Examination is a separate requirement for admission to practice law in California.

Instructions Regarding Wills and Succession

Applicants are expected to be familiar with the following provisions of the California Probate Code and understand California law in the specific areas noted:

Division 2. General Provisions

Part 1. Effect of Death of Married Person on Community and Quasi-Community Property, Sections 100-103

Part 3. Contractual Arrangements Relating to Rights at Death, Sections 140-147, 150

Part 5. Simultaneous Death, Sections 220, 222-224

Part 6. Distribution Among Heirs or Beneficiaries, Section 240

Division 6. Wills and Intestate Succession

Part 1. Wills

Chapter 1. General Provisions, Sections 6100, 6101, 6104, 6105

Chapter 2. Execution of Wills, Sections 6110-6113

Chapter 3. Revocation and Revival, Sections 6120, 6121, 6123

Part 2. Intestate Succession, Sections 6400-6402

Part 3. Family Protection

Former Chapter 5. Spouse and Child Omitted from Will, Former Sections 6560-6562, 6570-6573 [for decedents dying prior to January 1, 1998]

Division 11. Construction of Wills, Trusts and Other Instruments

Part 1. Rules of Interpretation of Instruments, Sections 21105, 21109, 21110, 21137

Part 6. Family Protection: Omitted Spouses and Children [for decedents dying on or after January 1, 1998]

Chapter 2. Omitted Spouses, Sections 21610-21612

Chapter 3. Omitted Children, Sections 21620-21623

Uniform Commercial Code

The following provisions of the Uniform Commercial Code should be used where pertinent in answering the essay questions:

- a. All of Article 1;
- b. All of Article 2;
- c. Those provisions of Article 9 concerning Fixtures

FURTHER COMMUNICATION

The Committee requests that inquiries be submitted in writing to the appropriate address listed below. This will enable the staff to review your file prior to responding and provide for precise rather than generalized responses. If an inquiry relates to a genuine emergency and requires immediate attention, the telephone numbers listed are provided for assistance in such circumstances.

Office of Admissions
The State Bar of California
1149 S. Hill Street
Los Angeles, CA 90015-2299

-or-

Office of Admissions
The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639

	<u>Los Angeles</u>	<u>San Francisco</u>
Recorded General Information/Application Requests	(213) 765-1550	(415) 538-2300
Forms/Study Aids Requests	(213) 765-1520	(415) 538-2303
Law Student/Attorney Registration	(213) 765-1500	(415) 538-2303
Petitions	(213) 765-1500	(415) 538-2303
Testing Accommodations		(415) 538-2185
Other Information	(213) 765-1500	(415) 538-2303
TDD Numbers	(213) 765-1566	(415) 538-2231

The Office of Admissions is open for the transaction of business between the hours of 8:45 a.m. and 5 p.m., Monday through Friday, holidays excepted. Cash, cashier's checks, travelers checks, money orders and personal checks will be accepted between 8:45 a.m. and 4:30 p.m. From 4:30 p.m. to 5 p.m., only personal checks will be accepted.

Information concerning the State Bar of California, the admissions process and applying on-line is available on the State Bar's Home Page through the Internet at <http://www.calbar.org>.

IMPORTANT

Before mailing your application, please check the following:

- G Is the **correct** fee included?
- G Are three test center names and codes correctly indicated on your application?
- G Is each question answered fully and completely?
- G Is the application signed?

Any necessary attachments should be stapled to the front cover of the application.

A completion fee will be charged for any application which is found to be incomplete in any way (see Addendum).

TEST CENTER CHANGE FORM

Name

Registration No.

Address

City, State, Zip Code

Test center changes will only be considered upon petition showing good cause. Requests must be received in the Los Angeles Office of Admissions on or before the first business day of the month in which the examination is administered. All requests to change from writing to typing must be accompanied by a non-refundable fee of \$79.00, payable to The State Bar of California.

Please indicate below your current and desired test center.

NAME	CODE
FROM	
TO	

Signature _____

Telephone _____

Date _____

OFFICE USE ONLY	
TEST CENTER CHANGE	
Date Received: _____	
Recommendations: _____	
Grant G	Deny G
From: _____	To: _____
Signature of Approval: _____	