

Supreme Court of South Carolina

In the Matter of the Application of _____

COVERSHEET FOR APPLICATION FOR ADMISSION

Instructions

1. After you have completed Part B of the Application for Admission, complete the attached Verification, Authorization and Release, and Checklist. The Verification, Authorization and Release, and Checklist must be completed in either black or blue ink. Obtain all documents required by your completed Checklist.
2. File this Coversheet, along with your completed Part B of the Application for Admission, Verification, Authorization and Release, Checklist, all documents required by your completed Checklist, and the applicable filing fee with the Office of Bar Admissions. The filing fee should be attached to the front of this Cover Sheet and should be paid by check or money order payable to the Clerk of the Supreme Court of South Carolina. Consult Rule 402 of the South Carolina Appellate Court Rules to determine the amount of the filing fee.

Do Not Include a Copy of Part A of the Application for Admission. Part A of the Application for Admission Should Only be Filed On-Line.

The mailing address and office location for the Office of Bar Admissions is:

Mailing Address: Office of Bar Admissions
 Supreme Court of South Carolina
 P.O. Box 11330
 Columbia, SC 29211

Office Location: Office of Bar Admissions
 Supreme Court Building
 1231 Gervais Street
 Columbia, SC 29201

All Overnight Deliveries Must Use the Office Location Address.

VERIFICATION OF APPLICATION FOR ADMISSION

STATE OF _____

COUNTY OF _____

I, the undersigned, being first duly sworn, on oath depose that I am applying for admission to practice law in South Carolina under Rule 402 of the South Carolina Appellate Court Rules (SCACR). I have completed and submitted Part A of the Application for Admission online, and I am now submitting a completed Part B along with the application fee and other required documentation.

I fully realize that the determination as to whether I am admitted to practice law in South Carolina may depend largely on the truth, falsity or completeness of the information provided in the Application for Admission and that the information I have provided is, to my knowledge and belief, true and complete. I understand that I am under a continuing obligation to keep the application for admission current and must update responses whenever there is an addition or a change to information previously filed with the Clerk of the Supreme Court. These updates must be filed with the Clerk of the Supreme Court along with all relevant documentation.

I understand that an applicant who knowingly provides false or misleading information in an application (to include any attachments to the application), document, or statement submitted or made to the Committee on Character and Fitness, the Board of Law Examiners, or the staff of the Supreme Court shall be guilty of contempt of the Supreme Court and may be punished accordingly. False or misleading information includes the knowing omission of material information by an applicant. If it is determined that the applicant has submitted false or misleading information, the Supreme Court may take such action as it deems appropriate, including finding the applicant in contempt, finding the applicant unfit for admission, prohibiting the applicant from using the results of the examination for admission, and/or preventing the applicant from reapplying for admission for up to five (5) years. Further, if the applicant has already been admitted, the Supreme Court may vacate the admission or discipline the lawyer under Rule 413, SCACR.

I hereby authorize the Supreme Court of South Carolina and the South Carolina Committee on Character and Fitness, or any agent or authorized representative of either of them, to make a complete investigation of my character and fitness to practice law in South Carolina and of the completeness and truthfulness of my answers hereinabove made, and I hereby release and exonerate those so authorized, and any person or organization supplying requested information, from liability of any kind resulting from the investigation or furnishing of the information; that I understand that I am not to receive or be entitled to receive or have access to any information developed or secured during such investigation; and that I have read Rule 402, SCACR, and the Rules of Professional Conduct contained in Rule 407, SCACR.

I have completed the checklist that appears below and believe that I have enclosed all the required documentation and fees.

SAMPLE

Applicant Signature

Print Applicant Name

Subscribed and sworn to before me

this _____ day of _____, 20 _____.

