

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

INSTRUCTIONS FOR FILING AN APPLICATION FOR LAW TEACHER ADMISSION (WEB VERSION)

- A. These instructions and forms are designed for those who wish to apply for law teacher admission using the application forms obtained from the Admissions Department's web site.
1. **PLEASE READ ALL INSTRUCTIONS CAREFULLY AND THOROUGHLY BEFORE PROCEEDING.**
 2. **PLEASE READ RULES FOR ADMISSION 11.05 – LAW TEACHER ADMISSION BEFORE APPLYING TO ENSURE YOU MEET THE REQUIREMENTS OF THE RULE.**
 3. The application forms contained on this web site are in writeable Portable Document Format (PDF). Therefore, your completed application must be **typewritten** and submitted in **hard copy form**. Please mail the completed forms, including payment, to the address at the top of this page. Applications submitted in electronic form **will not** be accepted or considered as correctly filed.
 4. 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.
 5. Carefully read and adhere to the “General Instructions” set out on page 2 of the 13 page house counsel application.
 6. All forms that need an applicant signature must **first be printed and then signed by the applicant** in blue or black ink.

7. If you are a repeat applicant, please contact the Admissions Department at admissions@osbar.org to obtain a copy of your previous application. This information may help you with filling out the current application.
8. Complete and mail back two (2) copies of the Application Information Sheet. One will be returned to you as your receipt.
9. Complete and mail back six (6) character and fitness statements with the addresses of each of your current and previous five (5) employers. If you have no current employer please leave one form blank, or if you have not had a total of six (6) employers, please only fill-out the number of character and fitness statements that correspond with how many jobs you have held.

B. FILING DEADLINES

There is no filing deadline for law teacher 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.

C. APPLICATION FEES

Application fees must accompany the completed application forms.

Total law teacher application fee is - **\$1,350**

** For further questions, see RFA 4.10.

D. FILING OF APPLICATION

1. Send your completed application, fees, and supplementary documents to:

Oregon State Board of Bar Examiners
16037 SW Upper Boones Ferry Rd, PO Box 231935
Tigard, Oregon 97281-1935

2. An application missing the notarized affidavit, fingerprint card, and/or fees **will not** be considered correctly filed. 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 11.05 – Law Teacher

PAYMENT in the amount of: (Make check payable to “Oregon State Bar”)

<input type="checkbox"/>	\$1,350.00 total payment for PDF version of law teacher application
<input type="checkbox"/>	Application Information Sheet – both copies
<input type="checkbox"/>	One Completed Application
<input type="checkbox"/>	One Notarized Application Affidavit and Authorization (Pages 13)
<input type="checkbox"/>	Character and Fitness Statements, completed per instructions
<input type="checkbox"/>	One Certificate of Graduation (completed and signed by your law school)
<input type="checkbox"/>	Enclosed
<input type="checkbox"/>	Will be Forwarded
<input type="checkbox"/>	Completed Fingerprint Card (reminder - top portion must be filled out and signed)
<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"/>	*Proof of passage of a bar examination in a jurisdiction in which you are admitted.
<input type="checkbox"/>	Enclosed
<input type="checkbox"/>	Will Be Forwarded
<input type="checkbox"/>	Demographics Request Form (optional)
<input type="checkbox"/>	Professionalism Statement Form - signed

*Please contact the applicable bar association(s) for these items

Please Return this Form with Completed Application to

Oregon State Board of Bar Examiners
 16037 SW Upper Boones Ferry Rd, PO Box 231935
 Tigard, Oregon 97281-1935

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 law teacher application is \$1,350.

[Pay Your Law Teacher Application Fee Here](#)

<input type="checkbox"/> 101-4070-LT	Law Teacher Application Fee	\$1,350.00
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Total Applicable Fees Remitted	\$
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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

(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 11.05 – Law Teacher

- 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 am a graduate of a law school approved by the American Bar Association.

