Board of Law Examiners

Appointed by the Supreme Court of Texas

IN-STATE APPLICATION FOR ADMISSION TO THE BAR OF TEXAS

GENERAL INSTRUCTIONS

Use this application only if your J.D. degree was (or will be) awarded by an ABA-approved Texas law school and you have not been licensed to practice law in any other jurisdiction. If you use this application and have not previously filed a Declaration of Intention to Study Law as required by Rule VI, you must do so before, or simultaneously with, the filing of this application.

You are responsible for reading the current *Rules Governing Admission to the Bar of Texas*, and the applicable statutory provisions found in Texas Government Code, Sec. 82.001 *et seq*., all of which are contained in the Board of Law Examiners' rulebook. The rulebook is available in downloadable format on the Board's website, www.ble.state.tx.us. You must also read the *Texas Disciplinary Rules of Professional Conduct*, posted at www.txethics.org/Rules.aspx.

Follow these instructions carefully and complete this form, typing or printing your answers. Use blue or black ink if you choose to print. Keep a copy of your application for future reference, as you will be charged for any copies you request from the Board's file.

No alterations may be made to the text or wording of this application. If alterations are found, the application will be denied and your fees forfeited.

Before you file your application, verify that you have fully responded to all items, questions, and statements, leaving no blanks and attaching all required Continuation Forms, Civil Litigation Forms, Criminal History Forms and two (2) original signed and notarized Authorization and Release Forms. If the item or question is inapplicable, write "N/A." Incomplete applications may be returned and, if applicable, a late fee of $150.00 will be imposed.

Your application will not be considered filed and may be returned to you if it is incomplete. Examples of incompleteness include, but are not limited to, the following:

a. failure to provide any information required, including names, complete addresses, telephone numbers, and/or zip/postal codes;
b. failure to respond to any item, question, or statement;
c. failure to provide a complete Continuation Form, Civil Litigation Forms, and/or Criminal History Form **for each response requiring one**;
d. failure to send in the required fees (including late fees, if applicable);
e. failure to send in the required photograph;
f. failure to include your LSAC account number;
g. any signature notarized more than 90 days prior to the date received by the Board;
h. alteration of any language in the Application, Affidavit, Authorization and Release, or other required form; or
i. failure to sign any document requiring your signature and/or failure to have your signature notarized where required.

If you have not enclosed required documentation you must obtain from third parties (e.g., court records, etc.), explain on a Continuation Form (see Item 8 of these instructions). Note: you must make a good faith effort to provide these items within 30 days of our receipt of your application. Your failure to meet this deadline may cause your application to be returned to you as not being properly filed. This 30-day grace period DOES NOT APPLY to the Continuation Forms, Civil Litigation Forms, and Criminal History Forms that must be filed with your application, if applicable.

Filing Deadlines: Application filing deadlines are strictly construed. All filing deadlines are postmark deadlines (i.e., if your envelope bears a postmark date on or before the deadline, it will be considered timely filed). If the Postal Service fails to postmark your envelope or the postmark is illegible, your application is deemed to have been filed on the day preceding its receipt by the Board office. Therefore, you are strongly advised to mail your application by certified mail, return receipt requested, and have your receipt postmarked at the post office, so you will have actual documentation of the date you mailed it. If you decide to file your application in person, you must do so at the Board's office before 5:00 p.m. on the applicable deadline date. Note: the Board office is not open on weekends or state holidays.

Texas Bar Exam (TBE) Dates: The two and one-half (2½) day exam begins on the Tuesday before the last Wednesday of each February and July.

	File No Earlier Than	**Timely Deadline**	**Absolute Deadline (accompanied by late fee)**
February TBE	June 30 before exam	August 30 before exam	October 30 before exam
July TBE	November 30 before exam	January 30 before exam	March 30 before exam

1. **Filing Fees:** Make your check, money order, or bank cashier's check payable in the full amount due to the BOARD OF LAW EXAMINERS. The filing fee for a timely filed In-State Application is $300.00. An additional $150.00 late fee will be imposed for any application filed after the timely deadline. If you choose to use a laptop, you must include the $50.00 laptop fee.