Notary Signature

Print Notary Name

Notary Public for: _____

My Commission Expires: _____

AUTHORIZATION AND RELEASE

Application of: _____
(Name of Applicant)

TO WHOM IT MAY CONCERN:

I, _____, born at _____ (city), _____
_____ (state) or _____ (foreign country) _____
_____ and _____ (province), on _____ (date of
birth) having filed an application for admission to the Bar of South Carolina, and
fully recognizing the responsibility to the Public, the Bench and the Bar of this
State lodged with the Committee on Character and Fitness to determine that only
those of high character and ability are admitted to the Bar of South Carolina,
hereby apply for a character report and consent to have an investigation made as to
my moral character, professional reputation and fitness for the practice of law and
such information as may be received and reported to the admitting authority. I
agree to give any further information which may be required in reference to my
past record. I understand that I will not receive and am not entitled to a copy of the
report or to know its contents.

I hereby authorize and request every medical doctor, school official, and
every other person, firm, officer, corporation, association, governmental agency,
organization, institution or any other person or entity having control of any
documents, records or other information pertaining to me relevant to my good
moral character and fitness to perform the responsibilities of an attorney, to furnish
the originals or copies of any such documents, records and other information to the
Supreme Court of South Carolina, the Committee on Character and Fitness, the
Office of Bar Admissions, and the National Conference of Bar Examiners, and
their agents and representatives, and to permit the Supreme Court of South
Carolina, the Committee on Character and Fitness, the Office of Bar Admissions,
and the National Conference of Bar Examiners, and their agents and
representatives, to inspect and make copies of any such documents, records and
other information including but not limited to any and all medical reports,
laboratory reports, X-Rays, or clinical abstracts which may have been made or
prepared pursuant to, or in connection with, any examination or examinations,
consultation or consultations, test or tests, evaluation or evaluations, of the
undersigned.

I hereby authorize all such persons as set out above to answer any inquiries, questions, or interrogatories concerning the undersigned which may be submitted to them by the Supreme Court of South Carolina, the Committee on Character and Fitness, the Office of Bar Admissions, and the National Conference of Bar Examiners, and their agents and representatives, and to appear before the Supreme Court of South Carolina and the Committee on Character and Fitness, or their authorized representative(s), and to give full and complete testimony concerning the undersigned, including any information furnished by the undersigned. I hereby relinquish any and all rights to said reports, including but not limited to clinical abstracts, consultations, evaluations, or any other information incident in any way to cooperation with the Supreme Court of South Carolina, the Committee on Character and Fitness, the Office of Bar Admissions, and the National Conference of Bar Examiners, and their agents and representatives, and fully understand that I shall not be entitled to have disclosed to me the contents of any of the foregoing.

I hereby authorize and request every person, firm, company, corporation, governmental agency, court, association or institution or any other person or entity having control of any documents, records and other information pertaining to me, to furnish to the Supreme Court of South Carolina, the Committee on Character and Fitness, the Office of Bar Admissions, and the National Conference of Bar Examiners, and their agents and representatives, any 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 Supreme Court of South Carolina, the Committee on Character and Fitness, the Office of Bar Admissions, and the National Conference of Bar Examiners, and their agents or representatives, to inspect and make copies of such documents, records, and other information.

I (was) (was not) required to register with the Selective Service System. If you were not, the following paragraph is not applicable.

I specifically authorize the Supreme Court of South Carolina, the Committee on Character and Fitness, the Office of Bar Admissions, and the National Conference of Bar Examiners, and their agents and representatives, to obtain any information from my official record on file with Local Board Number _____ (leave blank if unknown as Local Board Numbers have been abolished) of the Selective Service System located in the City of _____, State of _____; (where you resided at the age of 18 when you were required to register with Selective Service) and hereby consent to and authorize the release of such information by the Selective Service System. www.sss.gov

I hereby request and authorize the Department of the ____ Army, ____ Navy, or ____ Air Force, or the ____ United States Coast Guard to furnish the Supreme Court of South Carolina, the Committee on Character and Fitness, the Office of Bar Admissions, and the National Conference of Bar Examiners, and their agents and representatives, the records of each period of my service therein and to furnish the character of service rendered for each period. My serial number is ____.