- I have been a full-time member, for at least one year, of the faculty of a law school in the State of Oregon (Name and Address of law school):

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 **four (4)** notarized originals of the Affidavit and Authorization Form (Page 13)
- 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 16))
- Complete all the forms required
- Sign all the forms requiring your signature
- If you withdraw by the deadline (Rule 4.10 regarding Withdrawal) you will receive a partial refund
- It is an applicant's duty to obtain and provide the information requested (Rule 4.25)

1	Full Name:	Social Security Number:
2	Business Address where you can be reached:	Phone Number: Fax Number: E-Mail Address:
3	Mailing Address:	Phone Number: Fax Number: E-Mail Address:
4	Date of Birth:	Place of Birth:
5	If you have ever been known by any other name or surname, state that name and the reason(s) you used that name:	

12	List all addresses where you have resided for the past five years and state the dates you resided at each address (attach additional sheet if necessary):	
	Address, City, State, and Zip Code	Period of Residence

13	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 # (if known)	Time period during which license was in effect

14	List every post-secondary educational institution (other than law school) you have attended:			
	Institution:	Location:	Period of Attendance:	Degree:

15	List every Law School you have attended:				
	Law School	Location	Period of Attendance	Date or Expected Date Graduation	Day or Evening Student

16	If this is not your first application for admission to practice law 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 and Year of Examination and/or Month & Year of Reciprocity Application	Reason Not Admitted / Reason Withdrawn

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Specify each application you have made to practice law in any jurisdiction (other than Oregon):

Application By:	State or Country	Active or Inactive?	Date of Admission, if applicable	If Not Admitted, State the Reason(s) Why Not Admitted
<input type="checkbox"/> Examination <input type="checkbox"/> Reciprocity <input type="checkbox"/> On Motion				
<input type="checkbox"/> Examination <input type="checkbox"/> Reciprocity <input type="checkbox"/> On Motion				
<input type="checkbox"/> Examination <input type="checkbox"/> Reciprocity <input type="checkbox"/> On Motion				
<input type="checkbox"/> Examination <input type="checkbox"/> Reciprocity <input type="checkbox"/> On Motion				
<input type="checkbox"/> Examination <input type="checkbox"/> Reciprocity <input type="checkbox"/> On Motion				

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	Attach a statement describing your practice since first being admitted in any jurisdiction, include in that statement part-time or temporary work and show, in each instance: <ol style="list-style-type: none">1. The dates between which you were actively engaged in the practice of law;2. The exact addresses of the offices or places at which you were so engaged and, in connection with that practice, the names and address of all former employers, partners, associates and persons with whom you shared office space;3. The nature and extent of your practice; and4. The reason for the termination of each such employment, partnership, association, relationship or period of practice.
20	If anyone, to your knowledge, has ever complained to any bar association, court or administrative officer 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 officer to which it was made and the disposition made of the complaint. Attach separate sheet(s) in responding to this question, if necessary.

<p>21</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>Attach separate sheet(s) in responding to this question, if necessary.</p>		
<p>22</p>	<p>If your answer to any of the portions of this question is "YES," attach a separate sheet of paper to this application with a full explanation of the circumstances that required you give an affirmative answer to that portion of the question. Be as complete and detailed as you can. If the information is not sufficiently complete and detailed to give the Board of Bar Examiners a full understanding of the circumstances, your application will not be considered complete until you provide the necessary additional information. If your explanation refers to a court case or administrative proceeding, give the number of the case or proceeding and sufficient information so that the Board of Bar Examiners can locate the record.</p>		
<p>a. Have you ever been dropped, suspended, expelled, disciplined or subjected to a disciplinary inquiry or proceeding by any college or law school for any cause whatsoever?</p>	<p>YES</p>	<p>NO</p>	
<p>b. Have you ever been discharged or requested, formally or informally, to resign from or terminate employment?</p> <p>If yes, explain and provide the date, circumstances, and name, address, phone number and email address of employer, as well as the name and title of individual making such request if other than the listed employer (attach supplemental sheet)</p>			
<p>c. Have you ever been a party to any civil proceeding, including any bankruptcy or administrative proceeding?</p>			

22 C o n t , d		YES	NO
	d. Have you ever been charged with fraud or dishonesty in any civil proceeding?		
	e. Have you had more than five checks dishonored because of insufficient funds during the past three years?		
	f. Have you ever had a check for more than \$100 dishonored because of insufficient funds?		
	g. 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?		
	h. Has any surety on any bond on which you were the principal or obligor been required to pay any money on your behalf?		
	i. Have you ever been denied a bond, had a bond revoked, or had anyone seek to recover on or cancel a bond?		
	j. Have you ever been arrested, charged with or convicted of any criminal offense? If yes, complete the information below. For purposes of this question, you must list any criminal offenses, even if the offense was subsequently expunged or set aside. You may only omit juvenile matters which were expunged or set aside.		
	k. Have you ever been charged with contempt of court?		
	l. Have you ever been accused of dishonesty in connection with employment?		
	m. Have you ever applied for a license, other than as an attorney at law, the procurement of which required proof of "good moral character" (i.e., CPA, patent agent, notary public, real estate broker, physician, nurse)?		
n. Has any proceeding ever been instituted to declare you an incompetent person, an insane person or a mentally diseased person?			
o. Have you ever had a dependency upon, undergone treatment for, or been discharged from employment for the use of a controlled substance or alcohol?			