   Do not postdate your check. An application is not considered filed until all associated fees are received in the Board office. If your check for fees is returned for insufficient funds or is otherwise dishonored by your bank, you will be assessed a returned check charge. In addition, you will be assessed a late fee if the timely deadline has passed. All fees due after that time must be paid by bank cashier's check or money order. **There is no refund of fees if you withdraw your application, choose not to sit for an exam, or do not meet all requirements for admission.**

2. **Filing of Application:** Mail or deliver your application and all attachments and required fees to the Board as follows:

   Mailing Address:
   Board of Law Examiners
   P.O. Box 13486
   Austin, TX 78711-3486

   Delivery Address:
   Board of Law Examiners
   205 West 14th Street, 5th Floor
   Austin, TX 78701

   The Board will acknowledge receipt of your application within 30 days. If you do not receive such an acknowledgment, please contact the Board office.

3. **Authorization/Release Forms:** Provide two (2) ORIGINAL, SIGNED, and NOTARIZED Authorization/Release forms with your completed application. Blank forms are attached for your use. Do not send copies. These forms must be filed simultaneously with your application.

4. **Proof of Citizenship or USCIS Status:** You must provide the applicable documents requested in Question 3. These documents become part of the Board's permanent file and will not be returned to you. These documents were requested with the submission of your Declaration. Therefore, disregard this instruction if you provided this documentation with a previously submitted Declaration.

5. **Proof of Name Change:** You must provide a certified copy of an amended birth certificate or court order that changed your name. If your name has been changed by marriage, submit a legible copy of your marriage license. These documents become a part of the Board's permanent file and will not be returned to you. These documents were requested with the submission of your Declaration. Therefore, disregard this instruction if you provided this documentation with your previously submitted Declaration.

6. **Photograph:** You must provide a passport-type photograph (no larger than 1½" x 2") of yourself alone, without a hat or dark glasses that must have been taken within two months of the date you file your application. The photo must be a front-facing, head-and-shoulders pose against a plain, light background. Write your Social Security number on the back of the photo and tape (do not staple) it in the space provided on page 1 of the Application. Photo must be taped on all four (4) sides. **Your application will be returned to you if your photograph is not included.**

7. **Continuation Forms:** One Continuation Form is attached to your application; make additional copies as needed. Analyze the application carefully to determine how many forms you will need before you mark on the one copy provided. Use this form as directed in various questions in the application to provide an explanation for "have/do" responses and/or to continue your answers if additional space is required to complete responses to any question or statement for which a specifically designated form is not provided. Respond to only one question or statement on each Continuation Form. **If applicable, all Continuation Forms must be filed simultaneously with your application.**

8. **Civil Litigation Forms:** One Civil Litigation Form is attached to your application; make additional copies as needed. Use this form as directed in the application. **If applicable, all Civil Litigation Forms must be filed simultaneously with your application.**

9. **Criminal History Forms:** One Criminal History Form is attached to your application; make additional copies as needed. Use this form as directed in the application. **If applicable, all Criminal History Forms must be filed simultaneously with your application.**

10. **Expunged and Sealed Offenses:** Matters expunged pursuant to Texas Code of Criminal Procedure Art. 55.02, or pursuant to another State's statute with the same force and effect, need not be disclosed. While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. It is recommended that you obtain a copy of the Court Order expunging or sealing the record in question. Failure to reveal an offense, arrest, ticket, or citation that is not, in fact, expunged or sealed, raises questions related to truthfulness in addition to questions regarding the offense itself. Note that orders of non-disclosure pursuant to Govt. Code §411.081 are not orders of expunction.

