

# OREGON STATE BAR BOARD OF BAR EXAMINERS

16037 SW UPPER BOONES FERRY RD, PO BOX 231935, TIGARD, OR 97281-1935

(503) 620-0222, EXTS. 310, 364

[www.osbar.org/admissions](http://www.osbar.org/admissions)

## INSTRUCTIONS FOR FILING AN APPLICATION FOR IN-HOUSE COUNSEL ADMISSION (WEB VERSION)

- A. These instructions and forms are designed for those who wish to apply for admission by house counsel using the application forms obtained from the Admissions Department's web site.
- 1. PLEASE READ ALL INSTRUCTIONS CAREFULLY AND THOROUGHLY BEFORE PROCEEDING.**
  2. The application forms contained on this web site are in writeable Portable Document Format (PDF). Therefore, your completed application must be **typewritten** and submitted via the SmartSheet provided.
  3. Review the application, supplementary forms, and other contents contained within this PDF. A checklist has been provided to help aid in correctly completing and returning this application.
  4. Carefully read and adhere to the "General Instructions" set out on page 2 of the 13 page house counsel application.
  5. All forms that need an applicant signature must be signed by the applicant in blue or black ink or a verifiable electronic format.
  6. Complete and email the six (6) character and fitness statements to your current and previous five (5) employers. If you have no current employer or if you have not had a total of six (6) employers, then reduce the number of forms to accurately reflect your current employment status or employment history.

## **B. MULISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE)**

To be eligible for admission, you must have: (a) Achieved 85 or higher within the 36 months prior to your application for admission to the Oregon State Bar; or (b) have been admitted in another jurisdiction where passage of the MPRE is required for admission and has substantially and continuously engaged in the practice of law for at least 12 months in that jurisdiction.

Please see rule RFA 7.05 here:

[https://www.osbar.org/\\_docs/rulesregs/admissions.pdf](https://www.osbar.org/_docs/rulesregs/admissions.pdf)

\*\*To have a current MPRE score transferred to Oregon, or to register for an upcoming MPRE please visit the National Conference of Bar Examiners website at <https://www.ncbex.org/multistate-tests/mpre/>.

## **C. FILING DEADLINES**

**There is no filing deadline for house counsel applicants, but please be aware that at certain times of the year (specifically around the bar exam deadlines) there may be a slight delay in processing of the application.**

## **D. APPLICATION FEES**

Application fees must accompany the completed application forms.

House Counsel Application fee - **\$2,500**

\*\* For further questions, please see RFA 4.10.

## E. FILING OF APPLICATION

1. Upload your application to the Smartsheet Link provided online and here: [House Counsel Application Submissions \(smartsheet.com\)](https://smartsheet.com)

The payment link is provided here: [OSB Product Catalog \(osbar.org\)](https://osbar.org)

2. Anything coming from a third party such as a Graduation Certificate, Good Standing Certificate, and Discipline Statement do not need to accompany the application to be considered filed.

# Application Checklist ✓

## Rule 16.05 – House Counsel

**PAYMENT LINK:** [OSB Product Catalog \(osbar.org\)](http://osbar.org)

**SUBMISSION LINK:** [House Counsel Application Submissions \(smartsheet.com\)](http://smartsheet.com)

<input type="checkbox"/>	\$2,500 total payment for house counsel application.
<input type="checkbox"/>	Application Information Sheet, One Completed Application
<input type="checkbox"/>	One Declaration, Release and Authorization (page 15 of the Application)
<input type="checkbox"/>	Character and Fitness Statements, completed per instructions
<input type="checkbox"/>	*One Certificate of Good Standing from each jurisdiction where you are admitted
<input type="checkbox"/>	Enclosed
<input type="checkbox"/>	Will Be Forwarded
<input type="checkbox"/>	*Separate disciplinary statement if good standing statement does not include required information. (See Rule For Admission 4.15(3))
<input type="checkbox"/>	Enclosed
<input type="checkbox"/>	Will Be Forwarded
<input type="checkbox"/>	Multistate Professional Responsibility Exam Form
<input type="checkbox"/>	Employer/Employee Affidavit and Authorization
<input type="checkbox"/>	Professionalism Statement Form - signed
	<p>*Please contact the applicable bar association(s) for these items.</p> <p>*For general questions and submission of additional documents, please email <a href="mailto:admissions@osbar.org">admissions@osbar.org</a></p>

## Application Information Sheet - Admission in Oregon

(Complete and return all copies with Application)

### For Office Use Only

Admissions Filing Number \_\_\_\_\_

Reciprocity  In-House Counsel  Law Teacher

Rule 8.10  Pro Bono

Date Received (Filed) \_\_\_\_\_

Check  Cash

Comments: (Check#: \_\_\_\_\_ )

Funds Remitted By: \_\_\_\_\_

(RCT# \_\_\_\_\_)

Amount of Fees Attached \$ \_\_\_\_\_

Number: \_\_\_\_\_ - \_\_\_\_\_

## APPLICABLE FEES

SEE RULE 4.10 FOR FEE INFORMATION

### Application Fees Must Be Paid Before or Concurrent with Application Submission

Your application will not be considered submitted until the required fee is paid for the application. The application fee for your house counsel application is \$2,500.