22 C o n t ' d		YES	NO
	p. Do you currently have any condition or impairment (including, but not limited to, substance abuse, alcohol abuse, or a mental, emotional or nervous disorder or condition) that in any way currently affects your ability to practice law in a competent and professional manner? ("Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a lawyer.)		
	q. If your answer to (p) is affirmative, are the limitations or impairments caused by your mental health condition or substance abuse problem reduced or ameliorated because you receive ongoing treatment (with or without medication) or because you participate in a monitoring program?		
	r. Have you or anyone you have worked with ever been charged with the unauthorized practice of law as a result of your conduct?		
	s. Have you or anyone you have worked with ever been sanctioned, censured, reprimanded, disciplined, suspended, disqualified or disbarred as a member of any profession or as a practitioner before any administrative agency as a result of your conduct?		
	t. Have you ever been suspended or removed from public office because of conduct reflecting adversely upon your character?		
	u. Have you ever been subject to any disciplinary action in connection with military service?		
	v. 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, explain		

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List your **current** and **previous** five employers and state the dates you were employed by them. **(Indicate supervisor where applicable)**. Provide the full and correct name, number, street name, address, city, state, and zip code for each address.

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:

24

Identify **five** responsible people who are in a position to attest to your character and fitness to practice law. If possible, at least two of the people should be members of the Oregon State Bar or of another jurisdiction. **Do not** list people related to you by blood or marriage. Your acquaintance with the people listed **should be more than casual and of a substantial duration.**

Name and Exact Mailing Address	Occupation	Nature and Length of Acquaintance
Name and Exact Mailing Address	Occupation	Nature and Length of Acquaintance
Name and Exact Mailing Address	Occupation	Nature and Length of Acquaintance
Name and Exact Mailing Address	Occupation	Nature and Length of Acquaintance
Name and Exact Mailing Address	Occupation	Nature and Length of Acquaintance

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.

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

16037 SW Upper Boones Ferry Road, Tigard, OR 97224
Inside Oregon: 1-800-452-8260 - (503) 620-0222, Exts. 310, 311, 316 and 419

www.osbar.org

To: All 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 on the line below the words "**In the Matter of the Application of**"
- The name and complete address of each of your places of employment. **(Please type inside the guide marks [shaded brackets], as these statements will be mailed in window envelopes.)**
- 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, where applicable

List the names and contact information of **five personal character references** 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 people if deemed necessary.

Law Teacher Applicants – The employer references from page 11 should auto-complete in the shaded brackets on the six (6) character and fitness statements provided.

We will mail the forms to your references.

**DO NOT MAIL OR GIVE THESE STATEMENTS
TO YOUR REFERENCES – PLEASE RETURN WITH
YOUR COMPLETED APPLICATION**

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

****Employer References – Please answer the questions below and mail back in the return envelope provided. If unable to complete this form, please make a note of this and return the form anyway.****

In the Matter of the Application of:

_____ (PRINT TYPE YOUR NAME HERE)

[]
[]
[]
[]

Employed from: _____ **to** _____

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 accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subject to discipline for academic or personal conduct reasons by any educational institution?
- YES NO been a party to legal or administrative proceedings?
- YES NO been charged with, arrested for or convicted of any traffic or criminal offense?
- YES NO been accused of a violation of trust?
- YES NO been denied admission to the Bar of any other state?
- YES NO had a pattern of unexcused absences from school or work?
- YES NO demonstrated violent or disruptive behavior?
- YES NO been addicted to or dependent upon the use of narcotics, drugs or intoxicating beverages within the past 10 years?
- YES NO been hospitalized during the past 10 years for treatment of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism or voyeurism that could impair or limit the ability to practice law in a competent and professional manner?
- YES NO had a mental health condition that currently impairs or limits the ability to practice law in a competent and professional manner?
- YES NO been delinquent in any financial obligations?