11. **Orders of Non-Disclosure:** Pursuant to the Govt. Code Sec. 552.142 (b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure **may become a character and fitness issue**. Pursuant to other sections of the Government Code 411.081(d), 411.081(i)(5), 411.083(b), 411.084(a), 411.087(a), and 411.100, the Texas Board of Law Examiners is entitled to access criminal history record information that is the subject of an order of non-disclosure. Therefore, if the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may ask you to provide information about that criminal matter.

12. **Court Records:** You must provide legible copies of all requested court records as specified on the application.

13. **Employment History:**

(a) **If an employer is no longer in business,** you should enter the phrase "no longer in business" on the line for the supervisor's name, instead of listing the name of your supervisor.

(b) **If your immediate supervisor is no longer employed by the employer,** you have a choice: either list the name of another supervisor still employed by the employer who will be able to respond to an inquiry from the Board staff as to your honesty, etc., or list the current address of your former supervisor, wherever that person is now, or if neither is a viable option, state "personnel department."

(c) **If you cannot locate any documentation that indicates the exact dates you were employed,** list the approximate dates, but indicate that they are approximate.

(d) **If you were employed in a non-paid, intern-type position,** you should list such employment situations. Board staff will elicit responses as to your honesty, etc., so the fact that you were not paid is not important.

14. Examination Site: Indicate your first and second preferences for examination sites by writing **"1"** beside your first preference and **"2"** beside your second preference. While you are not guaranteed either of your preferences, we will assign you to your preferred site if possible. You will be notified of your exam site assignment with the mailing of your admission ticket, approximately one month prior to the exam. **The laptop option may not be offered at every site.**

15. **Testing Accommodations for Persons with Disabilities:** If you have a disability and believe you qualify for testing accommodations on the exam, **you must file an Application for Testing Accommodations at the same time you file your Application for Admission to the Bar of Texas**. Read Rule XII, *Rules Governing Admission to the Bar of Texas*, and carefully review the Instructions for Completing Application for Testing Accommodations and obtain an application immediately, so you can have it completed in time to file with your Application for Admission to the Bar of Texas, as required by Rule XII. You may obtain an application from the "Applications Index" on the Board website, www.ble.state.tx.us, or by contacting the Board's office. (From a Telecommunication Device for the Deaf, call 1-800-RELAY TX.)

Caution! If you need testing accommodations, DO NOT file this Application for Admission to the Bar of Texas without also filing your fully completed testing accommodations application. The Board will not process your request for testing accommodations unless you use the current form and file it simultaneously with your Application for Admission.

16. **Use of Computer:** If you choose the Laptop option for Exam Method, you must include the $50.00 laptop fee and your completed Laptop Application form. **An additional software license fee is required and must be paid to the software vendor, not the Board of Law Examiners, when you download the software**. Please refer to the link entitled Use of Laptop Computers on the Board's website: www.ble.state.tx.us. Laptop testing will not be offered at every location. You could be assigned to a laptop testing center that is not your first or second site preference. Please indicate the site(s) you prefer under "Exam Site" but be aware that the laptop option may not be offered at that site and you may be changed to a different location.

17. **Examination Format and Coverage:** The components of the Texas Bar Exam and the coverage of each component is described in Rule XI and Appendix B, *Rules Governing Admission to the Bar of Texas*. The Texas Bar Exam is given each February and July. Examples of prior questions are posted on the Board's website at www.ble.state.tx.us.

18. **Multistate Professional Responsibility Examination (MPRE):** You will not be issued a license to practice law in Texas until the Board is furnished with an **official score report**, submitted directly from the National Conference of Bar Examiners, verifying that you have passed the MPRE with a scaled score of 85 or higher. You may obtain an MPRE application packet from your law school registrar or from the National Conference of Bar Examiners, MPRE Application Department, P.O. Box 4001, Iowa City, IA 52243; telephone (319) 337-1304, or register on-line at www.ncbex.org/mpre.htm. The MPRE requirement must be met no later than two years after passing the TBE. Refer to Rule V of the *Rules Governing Admission to the Bar of Texas.*

19. **Change of Address:** This packet contains a change of address form. Keep this page and use it to submit any address change to the Board office, as the Board will rely on your last known address in its communications with you. Address changes must be submitted in writing or by fax no later than 45 days prior to the exam. Do not rely on the Board's staff to change your mailing address of record based solely on your return address listed on other correspondence sent to this office. The Change of Address form is also downloadable from the Forms Index at www.ble.state.tx.us.

