



**PROCEDURES REGARDING REQUESTS FOR ADMINISTRATIVE REVIEW
BY THE COMMITTEE OF BAR EXAMINERS OF ADVERSE
DETERMINATIONS OF MORAL CHARACTER**

- A. An applicant notified of an adverse determination of moral character by staff may submit a written request for administrative review by the Committee of Bar Examiners (Committee) within 30 days of the date of the notice of the State Bar's determination.
- B. The request for administrative review may be submitted via email, the [Applicant Portal](#), or sent to:
- Moral Character Determinations Unit
Office of Admissions
The State Bar of California
180 Howard Street
San Francisco, CA 94105
ATTN: PROGRAM MANAGER, MORAL CHARACTER DETERMINATIONS
- C. An applicant's request for administrative review by the Committee must contain a concise statement (1) describing the applicant's relevant background and the moral character issues raised by staff, (2) expressing the reasons why the determination by staff should be reviewed, and (3) describing the applicant's rehabilitative efforts. Supplemental materials may be included with the request.
- D. Upon receipt of the request for administrative review, the program manager will promptly deliver the applicant's request for administrative review, a complete copy of applicant's moral character application, and a copy of the informal conference recording, unless the applicant elected not to participate in an informal conference, to the chair of the Moral Character Subcommittee.
- E. The chair of the Moral Character Subcommittee will designate a panel of two members of the Moral Character Subcommittee, or of the Committee if members of the Moral Character Subcommittee are unavailable, to conduct the administrative review. At least one member of the panel will be a licensee of the State Bar of California.
- F. Within 60 days of receipt of the request for review, the panel will review the entirety of the record including the informal conference recording and any supplemental material provided by the applicant at the time of the request for administrative review.

- G. The panel may request additional information from the applicant or the State Bar. Administrative reviews by the Committee are intended to be limited to a review of the record. In exceptional circumstances, however, the panel may invite the applicant to attend another informal conference. In such instances, one member of the panel will be selected by the panel as the lead interviewer. The Moral Character Determinations unit will facilitate and coordinate any informal conferences initiated by the panel. The Moral Character Determinations unit's program manager and counsel may attend any informal conference initiated by the panel. Informal conferences conducted by the Committee will be audio or video recorded.
- H. The panel will present its findings and recommendation to the Committee for determination at the next regularly scheduled meeting of the Committee. The Committee may adopt the findings and recommendation of the panel or take any other action it deems appropriate.
- I. Within 15 days of the Committee's determination, the State Bar will notify the applicant of the Committee's determination. A notice of denial of a positive moral character determination will be sent to the applicant by email with a proof of service.
- J. These guidelines and procedures also apply to an applicant's request for review by the Committee of a State Bar staff decision to deem an application abandoned under Admissions Rule 4.43, with the exception of Guideline G, above, as it refers to informal conferences.

Approved by the Committee of Bar Examiners on December 2, 2022