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: **(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 background, history, experience, or activities which may have a bearing on this question and should be brought to the attention of the examining authorities.
 - The applicant is not qualified to practice law for the reasons set forth (attach a separate sheet)

Signature: _____ **Date:** _____

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

****Employer References – Please answer the questions below and mail back in the return envelope provided. If unable to complete this form, please make a note of this and return the form anyway.****

In the Matter of the Application of:

_____ (PRINT TYPE YOUR NAME HERE)

[]
[]
[]
[]

Employed from: _____ **to** _____

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 accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subject to discipline for academic or personal conduct reasons by any educational institution?
- YES NO been a party to legal or administrative proceedings?
- YES NO been charged with, arrested for or convicted of any traffic or criminal offense?
- YES NO been accused of a violation of trust?
- YES NO been denied admission to the Bar of any other state?
- YES NO had a pattern of unexcused absences from school or work?
- YES NO demonstrated violent or disruptive behavior?
- YES NO been addicted to or dependent upon the use of narcotics, drugs or intoxicating beverages within the past 10 years?
- YES NO been hospitalized during the past 10 years for treatment of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism or voyeurism that could impair or limit the ability to practice law in a competent and professional manner?
- YES NO had a mental health condition that currently impairs or limits the ability to practice law in a competent and professional manner?
- YES NO been delinquent in any financial obligations?

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: **(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 background, history, experience, or activities which may have a bearing on this question and should be brought to the attention of the examining authorities.
- The applicant is not qualified to practice law for the reasons set forth (attach a separate sheet)

Signature: _____ **Date:** _____

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

****Employer References – Please answer the questions below and mail back in the return envelope provided. If unable to complete this form, please make a note of this and return the form anyway.****

In the Matter of the Application of:

_____ (PRINT TYPE YOUR NAME HERE)

[]
[]
[]
[]

Employed from: _____ **to** _____

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 accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subject to discipline for academic or personal conduct reasons by any educational institution?
- YES NO been a party to legal or administrative proceedings?
- YES NO been charged with, arrested for or convicted of any traffic or criminal offense?
- YES NO been accused of a violation of trust?
- YES NO been denied admission to the Bar of any other state?
- YES NO had a pattern of unexcused absences from school or work?
- YES NO demonstrated violent or disruptive behavior?
- YES NO been addicted to or dependent upon the use of narcotics, drugs or intoxicating beverages within the past 10 years?
- YES NO been hospitalized during the past 10 years for treatment of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism or voyeurism that could impair or limit the ability to practice law in a competent and professional manner?
- YES NO had a mental health condition that currently impairs or limits the ability to practice law in a competent and professional manner?
- YES NO been delinquent in any financial obligations?

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: **(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 background, history, experience, or activities which may have a bearing on this question and should be brought to the attention of the examining authorities.
 - The applicant is not qualified to practice law for the reasons set forth (attach a separate sheet)

Signature: _____ **Date:** _____

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

****Employer References – Please answer the questions below and mail back in the return envelope provided. If unable to complete this form, please make a note of this and return the form anyway.****

In the Matter of the Application of:

_____ (PRINT TYPE YOUR NAME HERE)

[]
[]
[]
[]

Employed from: _____ **to** _____

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 accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subject to discipline for academic or personal conduct reasons by any educational institution?

YES NO been a party to legal or administrative proceedings?

YES NO been charged with, arrested for or convicted of any traffic or criminal offense?

YES NO been accused of a violation of trust?

YES NO been denied admission to the Bar of any other state?

YES NO had a pattern of unexcused absences from school or work?

YES NO demonstrated violent or disruptive behavior?

YES NO been addicted to or dependent upon the use of narcotics, drugs or intoxicating beverages within the past 10 years?

YES NO been hospitalized during the past 10 years for treatment of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism or voyeurism that could impair or limit the ability to practice law in a competent and professional manner?

YES NO had a mental health condition that currently impairs or limits the ability to practice law in a competent and professional manner?

YES NO been delinquent in any financial obligations?

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: **(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 background, history, experience, or activities which may have a bearing on this question and should be brought to the attention of the examining authorities.
- The applicant is not qualified to practice law for the reasons set forth (attach a separate sheet)

Signature: _____ **Date:** _____

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

****Employer References – Please answer the questions below and mail back in the return envelope provided. If unable to complete this form, please make a note of this and return the form anyway.****

In the Matter of the Application of:

_____ (PRINT TYPE YOUR NAME HERE)

[]
[]
[]
[]