[Pay Your House Counsel Application Fee Here](#)

[Submit Your House Counsel Application Here](#)

### New Temporary Practice Application when an Alternative Application is Pending

Are you applying for admission to the Oregon State Bar because you have accepted a position with a firm or company that has an office in Oregon from which you will be practicing law? If so, you may wish to complete a temporary practice application. If approved, you would be allowed to practice law while your house counsel application is pending with the Oregon State Board of Bar Examiners. In order to qualify, you must complete and submit this house counsel application first and pay the required fee for this application. Once these two steps are complete, you are welcome to submit a temporary practice application. The temporary practice application places additional responsibilities on your employer, so you should speak with your Oregon employer before submitting the temporary application. The temporary practice application is a truncated application that is designed to provide the Oregon State Bar with sufficient information to ensure that Oregon's legal consumers have sufficient protections should their legal matter be handled by a temporary practice applicant. Finally, there is a \$500 application fee that must be paid before any temporary practice application will be considered submitted.

[Temporary Practice Program Information Here](#)

### House Counsel Application

101-4070-HC House Counsel Application Fee \$2,500.00

**Total Applicable Fees Remitted** \$

### Please Complete Address Information

\_\_\_\_\_  
Name (First, Middle, Last)  
\_\_\_\_\_  
Mailing Address  
\_\_\_\_\_  
City, State, Zip Code

# IN THE SUPREME COURT OF THE STATE OF OREGON

In The Matter of the Application of

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(Please type your name as you wish it to appear on all Oregon State Bar correspondence)

For Admission to Practice Law in the State of Oregon

Application is being made for Admission under Rule 16.05 - House Counsel

I hereby apply for admission as an active member of the Oregon State Bar and provide the following information in compliance with the Rules for Admission of Attorneys of the Supreme Court of the State of Oregon. I understand that the following answers and statements are submitted under oath and that failure to answer any item or to fully disclose any fact or information called for in this application, and accompanying forms, may result in the denial of my application for admission and/or in disciplinary action.

I am an active member of the \_\_\_\_\_ Bar(s).

I am an inactive member of the \_\_\_\_\_ Bar(s).

I took and passed the \_\_\_\_\_ Bar Exam.

I will be employed as House Counsel for (Name and Address):

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## MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION

For more information regarding the Multistate Professional Responsibility Examination (MPRE) please see RFA 7.05 of the Rules for Admission of Attorneys of the Supreme Court of the State of Oregon which can be found at this link: [http://www.osbar.org/\\_docs/rulesregs/admissions.pdf](http://www.osbar.org/_docs/rulesregs/admissions.pdf) **The Passing MPRE Score in Oregon is a Scaled Score of 85**

I took the MPRE on the following date with the following resulting score (if known): \_\_\_\_\_

I requested the National Conference of Bar Examiners (NCBE) to send my score results to Oregon.

I did not have my scores transmitted to Oregon by the NCBE and, therefore, will contact them to do so.

I must take the MPRE and expect to do so on (date or approx. time): \_\_\_\_\_ and

will have my scores directed to Oregon by the NCBE.

# APPLICATION

## GENERAL INSTRUCTIONS

- If space is insufficient for any answer, complete your answer on a separate sheet of paper and attach that sheet to this application
- Err on the side of over-disclosure
- Answer every question
- If a question is not applicable to you, answer the question "Not Applicable"
- Include **one (1)** original of the Affidavit and Authorization Form (Page 15)
- Provide the **full** number, street name, city, state and zip code for each address. **P.O. Boxes will not be accepted.**
- If an answer to any question changes before your admission, you are obligated to update your application. (See #3 of Affidavit and Authorization Form (Page 15))
- Complete all the forms required
- Sign all the forms requiring your signature
- It is an applicant's duty to obtain and provide the information requested (Rule 4.25)

SECTION 1	Personal Information	
<b>1</b>	Full Legal Name: _____	Social Security Number: _____
<b>2</b>	Mailing Address: _____ _____ _____	Primary Phone Number: _____  Cell Phone Number: _____
<b>3</b>	NCBE Number (8 digits): N _____  <i><b>We will not accept applications</b></i> without an NCBE number. Go to <a href="http://www.ncbex.org/ncbe-number">www.ncbex.org/ncbe-number</a> to create an NCBE account and request an NCBE Number.	Date of Birth: _____  Place of Birth: _____
<b>4</b>	Email Address: _____	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">Male <input type="radio"/></div> <div style="text-align: center;">Female <input type="radio"/></div> <div style="text-align: center;">X <input type="radio"/></div> </div>