20. **Full Disclosure:** It is imperative that you honestly and fully answer all questions and statements, regardless of whether you believe the information requested is relevant. Your responses on your application are evaluated as evidence of your candor and honesty. An honest "have/do" response to a statement on your application is not definitive as to the Board's assessment of your present moral character and fitness, but a dishonest "have not/do not" answer is evidence of a lack of candor and honesty, which may be definitive on the character and fitness issue.

21. **Obligation to Update:** You are obligated to immediately update the Board of any matters required by the language contained in the Affidavit section on page 4.

    You may be obligated to inform your law school of arrests, citations, or other misconduct occurring while you were in law school. Check with your law school for its policies and procedures regarding your obligation to make such disclosures. If you were required to inform your law school of any such matters, so indicate in your response to Item "T" in the Affidavit section.

22. **Forms from the Board web page:** If you are using an electronic version of this form, it is your responsibility to insure that it is printed with the same content and wording as the Board's printed version of this form.

23. **Exemption from Release of Bar Examination Results:** Pursuant to Texas Government Code Sec. 82.029, on request of a law school that is conducting research on the achievement of the law school's students or graduates on the Texas Bar Examination, the Board of Law Examiners shall provide the law school with information concerning the results of a bar examination and the achievement of particular applicants on the examination, including examination results disaggregated by section or portion of the examination and any relevant statistics related to the results of the examination. You may be exempt from releasing your identity by completing and returning the "Exemption from Release of Bar Examination Results" form to the Board of Law Examiners by certified mail or comparable mailing method that provides proof of delivery. This form is valid only if it is received in the Board of Law Examiners' office before you take the Texas Bar Examination. The "Exemption from Release of Bar Examination Results" form is downloadable from the Forms Index at www.ble.state.tx.us.

24. **LSAC Account Number:** You must provide your Law School Admission Council's (LSAC) Account Number if you are applying to take the Texas Bar Examination. The link for the LSAC account number lookup is http://lsaclookup.lsac.org/lookup.aspx. If you have interacted with LSAC in any way, you have an LSAC account number. If you do not have an LSAC account number, you need to create an account by going to http://lsaclookup.lsac.org/lookup.aspx. Your application will be returned if you leave the LSAC account number field blank.

TAPE PHOTO HERE

ALL 4 SIDES MUST BE TAPED

Board of Law Examiners

Mailing Address: P. O. Box 13486, Austin TX 78711-3486
Physical Address: 205 West 14th Street, 5th Floor, Austin TX 78701

IN-STATE APPLICATION FOR ADMISSION TO THE BAR OF TEXAS

OFFICE USE ONLY

Exam I Plan To Take	Exam Method	1st & 2nd Exam Site Preferences	
_____ Feb _____ (yr.)	_____ Write	_____ Austin	_____ Dallas/Ft. Worth
_____ July _____ (yr.)	_____ Laptop ($50 fee & Laptop Application required)	_____ Houston/Pasadena	_____ Lubbock
		_____ San Antonio	_____ Waco

NAME: [ ] Mr. [ ] Ms. _____

Last First Middle Maiden Suffix

_____ _____ _____ _____

Date of Birth Social Security No.* Driver's License/I.D. No. Issuing State

MAILING ADDRESS: (*All correspondence will be mailed to this address.*)

_____ _____ _____ _____

Street Address/P.O. Box Apt. No. City State Zip Code

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email address: _____

NAME & TELEPHONE NUMBER OF A PERSON WHO CAN CONTACT YOU:

_____ _____ _____

Name Relationship Telephone Number

RESIDENCES:

List each city, including any in Texas, and state, and/or foreign country where you have resided, worked, or attended school for three (3) consecutive months or longer **since the date of filing your Declaration of Intention to Study Law.** Use a Continuation Form if necessary. **Do not answer "N/A" for this item. Do not leave this item blank.**

From (*mm/yy*)	To (*mm/yy*)	City, State (and Foreign County, if applicable)

** The provision of your social security number is voluntary, pursuant to Sec. 7, Privacy Act of 1974. However, when this data is provided, the Board will use it in its investigation and verification, to minimize errors of identity which might introduce problems and delays into the certification and licensure process. The Board appreciates your furnishing this information on a voluntary basis.*

1. **PRESENT EMPLOYER**: _____

(ENTER "N/A" IF NOT CURRENTLY EMPLOYED)

Date Employment Began: _____ Position Held: _____

Complete Mailing Address: _____

Street Address/P.O. Box City State Zip Code

Supervisor: _____ Supervisor's Telephone Number: _____

Using the Employment Form on page 12, list all employment you have held since the filing of your Declaration of Intention to Study Law.

_____ **Check here if you have no employment to report.**

2. **PRESENT LAW SCHOOL**: _____ Location: _____

From: _____ To: _____ Degree: _____ (Expected) Date of Graduation: _____

PREVIOUS LAW SCHOOL: _____ Location: _____

From: _____ To: _____ Degree: _____

LAW SCHOOL ADMISSION COUNCIL (LSAC) Account Number: _____
(Do not answer "N/A" for this item. Your Application will be returned if you leave this item blank. Refer to Item 24 of the General Instructions.)

3. Are you presently:

a United States citizen or National? ..... _____
(yes or no)

an alien lawfully admitted to the U.S. for permanent residence? ..... _____
(yes or no)

an alien authorized to work lawfully in the United States? ..... _____
(yes or no)

If you answered "NO" in all blanks in Question 3, please note that you will not be eligible to be licensed in Texas until you have achieved a status entitling you to work lawfully in the United States, although you may take the bar exam before achieving such status. However, your exam scores will be invalidated unless you meet this requirement no later than two (2) years after passing the Texas Bar Exam. Unless you have already done so, you must provide the applicable proof of your citizenship status or USCIS status, as you have indicated above, that will become a part of the BLE permanent file and will not be returned to you. Do not submit a foreign birth certificate.

If born a U.S. citizen or National: Provide **an official** birth certificate issued by city/county/state/federal certifying authority (if born in the United States) OR **an official** Consular Report of Birth (if born abroad to U.S. citizen/parent). **Photocopies will not be accepted.** Do not submit a foreign birth certificate. These documents were required with the submission of a Declaration or initial Application. Therefore, disregard this instruction if this documentation was previously submitted with your Declaration or initial Application.

If a naturalized U.S. citizen: Provide a legible copy of both sides of your Certificate of Naturalization or Certificate of Citizenship. Do not submit a foreign birth certificate.

If any other status: Provide a legible copy of both sides of the USCIS document evidencing your current status. Do not submit a foreign birth certificate.

4.(a) Have you previously filed with the Board a Declaration of Intention to Study Law? If you answer "NO" to this question, you must file a Declaration with this Application.……_____
(yes or no)

If you answered "yes:" _____; _____
(year filed) (Name used on Declaration)

(b) Since the filing of your Declaration, have you initiated the process to become licensed to practice law, or have you filed an application to take a bar examination, in any jurisdiction and were not licensed in that jurisdiction? (This question does **not** refer to applications to law schools.) …… _____ (yes or no)

If you answered "YES" to **Question 4 (b)**, provide details on a Continuation Form, including the jurisdiction/state where you filed, the date of filing, and date license issued, if applicable.

5. Provide the following information about your obligation to take and pass the Multistate Professional Responsibility Examination (MPRE):

Have taken?_____ (yes or no) Test date: _____ (mo/yr) Score previously submitted to Texas? _____ (yes or no)

Did you achieve a score of 85 or higher? _____(yes or no)
(Do not call the Board office to find out a previous score.)