Employed from: _____ **to** _____

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 accused of a violation of the honor code or student conduct code, warned, placed on scholastic or disciplinary probation, suspended, requested or advised to discontinue studies, dropped, expelled, or requested to resign or otherwise subject to discipline for academic or personal conduct reasons by any educational institution?
- YES NO been a party to legal or administrative proceedings?
- YES NO been charged with, arrested for or convicted of any traffic or criminal offense?
- YES NO been accused of a violation of trust?
- YES NO been denied admission to the Bar of any other state?
- YES NO had a pattern of unexcused absences from school or work?
- YES NO demonstrated violent or disruptive behavior?
- YES NO been addicted to or dependent upon the use of narcotics, drugs or intoxicating beverages within the past 10 years?
- YES NO been hospitalized during the past 10 years for treatment of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism or voyeurism that could impair or limit the ability to practice law in a competent and professional manner?
- YES NO had a mental health condition that currently impairs or limits the ability to practice law in a competent and professional manner?
- YES NO been delinquent in any financial obligations?

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- The applicant is not qualified to practice law for the reasons set forth (attach a separate sheet)

Signature: _____ **Date:** _____



Oregon State
Board of
Bar Examiners

IN THE SUPREME COURT OF THE STATE OF OREGON

Certificate of Law School Graduation

Please Forward this Form to the Registrar of your Law School

Application for Admission to the Bar of:

_____ **(Student's Full Name)**

I do hereby certify that:

A. The applicant named above studied law at: _____

B. Applicant was awarded the degree of: _____

C. Applicant received said degree on: _____
(Date conferred)

D. Applicant's record does not reflect adversely on his/her fitness to practice law; and during his/her attendance at this law school, he/she has not been subject to any disciplinary action, except:

E. Said law school **WAS ACCREDITED BY THE AMERICAN BAR ASSOCIATION** on or before the date on which applicant received said degree; and

F. At said law school I hold the title of: _____

Certified by: _____
(Print Name)

Signature: _____
(Original Signature Required)

Date of Certification: _____

(SCHOOL OR NOTARY SEAL)

If school has no official seal, a notary execution must reflect the official and verified status of this certificate.

Please return this completed form to:

Oregon Board of Bar Examiners
16037 SW Upper Boones Ferry Rd
PO Box 231935
Tigard, OR 97281-1935



Oregon State
Board of
Bar Examiners

Notice:

Fingerprinting Instructions

To complete your application you will need to have your fingerprints taken.

1. You *must* submit your completed fingerprint card with your application.
2. Your fingerprints must be taken by an agency authorized to perform fingerprinting. Most municipal police departments and local sheriff's offices can do this for you. The Admissions Department does **not** provide fingerprinting services.
3. For obvious reasons, the application obtained from the Admissions web site does not include a blank fingerprint card for your use. Any agency authorized to perform fingerprinting should be able to provide you a fingerprint card.
4. Repeat exam takers applying within four (4) years of previous application do **not** need to have their fingerprints taken again.

Suggested Fingerprinting Services in Oregon (please call business for hours of operation):

Public Safety Training Center
12700 SW 83rd Avenue
Clackamas, OR - 503-794-8065

Fingerprinting Services
One World Trade Center Bldg
121 SW Salmon Street, 11th Floor
Portland, OR - 503-228-4311
www.fingerprintingservices.net

**Passport Immigration Photos
& Fingerprinting Services**
439 NW Broadway
Portland, OR - 503-224-5014
www.passportimmigrationphotos.com

Oregon State Police
3772 Portland Road, NE Building C
Salem, OR - 503-378-3070

Stevens- Ness Law Publishing Co.
916 SW 4th Ave
Portland, OR - 503-223-3137

Washington County Sheriff's Office
215 SW Adams Avenue
Hillsboro, OR - 503-846-2761

Univ. of Oregon - Dept. of Public Safety
1319 E 15th Avenue, Straub Hall
Eugene, OR - 541-346-2919
<http://safetyweb.uoregon.edu/>

Oregon State Bar

Statement of Professionalism

*Adopted by the Oregon State Bar House of Delegates and
Approved by the Supreme Court of Oregon effective November 16, 2006*

As 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 the courage to care about and act for the benefit of our clients, our peers, our careers, and the public good. Because we are committed to professionalism, we will conduct ourselves in a way consistent with the following principles in dealing with our clients, opposing parties, opposing counsel, the courts, and the public.

- 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 unlawful or unethical discrimination.
- I will protect and improve the image of the legal profession in the eyes of the public.
- 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



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, 311, 316 AND 419

TOLL FREE IN OREGON 1.800.452.8260

FAX: 503.684.1366

www.osbar.org

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>
- ✓ **Frequently Asked Questions** – please refer to:
<http://www.osbar.org/docs/admissions/Q&A.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>