## SECTION 2

General Questions Applicable to ALL Applicants

5	If you have ever been known by any other name, nickname or alias, provide that name and the reason(s) you used that name:
6	Are you presently married? <input type="radio"/> Yes <input type="radio"/> No If yes, provide date of marriage: _____
7	Full name of Spouse _____
8	<p>Have you ever been divorced, separated or had a marriage annulled or set aside?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please provide court and case number(s):</p> <p>Court _____ Case # _____</p> <p>Court _____ Case # _____</p>
9	<p>Have you ever been required to pay child support, alimony, or family support as a result of a divorce, annulment or other court proceeding?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>If yes, are you current on your child support, alimony or family support payments?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Please provide information regarding the support order, including the case number and court or administrative agency. If your child support obligation is in arrears, please state the total of past due support.</p>
10	<p>Are you currently in the armed forces?</p> <p><input type="radio"/> Yes <input type="radio"/> No List which branch: _____</p> <p>Have you ever been a member of the armed forces?</p> <p><input type="radio"/> Yes <input type="radio"/> No List which branch: _____</p> <p>Years of Service: _____ Highest Rank Achieved: _____ Rank at time of Discharge: _____</p> <p>If you are no longer a member of the armed forces, were you honorably discharged?</p> <p><input type="radio"/> Yes <input type="radio"/> No <i>(please explain on a separate sheet)</i> Not Applicable <input type="checkbox"/></p>



**11**

List all residential addresses where you have lived for the past five years. (*Attach additional sheet if necessary*)

Address, City, State, and Zip Code

Period of Residence

<b>12</b>	List each jurisdiction that has ever issued you a driver's license. <i>You do not need to provide DMV records.</i> The Board of Bar Examiners will obtain your records.		
	State (or country) issuing license	License #	Time period during which license was in effect

<b>13</b>	List every post-secondary educational institution (other than law school) you have attended:			
	Institution	Location	Period of Attendance	Degree Earned

<b>14</b>	List every law school you have attended or are currently attending:				
	Law School	Location	Period of Attendance	Date or Expected Date Of Graduation	Day or Evening Student

<b>15</b>	If this is not your first application for admission in Oregon, give the date of each previous application, the reason(s) why you were not then admitted and, if an application was withdrawn, the reason(s) for the withdrawal:	
	Month /Year of Examination And/or Other Type of Application	Reason Not Admitted/Reason Withdrawn

<b>16</b>	Specify each application you have made to practice law in any jurisdiction (other than Oregon):				
	Application By:	State or Country	Date Applied	Date of Admission	If Not Admitted, State the Reason(s)
	<input type="checkbox"/> Examination <input type="checkbox"/> Reciprocity <input type="checkbox"/> On Motion <input type="checkbox"/> Other				
	<input type="checkbox"/> Examination <input type="checkbox"/> Reciprocity <input type="checkbox"/> On Motion <input type="checkbox"/> Other				
	<input type="checkbox"/> Examination <input type="checkbox"/> Reciprocity <input type="checkbox"/> On Motion <input type="checkbox"/> Other				

**17** Have you ever previously been admitted to practice law in Oregon under any other rule, such as House Counsel or Law Teacher?

Yes  No

If yes, please provide your Bar #: \_\_\_\_\_

<b>SECTION 3</b>	<b>Questions Regarding Character and Fitness</b>
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**18** If, in connection with any application you made for admission to practice law in any other state, territory or country you were requested to give any information regarding character and fitness beyond completing that jurisdiction's standard application for admission, explain what occurred:

**19** List your **current** and **previous five employers** and state the dates you were employed by them. Include intern/externships and volunteer work. List your supervisor, if applicable, and indicate if that person is no longer employed there. Provide the full and correct name, address, city, state and zip code for each address. ***If a company is no longer in business, indicate so, next to its last known address. Please type the address in the shaded boxes of the 6 blank character and fitness statements provided with this application.***

Name and Complete Address:	Occupation / Position: Period of Employment: Reason for Leaving:
Name and Complete Address:	Occupation / Position: Period of Employment: Reason for Leaving:
Name and Complete Address:	Occupation / Position: Period of Employment: Reason for Leaving:
Name and Complete Address:	Occupation / Position: Period of Employment: Reason for Leaving:
Name and Complete Address:	Occupation / Position: Period of Employment: Reason for Leaving:
Name and Complete Address:	Occupation / Position: Period of Employment: Reason for Leaving:

20

List **five (5) responsible people** who are in a position to attest to your character and fitness to practice law. There are no statements for these references. **The Board of Bar examiners will contact these references as needed.**  
*(1) Your acquaintance with the people listed should be more than casual and of substantial duration. (2) Do not list more than one law teacher and one current bar applicant.*  
*(3) Do not list any former supervisors listed in Question 20 unless the supervisor is no longer working at that place of employment.*  
*(4) Do not list any Justice of the Oregon Supreme Court.*

Name and Complete Address:

Phone #:

Email:

Nature and Length of Acquaintance:

Name and Complete Address:

Phone #:

Email:

Nature and Length of Acquaintance:

Name and Complete Address:

Phone #:

Email:

Nature and Length of Acquaintance:

Name and Complete Address:

Phone #:

Email:

Nature and Length of Acquaintance:

Name and Complete Address:

Phone #:

Email:

Nature and Length of Acquaintance:

21	<p>In order to protect the public, the Oregon State Board of Bar Examiners must evaluate the character and fitness of applicants for admission to practice law. To this end, an inquiry into past or present conduct or behavior is necessary to ensure an applicant's ability to practice law in a competent, ethical, and professional manner.</p> <p>The burden for demonstrating character and fitness to practice law rests with the applicant. The Oregon State Board of Bar Examiners may recommend denial for admission if an applicant failed to recognize or seek appropriate help for problematic conduct or their behavior currently impairs their ability to practice law. The Oregon State Board of Bar Examiners looks favorably upon applicants who have demonstrated accountability and maturity in addressing personal issues.</p> <p>If you answer "YES" to any of the following questions, please attach a separate page with a detailed explanation of the underlying circumstances, consequences, and resolution. Information pertaining to the following questions will be disclosed only pursuant to Rule for Admission 2.15. Lack of complete candor in your responses is a basis for denial of admission to the bar.</p> <p><b>Provide a credit report if you answer "YES" to question (k)-(s):</b></p>		
		<b>YES</b>	<b>NO</b>
a.	Have you ever been investigated for academic misconduct or dropped, suspended, expelled, or disciplined by any school for any cause whatsoever?	<input type="radio"/>	<input type="radio"/>
b.	Has anyone to your knowledge, ever complained to your law school or other supervising body in connection with your conduct under a student practice or legal intern rule?	<input type="radio"/>	<input type="radio"/>
c.	Have you ever been investigated, disciplined, demoted, terminated or asked to resign from employment?	<input type="radio"/>	<input type="radio"/>
d.	Have you ever applied for any license or certification, other than as an attorney, the procurement of which required proof of "good moral character" (e.g., CPA, patent agent, notary public, real estate broker, physician, nurse)? Have you ever had this type of license denied, suspended, revoked or have you resigned such license while under investigation by the licensing agency?	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>
e.	Have you or someone you work with been charged with or investigated for the unauthorized practice of law as a result of your conduct?	<input type="radio"/>	<input type="radio"/>
f.	Have you or anyone you worked with, been sanctioned, censured, reprimanded, disciplined, suspended, disqualified or disbarred as a member of any profession as a result of your conduct?	<input type="radio"/>	<input type="radio"/>
g.	Have you ever been suspended or removed from a public office or position?	<input type="radio"/>	<input type="radio"/>
h.	Have you ever been subject to any disciplinary action in connection with military service?	<input type="radio"/>	<input type="radio"/>
i.	Have you ever been investigated, or subject to a civil proceeding, for fraud or dishonesty?	<input type="radio"/>	<input type="radio"/>
j.	Have you ever been a party to any civil proceeding, including any bankruptcy or administrative proceeding? Do not consider proceedings in which you were subject to a petition for guardianship, conservatorship, or civil commitment in answering this question.	<input type="radio"/>	<input type="radio"/>
k.	Have you ever had a tendered payment denied, rejected or returned due to insufficient funds?	<input type="radio"/>	<input type="radio"/>
l.	Do you now have any loans, accounts, judgments or financial obligations of any nature, including child support payments and student loans, past due for payment more than 60 days?	<input type="radio"/>	<input type="radio"/>

m. Have you ever received notice of default on a loan?	<input type="radio"/>	<input type="radio"/>
n. Do you currently owe back taxes to any taxing authority?	<input type="radio"/>	<input type="radio"/>
o. Are there any liens, other than a mortgage or auto loan, on your personal or real property?	<input type="radio"/>	<input type="radio"/>
p. Have you ever been evicted from a property that you owned, leased, or rented? Have you moved from a property that you owned, leased or rented while under threat of being evicted?	<input type="radio"/>	<input type="radio"/>
q. Has any surety on any bond on which you were the principal or obligor been required to pay any money on your behalf?	<input type="radio"/>	<input type="radio"/>
r. Have you ever been denied a bond, had a bond revoked, or had anyone seek to recover upon or cancel a bond?	<input type="radio"/>	<input type="radio"/>
s. Have you ever been charged with contempt of court?	<input type="radio"/>	<input type="radio"/>
t. Have you ever engaged in sexual misconduct, harassment or stalking? (“Sexual misconduct” means any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. “Stalking” means engaging in a course of conduct directed at a person that serves no legitimate purpose and alarms, annoys or intimidates that person.)	<input type="radio"/>	<input type="radio"/>
u. Have you ever been found to have violated a law or policy prohibiting sexual misconduct, harassment or stalking?	<input type="radio"/>	<input type="radio"/>
v. Have you ever entered into a settlement of a matter in which you were alleged to have violated a law or policy prohibiting sexual misconduct, harassment or stalking?	<input type="radio"/>	<input type="radio"/>
w. Have you ever been subject to a temporary or permanent restraining order, including a stalking or no contact order?	<input type="radio"/>	<input type="radio"/>
x. Have you ever had a weapon confiscated by any law enforcement agency? Have you ever had the purchase or transfer of any weapon delayed or denied for any reason? Have you ever been prohibited from purchasing a weapon?	<input type="radio"/>	<input type="radio"/>
y. Have you ever been accused of neglecting or abusing anyone in your care or charge?	<input type="radio"/>	<input type="radio"/>
z. Have you ever been accused of neglecting or abusing an animal in your care or charge?	<input type="radio"/>	<input type="radio"/>
aa. In the last five years, have you been cited for any civil (non-criminal) infractions such as speeding, and/or other minor traffic violations? You may exclude parking tickets.	<input type="radio"/>	<input type="radio"/>
bb. Including any matters that may have been expunged, except expunged juvenile matters, have you ever been cited, arrested, charged or convicted of a criminal offense? If yes, on a supplemental sheet, provide the following information: 1) date of incident; 2) location of incident; 3) basic allegation or description of charge; 4) disposition of investigation or charge; 5) court or agency maintaining a record of the investigation, disposition or charge; and 6) any file or case number used by the court or agency to refer to the case or incident.	<input type="radio"/>	<input type="radio"/>
cc. Is there any additional information with respect to possible misconduct or lack of moral qualification or general fitness on your part that is not otherwise disclosed by your answers to questions in this application? If yes, please explain.	<input type="radio"/>	<input type="radio"/>