I hereby release, discharge and exonerate the Supreme Court of South Carolina, the Committee on Character and Fitness, the Office of Bar Admissions, and the National Conference of Bar Examiners, and their agents and representatives, and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation made by the Supreme Court of South Carolina, the Committee on Character and Fitness, the Office of Bar Admissions, and the National Conference of Bar Examiners, and their agents and representatives.

I hereby release and exonerate every medical doctor, school official, and every other person, firm, officer, corporation, association, organization, institution or entity which shall comply in good faith with the authorization and request made herein from any and all liability of every nature and kind growing out of or in anywise pertaining to the furnishing or inspection of such documents, records and other information or the investigation made by the Supreme Court of South Carolina, the Committee on Character and Fitness, the Office of Bar Admissions, and the National Conference of Bar Examiners, and their agents and representatives. The undersigned further waives absolutely any privilege (he/she) may have relevant to (his/her) good moral character and fitness to perform the responsibilities of an attorney under South Carolina laws.

I understand that all forms of Authorization and Release executed by applicants for admission into the practice of law in South Carolina terminate immediately upon admission to the South Carolina Bar; upon the receipt of written notice of withdrawal of the application; or upon the termination of the application by final rejection of the applicant, except that such information will be retained on file by the Supreme Court of South Carolina, the Committee on Character and Fitness, the Office of Bar Admissions, and their agents and representatives, and may be released to the National Conference of Bar Examiners, and may be released upon written request by any other admitting authority or Bar Grievance

Committees where the applicant may later apply for admission or be admitted to the practice of law.

State of _____

County of _____

Applicant Signature

Subscribed and sworn to before me

this _____ day of _____, 20_____.

(Notary Signature)

Notary Public for: _____

My Commission Expires: _____

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Application Checklist

Use this Checklist to determine what enclosures must be included and to determine what additional actions are necessary for admission. The abbreviation N/A means not applicable.

Enclosures Required From All Applicants (Check box to verify that Enclosure has been provided):

Enclosed	Question	Description
	N/A	Completed Part B of Application for Admission
	N/A	Applicable filing fee (<i>See</i> Rule 402 of the South Carolina Appellate Court Rules)
	Part A	Original or certified copy of birth certificate. Only required with first filed application.
	Part B 3(b)	Official proof of receipt of undergraduate degree and all other degrees received from all colleges and universities you have attended (other than law schools) - original transcript or original letter from Dean of Admissions or Registrar in sealed envelope are acceptable. Only required with first filed application.
	Part B 3(c)	<p>Official proof of receipt of JD or LLB degree from an ABA approved law school; original transcript or letter from Dean of Admissions or Registrar which shows date of receipt of the degree are acceptable. Only required with first filed application.</p> <p>(If you have not graduated from law school at the time you file your bar application, enter N/A in enclosure column. You must submit official proof of receipt of your JD or LLB degree from an ABA approved law school by February 10 for the February examination and by July 10 for the July examination)</p>

	Part B 7	Three current original character affidavits; must be properly notarized. You must submit three new character affidavits with each application filed.
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Enclosures that May Be Required Depending on Responses to the Questions in Part B of the Application for Admission. (Check appropriate column to indicate if enclosed or N/A).

Enclosed	N/A	Question	<u>Attachments</u>
		Part B 1(c)	Certificate of Naturalization. Only required with first filed application.
		Part B 1(f)	Proof of legal presence in the United States. You must show original documentation to Bar Admissions Office with each application filed.
		Part B 2(b)	Official transcript of UBE score(s) (the transcript must be sent directly from the National Conference of Bar Examiners to the South Carolina Office of Bar Admissions. The transcript may be ordered at www.ncbex.org/ncbe-exam-score-services/ube-score-services .) This must be submitted with each application filed.
		Part B 2	Completed Appendix 1
		Part B 5(c)	*Certified copy of divorce(s) and/or legal separation(s)
		Part B 6	*Certified copy of discharge certificate(s) from military service or certified copy of DD Form 214 showing character of service.
		Part B 9	*Documentation of disciplinary proceedings from school, college, universities, and law school.
		Part B 11	*Certified order(s) disposing of each civil and administrative proceeding of which you have