NOTE: You cannot be licensed until you have achieved a score of 85 or higher on the MPRE. (See Rule V for details.) The MPRE requirement must be met no later than two years after passing the Texas Bar Examination. See the General Instructions for directions as to how you can have a passing score officially reported to the Board.

6. All applicants must provide a handwriting sample. Read the statement below:

TEXAS BAR EXAM MISCONDUCT POLICY STATEMENT AND PLEDGE

I AM NOT IN POSSESSION OF A CELL PHONE, IPOD, BLACKBERRY, OTHER ELECTRONIC DEVICE, NOTES, STUDY MATERIALS, OR ANY OTHER PROHIBITED ITEM. I UNDERSTAND THAT POSSESSION OR USE OF THESE OR SIMILAR ITEMS DURING ANY PORTION OF THE EXAM IS MISCONDUCT THAT MAY RESULT IN CONFISCATION OF SUCH ITEMS AND LEAD TO A HEARING BEFORE THE BOARD, THE OUTCOME OF WHICH COULD INCLUDE NULLIFICATION OF MY EXAM SCORES OR A FINDING THAT I LACK THE PRESENT GOOD MORAL CHARACTER REQUIRED FOR ADMISSION.

I UNDERSTAND THAT THE FOLLOWING ACTS ALSO CONSTITUTE MISCONDUCT: COPYING OR RECEIVING ANY INFORMATION FROM ANY EXAMINEE, GIVING OR TRANSMITTING INFORMATION TO ANY EXAMINEE, DISCUSSING QUESTIONS WITH ANYONE BEFORE THE CONCLUSION OF THE EXAM, LEAVING THE SECURED AREA DURING ANY PORTION OF THE EXAM, WRITING AFTER TIME IS CALLED, TAKING ANY EXAM ANSWERS OUTSIDE OF THE EXAM ROOM, AND ANY OTHER ACT THAT MIGHT COMPROMISE THE SECURITY OR INTEGRITY OF THE EXAM. I UNDERSTAND THAT ANY SUCH MISCONDUCT MAY RESULT IN A HEARING BEFORE THE BOARD, THE OUTCOME OF WHICH COULD INCLUDE NULLIFICATION OF MY EXAM SCORES OR A FINDING THAT I LACK THE PRESENT GOOD MORAL CHARACTER REQUIRED FOR ADMISSION.

On the lines below write the following pledge in your usual handwriting:

I have read and understand the Texas Bar Exam Misconduct Policy and have not violated it, nor am I aware of anyone else having done so. I have not given or received aid on the Texas Bar Exam, nor am I aware of anyone else having done so.

_____

_____

_____

_____

_____

_____

_____

AFFIDAVIT

Before me, a Notary Public, on this day personally appeared _____,
who after being duly sworn by me, declared: ***(Applicant's Full Name)***

"I hereby swear and affirm that:

"(A) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") been formally charged with any violation of law, excluding cases which have been dismissed for reasons other than technical defects in the charging instrument; cases in which I have been found not guilty; minor traffic violations; cases in which the record of arrest or conviction has been expunged by court order; pardoned offenses; and Class C misdemeanors.

In determining the correct response to enter in the statement above, please be aware that you must enter **"HAVE"** if you have been formally charged with any violation of the law which does not fit **exactly** within the listed exclusions. You must enter **"HAVE"** if you have been charged (but not yet acquitted, convicted, or dismissed) OR have been found guilty, placed on probation, or granted deferred adjudication or any other type of pretrial diversion in any state or federal offense, unless such offense was a Class C misdemeanor. An offense is **not** a minor traffic violation if it involved alcohol or drugs, or if there was an attempt, whether successful or not, to suspend or revoke your driver's license as a result of the offense.

If you entered **"HAVE,"** attach a separate Criminal History Form for each such charge.