In order to protect the public, the Oregon State Board of Bar Examiners must evaluate the character and fitness of applicants for admission to practice law. To this end, an inquiry into past or present conduct or behavior is necessary to ensure an applicant’s ability to practice law in a competent, ethical, and professional manner.

The burden for demonstrating character and fitness to practice law rests with the applicant. The Oregon State Board of Bar Examiners may recommend denial for admission if an applicant failed to recognize or seek appropriate help for problematic conduct or their behavior currently impairs their ability to practice law. The Oregon State Board of Bar Examiners looks favorably upon applicants who have demonstrated accountability and maturity in addressing personal issues.

If you answer "YES" to any of the following questions, please attach a separate sheet of paper with a detailed explanation of the underlying circumstances, consequences, and resolution. Information pertaining to the following questions will be disclosed only pursuant to Rule for Admission 2.15. Lack of candor in your responses is a basis for denial of admission to the bar.

		YES	NO
	a. Within the past five years, have you had any instances, or exhibited any conduct or behavior, that could call into question your ability or capacity to satisfy any of the following criteria, with or without reasonable accommodations:		
	i. to undertake fundamental lawyering skills such as problem solving, legal research, analysis and reasoning, factual investigation, organization and management of legal work, making appropriate reasoned legal judgments, and recognizing and resolving ethical dilemmas.	<input type="radio"/>	<input type="radio"/>
	ii. to communicate legal judgments and legal information to clients, other attorneys, judicial and regulatory authorities.	<input type="radio"/>	<input type="radio"/>
	iii. to perform legal tasks in a timely manner.	<input type="radio"/>	<input type="radio"/>
	iv. to be aware of, control, and appropriately express one’s emotions in a professional setting.	<input type="radio"/>	<input type="radio"/>
	v. to maintain respectful professional relationships.	<input type="radio"/>	<input type="radio"/>
	b. Have you been subject to any discipline or remediation for unprofessional, or disruptive or erratic behavior?	<input type="radio"/>	<input type="radio"/>
	c. Are you currently subject to a petition for guardianship, conservatorship, or civil commitment, or have you been subject to a guardianship, conservatorship, or civil commitment within the past five years that may affect your current ability to practice law in a competent, ethical, and professional manner? (“Ethical manner” means compliance with the Oregon Rules of Professional Conduct.)?	<input type="radio"/>	<input type="radio"/>
	d. Has any employer, profession, school, club or organization found you in violation of its Code of Conduct?	<input type="radio"/>	<input type="radio"/>
	e. Within the past five years have you used alcohol or drugs to such an extent that it could impair your current ability to practice law in an ethical manner? Do not answer this question in the affirmative if you have successfully completed, or are receiving, treatment for alcohol or drug use and do not currently use alcohol or drugs to such an extent that it could impair your current ability to practice law in an ethical manner. (“Ethical manner” means compliance with the Oregon Rules of Professional Conduct.)	<input type="radio"/>	<input type="radio"/>
	f. Within the last five years, have you used any drug that is currently illegal under Oregon state law and that was illegal to use under the laws of the jurisdiction in which you used the drug?	<input type="radio"/>	<input type="radio"/>
	g. Have you asked, or been asked, to drop a class short of completion after your law school’s drop/add deadline, or received an incomplete grade during law school?	<input type="radio"/>	<input type="radio"/>

**SECTION 4**

**Information to be Submitted by ALL Applicants**

- 23 The following information should be submitted with your application if possible. **Please note: Submitting these items after your application could result in the delay of your admission:**
- a. You are responsible to provide a list of each jurisdiction that has ever issued you a driver’s license – please provide accurate and complete license numbers (see Question 12, Pg 5). You do not need to provide DMV records – the Board of Bar Examiners will obtain these as needed. If unable to obtain old license numbers due to the DMV’s retention policy, please provide as much detailed information as possible (for example, the jurisdiction and approximate dates the license was held);
  - b. One certificate of graduation issued by your law school. A blank form is enclosed in the application kit. (This certificate can be submitted after your application, but it **must be received no later than 15 days prior to the bar examination** (See Rule 4.15(2));
  - c. If you have been certified under any form of student appearance or legal intern rule, please provide a certificate issued showing that you are qualified to so practice.