			been a party.
		Part B 12	*Certified order(s) disposing of each arrest (if matter is pending, certified copy of arrest warrant or original ticket and incident report); also must provide brief written personal explanation for each incident.
		Part B 12	All applicants must provide, with their first filed application, a certified driving record from the Department of Motor Vehicles for every state where you have been licensed to drive. Thereafter, applicant must provide a certified copy of their current driving record with each application filed. You must provide a brief written personal explanation for each incident.
		Part B 14(b)	Appendix 2 properly notarized and completed for each institution, doctor, or counselor.
		Part B 14(b)	Appendix 3 completed for each institution, doctor, or counselor.
		Part B 14(f)	For each state where you have been admitted, documentation of your attorney disciplinary history or lack thereof from the State Bar, Attorney Disciplinary Commission or other applicable agency.
		Part B 14(h)	Statement from creditor(s) concerning payment plan(s).
		Part B 15	*Certified copy(s) of all judgment(s).
		Part B 2 (Required by Appendix 1)	Current (dated within 90 days) original certificate(s) of admission from all states, the District of Columbia, federal courts, and countries where you are currently admitted or have ever been admitted to practice law. Current certificates must be submitted with each application filed.
		Part B 2 (Required by Appendix 1)	*Current statement from a judge certifying your character and standing.

*These original documents are only required with the first filed application unless circumstances have changed since the last filing.

SAMPLE

The above lists of enclosures are not exclusive.
Additional information and/or documentation may be required.

Actions Required by All Applicants. While Applicants are not required to complete the actions listed below prior to the filing of the Application for Admission, it is important to complete these actions early in the application process so that the Applicant's admission will not be delayed.

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Required Actions

Submission of Fingerprints -- Required with the filing of each application.

There are two options for submitting your fingerprints:

Option 1:

- (a) request a Form 258 fingerprint card from the Office of Bar Admissions; (You must use a Form 258 fingerprint card that contains the South Carolina Bar Admissions ORI Number);

- (b) take the Form 258 fingerprint card to a law enforcement agency and have your fingerprints taken. Make sure the fingerprint card contains the following information: your sex, race, height, weight, eye and hair color, date of birth, place of birth, citizenship, social security number, the reason for your fingerprinting (South Carolina Bar Application), your signature, and the signature, employer, and address of the individual who takes your prints; and

- (c) register to send your fingerprints through the mail. To begin the registration process, go to <https://sc.ibtfingerprint.com> and select "Register for Fingerprint Card Processing Service". If you have any questions about using the website, you may call the IdentoGO Call Center for South Carolina at (866) 254-2366.

(Do not forward a complete fingerprint card to the Office of Bar Admissions.)

Option 2:

You may have your fingerprints taken by the Live Scan fingerprint capture method at an IdentoGO Center located in South Carolina. To make an appointment for live scan fingerprinting, go to <https://sc.ibtfingerprint.com> and choose "Schedule a New Appointment". If you have any questions about using the website, you may call the IdentoGO Call Center for South Carolina at (866) 254-2366.

Your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI) and the South Carolina Law Enforcement Division. You may challenge the accuracy of the information contained in the FBI's record as provided by the procedures on the FBI's website www.fbi.gov.

Multistate Professional Responsibility Examination (MPRE)

You must request the National Conference of Bar Examiners send your MPRE score to the South Carolina Bar Admissions Office. This request may be submitted at www.ncbex.org/ncbe-exam-score-services/mpre-score-services. A scaled score of at least seventy-seven (77) is required. This score must be from an administration of the MPRE that occurred within three (3) years of the date on which your Application for Admission is filed.

Course of Study on South Carolina Law

This Course of Study must be completed prior to admission. You will get an email from the South Carolina Bar with instructions shortly after your application has been processed by the Office of Bar Admissions. If you are taking the UBE in South Carolina, the Office of Bar Admissions must receive certification from the South Carolina Bar that you have completed the COS no later than April 1 for applicants taking the February Bar and October 1 for the applicants taking the July Bar.

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