Arrest/offense reports: If any of the offenses you describe resulted from an arrest (as opposed to a citation or a ticket) that occurred within five years of the date you sign this Application, you are responsible for either providing legible copies of the arrest/offense reports for such offenses, or providing proof that you made a written request for such reports. You are not required to provide copies of citations or tickets.

Court records: If any of the offenses you describe, whether they resulted from an arrest, citation or ticket, occurred within five years of the date you sign this Application, you are responsible for either providing legible copies of all court records for all such offenses, or providing proof that you made a written request for such court records.

It is very important that you make your written requests to the **correct** agency or court.

NOTE: Expunged and Sealed Offenses: Matters expunged pursuant to Texas Code of Criminal Procedure Art. 55.02, or pursuant to another State's statute with the same force and effect, need not be disclosed. While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. It is recommended that you obtain a copy of the Court Order expunging or sealing the record in question. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, raises questions related to truthfulness in addition to questions regarding the offense itself.

NOTE: Orders of Non-Disclosure: Pursuant to the Govt. Code Sec. 552.142 (b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure **may become a character and fitness issue**. Pursuant to other sections of the Government Code 411.081(d), 411.081(i)(5), 411.083(b), 411.084(a), 411.087(a), and 411.100, the Texas Board of Law Examiners is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board of Law Examiners discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board of Law Examiners may ask you to provide information about that criminal matter.

"(B) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") been diagnosed with or treated or hospitalized for bi-polar disorder, paranoia, schizophrenia, or any other psychotic disorder.

If you have received mental health counseling or have been hospitalized for mental health reasons and do not know the diagnosis which was made, you should contact the health care provider responsible for your care and inquire as to whether you were diagnosed with bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder. In answering the statement above, you are entitled to rely on the diagnosis of your treating health care provider. You do not need to report any counseling, treatment, or hospitalization which was for a diagnosis other than those included in the above statement.

A **"HAVE"** response to the above statement **does not** necessarily mean that you will be found to lack the fitness required for

admission to the Bar. The Board is sensitive to confidentiality concerns. Please refer to Rule I(d) of the *Rules Governing Admission to the Bar of Texas* concerning confidentiality.

If you entered **"HAVE,"** attach a Continuation Form on which you explain your response and provide the date(s) of diagnosis and treatment, a description of the course of treatment and a description of your present condition. Include the name, current mailing address, and telephone number of each person who treated you, as well as each facility where you received treatment, and the reason for each treatment. You may also include information as to why, in your opinion or that of your health care provider, your illness or disorder will not affect your ability to practice law in a competent and professional manner.

"(C) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") been charged with fraud, or alleged to have committed fraud, in any legal proceeding.

If you entered **"HAVE,"** attach a Continuation Form on which you explain your response. In addition to your Continuation Form, provide **legible** copies of relevant court documents, including pleadings and orders relating to the fraud allegations.

"(D) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") been involved in civil litigation or bankruptcy proceedings.

In determining the correct response to enter in the statement above, you must enter **"HAVE"** if you have been involved in any civil litigation, including family law litigation such as divorce, child support, contempt or other enforcement matters.

If you entered **"HAVE,"** attach a separate Civil Litigation Form for each matter. On each Form, indicate in the "Disposition" Section whether the matter has been concluded or is still pending.

If you are, or were, a plaintiff, you must complete the Form, but you are not required to attach any documentation.

If you were a defendant in a matter that has been concluded, attach a legible copy of the docket sheet. If a judgment was rendered against you, attach a **legible** copy of the judgment and proof of satisfaction, if applicable. Provide an explanation if the judgment has not been satisfied. If the matter resulted in a settlement, provide a summary of the terms as they relate to you and a statement as to whether you adhered to same.
If you are a defendant in a matter that is pending, attach a **legible** copy of the docket sheet and a legible copy of the most recent petition/complaint.

If you have been involved in bankruptcy proceedings, provide **legible** copies of the bankruptcy petition, all schedules, discharge order (if applicable), and other pleadings relevant to your responses. If you filed a Chapter 7 petition that resulted in a discharge, include a statement as to whether any of your scheduled debts were not discharged.