**Note: If you have been admitted to practice law in any other jurisdiction or country, excluding admission under a student appearance rule, answer questions set out in Section 5. If not, proceed to the Affidavit and Authorization (Page 15).**

**SECTION 5**

**Questions applicable only to applicants who have been admitted to practice law in another state or country**

24 List the jurisdictions in which you have been admitted to practice law, the date you were admitted and your bar number (if you need more space, please attach a separate piece of paper with the relevant information):

Jurisdiction	Date of Admission (M/D/Y)	Bar Number

<p><b>25</b></p>	<p>If you have ever been actively engaged in the practice of law, attach a statement describing your practice since first being admitted in any jurisdiction, include in the statement part-time or temporary work and show, in each instance:</p> <ol style="list-style-type: none"> <li>a. The dates between which you were actively engaged in the practice of law;</li> <li>b. The addresses of the offices or places at which you were so engaged;</li> <li>c. The names and addresses of former employers, partners, associates and subordinates with whom you had regular contact;</li> <li>d. The nature and extent of your practice, and;</li> <li>e. The reason for the termination of each such employment, partnership, association, relationship or period of practice.</li> </ol>
<p><b>26</b></p>	<p>If anyone has ever complained to any bar association, court or administrative office about your professional services or conduct, state the facts fully, identifying the client, the approximate date the complaint was made, the bar association, judge or office to which it was made and the disposition made of the complaint. Attach an additional sheet if necessary.</p>
<p><b>27</b></p>	<p>If you have ever been the subject of any disciplinary proceeding in connection with your practice of law in any jurisdiction, or have ever received a warning, reprimand or sanction concerning your practice, state the facts fully, identifying the nature of the alleged violation, the disposition of the matter and the name and address of the person or entity who would have the record.</p>
<p><b>28</b></p>	<p>The following information must be submitted from each jurisdiction where you have been admitted, <b>prior</b> to your taking the Oath of Office to practice law in Oregon:</p> <p>Please note that some jurisdictions combine these two documents:</p> <ol style="list-style-type: none"> <li>1. A Status Certificate or Good Standing Statement, showing your date of admission and your current status in that jurisdiction (Active, Inactive, Suspended, etc.).</li> <li>2. A Discipline Statement, indicating whether there is now pending, or if there has ever been, any complaint or disciplinary proceeding against you, and if any appear, the status thereof, the nature of the charge(s) and the disposition thereof.</li> <li>3. If admitted in Oregon via House Counsel or Law Teacher, please obtain Good Standing and Discipline statements from the Regulatory Services &amp; Discipline Department at the Oregon State Bar. <ul style="list-style-type: none"> <li>• <b>Please restate your Oregon Bar # _____</b></li> </ul> </li> </ol>

**All Applicants MUST complete the following:**

**DECLARATION, RELEASE AND AUTHORIZATION**

I, \_\_\_\_\_ hereby affirm that:

1. I am the applicant named in the foregoing application for admission to practice law in Oregon;
2. I have read the Rules of the Supreme Court of the State of Oregon relating to admission to practice law in Oregon, and I make this application in accordance with those rules;
3. I understand that my obligation to furnish complete and accurate information in connection with this application is a continuing one and, accordingly, should anything occur or be discovered between the time this application is submitted and the time I am admitted that would change or render incomplete any portion of the information furnished in or in connection with this application, I will promptly notify the Board of Bar Examiners and furnish the necessary information to correct or complete my application;
4. I agree to give any further information which may be required in reference to my past record;
5. I hereby authorize the Supreme Court of the State of Oregon and the Board of Bar Examiners, or their agents or authorized representatives, to make a complete investigation of my character, financial responsibility and general fitness to practice law in Oregon and to disclose such information about me as may be reasonably necessary to conduct such an investigation;
6. I hereby authorize every person, firm, company, corporation, medical professional, governmental agency, court, association, bar admissions or discipline authority, or educational or other institution, including, without limitation, colleges, universities, and law schools, having control of documents relating to me, including, without limitation, driving records, post-secondary educational institution and law school records, health care treatment records, counseling records, military records, credit reports, litigation records, professional disciplinary records, and employment records, to provide that information and those documents to the Supreme Court of the State of Oregon and the Board of Bar Examiners and their agents or authorized representatives;
7. I hereby release, discharge and exonerate the Oregon Board of Bar Examiners, their members, agents and representatives and any person, entity furnishing documents, records or information in connection with this application or the investigation discussed above from any and all liability of every nature and kind arising from any investigation or out of the furnishing, inspection or use of such documents, records and other information; and
8. I understand that all documents, records and other information pertaining to me, furnished to the Oregon State Board of Bar Examiners in connection with this application are privileged and confidential and will not be disclosed to persons, except as provided in the Rules for Admission, outside the Supreme Court or Board of Bar Examiners and their agents or authorized representatives without my prior consent and that this application and all materials in my application file are and shall remain the property of the Supreme Court.
9. Notwithstanding anything to the contrary herein, I hereby authorize the Oregon Board of Bar Examiners to release my name and Oregon Bar Exam data, including pass/fail information, to my law school(s) and to the National Conference of Bar Examiners.
10. I fully realize that the determination of whether I may be allowed to practice law in Oregon depends on the truth and completeness of my answers in this application and the information furnished with it;
11. If I choose to take the exam using a computer, I acknowledge there is some risk. The risks include but are not limited to equipment failure, software problems and electrical problems. I agree to assume all risk associated with use of a computer and acknowledge that I will have to handwrite the exam in the event of any problems;
12. I have read the foregoing application and the answers that I have given in it are true and complete.
13. I agree should I be asked to provide a fingerprint card that I will take the necessary steps to obtain one from a law enforcement agency.

I HEREBY DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I UNDERSTAND THAT ANY FALSE STATEMENT IN MY APPLICATION MAY RESULT IN THE DENIAL OF MY ADMISSION, UNDER ORS 9.220(2)(a).

\_\_\_\_\_(Applicant)



Oregon State  
Board of  
Bar Examiners

OREGON STATE BOARD OF BAR EXAMINERS  
P.O. Box 231935, Tigard, OR 97281-1935  
Inside Oregon: 1-800-452-8260 - (503) 620-0222, Exts. 310 and 316

[www.osbar.org](http://www.osbar.org)

To: All Bar Exam Applicants for Admission to Practice Law in Oregon  
From: Oregon State Board of Bar Examiners  
Re: Character and Fitness Statements

Enclosed you will find six (6) Employment Character and Fitness Statements.  
Complete the top part of each form ONLY with:

- Your name.
- The name and complete address of each of your places of employment. Refer to page 8 of the bar exam application in response to question 19.
- The name of your supervisor if that person is still employed by that company. If not, please address the reference to HR or Personnel Department.
- Dates of employment, include month and year.
- To complete these forms, please email them to your reference prior to submission of your application.

\*\*\*You have been provided six blank character and fitness statements altogether. One for your current employer and one for each of your five previous employers. If you are currently unemployed, please note this on page 8 in the space provided for a current employer. You will then only have five previous employers to list.\*\*\*

**E-MAIL THESE STATEMENTS  
TO YOUR REFERENCES —  
DO NOT INCLUDE THE STATEMENTS  
WITH YOUR APPLICATION**

**IN THE SUPREME COURT OF THE STATE OF OREGON  
EMPLOYMENT CHARACTER AND FITNESS STATEMENT**

**\*\*Employer References: Please answer the questions below and email them to one of the following email addresses. If you have concerns about this applicant: [characterconcerns@osbar.org](mailto:characterconcerns@osbar.org)  
If no concerns, email to: [characterandfitness@osbar.org](mailto:characterandfitness@osbar.org)**

**In the Matter of the Application of (applicant's name on the line below):**

Name: [ _____ ] Address: [ _____ ] Address: [ _____ ] City, State Zip: [ _____ ]	Name: _____ ] Applicant's Position: _____ ] Employed from: _____ to _____ ] Applicant's Supervisor: _____
---	--

1. My name is: \_\_\_\_\_ 2. My occupation is: \_\_\_\_\_

2. I am a member in good standing of the Bar of : (if none, write none)

3. I have been acquainted with the applicant for \_\_\_\_\_ years under the following circumstances:

4. Do you believe the applicant to be trustworthy?  YES  NO  
(If you answer NO, provide a short summary of details)

5. Please check yes or no. If your answer to any is YES, provide a short summary. To your knowledge has the applicant:

- YES  NO been subject to any discipline or remediation for unprofessional or disruptive behavior including a corrective action plan?
- YES  NO demonstrated violent or disruptive behavior?
- YES  NO failed to meet job expectations, including following through on tasks and responsibilities in a timely manner, despite reasonable accommodations, if needed.
- YES  NO been found to have violated any code of conduct?
- YES  NO been discharged, terminated or asked to resign from employment?
- YES  NO been accused of a violation of trust?
- YES  NO been subject to a writ of garnishment?
- YES  NO had a pattern of unexcused absences from work?
- YES  NO previously applied for admission to the Bar of any other state (please identify the state)?

6. I am \_\_\_\_\_ / I am not \_\_\_\_\_ able to give factual, accurate, and reliable appraisal of the applicant's moral character and general fitness to practice law. If not, why not?

7. I believe: **(Please check one)**

- The applicant is qualified by general fitness and good moral character to practice law and I make this statement without reservation.
- The applicant is qualified by general fitness and good moral character to practice law, but I am aware of facts set forth concerning the applicant's past or present conduct or performance which may have a bearing on this question and should be brought to the attention of the examining authorities.(Please attach a separate sheet identifying the matters that need to be reviewed.)
- The applicant does not have the general fitness and good moral character to practice law. (Please attach a separate sheet explaining the basis for this opinion.)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AFFIDAVIT AND AUTHORIZATION**  
**HOUSE COUNSEL LICENSE – RULE 16.05**

**Applicant**

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_ being duly sworn, state that:

1. I am the applicant named in the foregoing application for admission to practice law in Oregon;
2. I am employed by \_\_\_\_\_ (name of business entity) as House Counsel;
3. I have disclosed to \_\_\_\_\_ (name of business entity) the practice limitations as provided in Rule 16.05 of the Rules for Admission of Attorneys;
4. I have read the foregoing application and the answers that I have given in it are true and complete; and
5. \_\_\_\_\_ (name of business entity) is authorized to do business in the State of Oregon, as evidenced by its registration with the Oregon Secretary of State, a copy of which is attached hereto.

\_\_\_\_\_  
(Applicant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public For: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**Employer**

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_ being duly sworn, state that:

1. I am the \_\_\_\_\_ (job title) for \_\_\_\_\_ (name of business);
2. The applicant named above is currently employed by \_\_\_\_\_ (name of business) as House Counsel;
3. The applicant has disclosed the practice limitations of the House Counsel license as contained in Rule 16.05 of the Rules for Admission of Attorneys; and
4. \_\_\_\_\_ (name of business) is authorized to do business in the State of Oregon, and has registered with the Oregon Secretary of State for the purpose to engage in business in Oregon.

\_\_\_\_\_  
(Employer)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public For: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

# Oregon State Bar

## Statement of Professionalism

*Adopted by the Oregon State Bar House of Delegates and  
Approved by the Supreme Court of Oregon effective September 16, 2019*

**A**s lawyers, we belong to a profession that serves our clients and the public good. As officers of the court, we aspire to a professional standard of conduct that goes beyond merely complying with the ethical rules. Professionalism is consistent conduct that includes compliance with all ethical rules promulgated by the Oregon Supreme Court, courageous representation of clients, striving for the public good and complying with the following principles in dealing with our clients, opposing parties, opposing counsel, the courts and all others:

- I will promote the integrity of the profession and the legal system.
- I will work to ensure access to justice for all segments of society.
- I will avoid all forms of discrimination.
- I will protect and improve the image of the legal profession in the eyes of the public.
- I will support a diverse bench and bar.
- I will promote respect for the courts.
- I will support the education of the public about the legal system.
- I will work to achieve my client's goals, while at the same time maintain my professional ability to give independent legal advice to my client.
- I will always advise my clients of the costs and potential benefits or risks of any considered legal position or course of action.
- I will communicate fully and openly with my client, and use written fee agreements with my clients.
- I will not employ tactics that are intended to delay, harass, or drain the financial resources of any party.
- I will always be prepared for any proceeding in which I am representing my client.
- I will be courteous and respectful to my clients, to adverse litigants and adverse counsel, and to the court.
- I will only pursue positions and litigation that have merit.
- I will explore all legitimate methods and opportunities to resolve disputes at every stage in my representation of my client.
- I will support pro bono activities.



Oregon State  
Board of  
Bar Examiners

(Please Sign and Returned this Form to  
the Board of Bar Examiners With Your Application)

OREGON STATE BAR

Committee on Professionalism

I, \_\_\_\_\_ (please print name),

declare that I am an applicant for membership in the Oregon State Bar and that I have read the Statement of Professionalism provided by the Board of Bar examiners. Furthermore, I declare that while I am engaged in the practice of law as a member of the Oregon State Bar, I will subscribe to the principles set out in the Statement of Professionalism.

\_\_\_\_\_  
Signature

For more information regarding the Multistate Professional Responsibility Examination (MPRE) please see Rule 7.05 of the Rules for Admission of Attorneys of the Supreme Court of the State of Oregon which can be found at this link: [http://www.osbar.org/\\_docs/rulesregs/admissions.pdf](http://www.osbar.org/_docs/rulesregs/admissions.pdf)

**The Passing MPRE Score in Oregon is a Scaled Score of 85**

**PLEASE PRINT:**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

- I took the MPRE on the following date with the following resulting score (if known):

Date: \_\_\_\_\_

- I requested the National Conference of Bar Examiners (NCBE) to send my score results to Oregon.
- I did not have my scores transmitted to Oregon by the NCBE and therefore will contact them to do so.
- I must take the MPRE and expect to do so on (date or approx. time): \_\_\_\_\_ and will have my scores directed to Oregon by the NCBE.

**Return this completed form with your bar exam application.**



Oregon State  
Board of  
Bar Examiners

**OREGON STATE BOARD OF BAR EXAMINERS**  
16037 SW UPPER BOONES FERRY ROAD  
TIGARD, OR 97224  
503.620.0222, EXTS. 310, 364, AND 419  
TOLL FREE IN OREGON 1.800.452.8260 FAX: 503.598.6984

[www.osbar.org](http://www.osbar.org)

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## Questions about the Admission Process?

- ✓ **General Questions** – You can go to the Admissions home page on the Oregon State Bar website: <http://www.osbar.org/admissions>
- ✓ **Rules** – You can find a complete set of rules at the link below:  
<http://www.osbar.org/docs/rulesregs/admissions.pdf>
- ✓ **Application Information and Instruction Booklet** – please refer to:  
<http://www.osbar.org/docs/admissions/ExamInstructions.pdf>
- ✓ **Forms Library** – For Special Accommodation forms, Laptop Exam Information, Change of Address form, Certificate of Graduation, please refer to:  
<http://www.osbar.org/admissions/index.html#forms>