"(E) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "Have" or "Have Not") been disciplined in any way for any matter by any college, university, law school or other institution of higher learning, or by any professor, administrator, employee or entity representing any college, university, law school or other institution of higher learning, or been allowed to withdraw from such an institution to avoid such discipline, whether or not the record of such action was retained in any file. (Discipline includes, without limitation, a letter or other written notice of reprimand or warning, suspension, expulsion, adjustment of grade, assignment of community service, any form of probation, or any other adverse action). (Entity includes, without limitation, residential facilities or other facilities owned or managed by a college, university, law school or other institution of higher learning.)

If you entered **"HAVE,"** attach a Continuation Form on which you explain your response.

"(F) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") been held in contempt or sanctioned by a court.

If you entered **"HAVE,"** attach a Continuation Form on which you explain your response. In addition to your Continuation Form, provide **legible** copies of the court order(s).

"(G) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") failed to timely file applicable state or federal income tax return(s) and/or report(s) required by law.

If you entered **"HAVE,"** attach a Continuation Form on which you explain your response, to include your reason(s) for failing to file timely.

"(H) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") collected federal withholding, Social Security, or Medicare taxes from the wages of employees and failed to forward such monies to the IRS.

If you entered **"HAVE,"** attach a Continuation Form on which you explain your response.

"(I) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") failed to pay all taxes owed pursuant to state or federal law at the time such taxes were due.

If you answered **"HAVE,"** attach a narrative statement on a Continuation Form.

"(J) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") abused or been addicted to or treated for the use of alcohol or any other substance, to include any court-ordered treatment.

If you entered **"HAVE,"** attach a Continuation Form on which you explain your response and provide the dates of treatment and the name, current mailing address, and telephone number of each person who provided evaluation or treatment, as well as the dates of treatment and the name, current mailing address, and telephone number of each facility where you received treatment.

"(K) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") held or applied for any professional or occupational license.

If you entered **"HAVE,"** attach a Continuation Form on which you explain your response and provide the name, address, and phone number of each licensing authority.

"(L) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") been disbarred, suspended from practice, disciplined, placed in a diversion program, disqualified, allowed to resign in lieu of any disciplinary action, or subject to a qualification or condition of my license as a member of a profession, occupation or as the holder of a public office.

If you entered **"HAVE,"** attach a Continuation Form on which you explain your response and provide the name and mailing address of the disciplinary authority or entity in possession of the records of such incidents.

"(M) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") had any charges, complaints, or grievances (formal or informal) filed (regardless of the outcome) concerning my conduct as a member of any profession, licensed occupation, or as the holder of any public office, whether or not such charges may still be pending.

If you entered **"HAVE,"** provide a narrative statement of the details (stating dates, names, and circumstances) on a Continuation Form. Include the name and mailing address of the disciplinary authority in possession of the records of such incidents.

"(N) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") been the target or subject of a grand jury or other governmental agency investigation.

If you entered **"HAVE,"** attach a Continuation Form on which you explain your response.

"(O) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") been the subject of an investigation for the unauthorized practice of law.

If you entered **"HAVE,"** attach a Continuation Form on which you explain your response and provide the name, current mailing address, and telephone number of the entity or person who conducted the investigation.

"(P) Since the date of filing my Declaration of Intention to Study Law, I _____ (enter "HAVE" or "HAVE NOT") been terminated, suspended, disciplined, or permitted to resign in lieu of termination from any job or employment.

If you entered **"HAVE,"** attach a Continuation Form on which you explain the circumstances surrounding each such occurrence.

"(Q) At the present time, I _____ (enter "DO" or "DO NOT") have debts (including but not limited to business or consumer loans, student loans, and taxes) that are ninety (90) days or more past due.

If you entered **"DO,"** attach a Continuation Form on which you explain your response. If you have student loans that are ninety (90) days or more past due, provide the name, mailing address, and telephone number for the creditor(s). **In addition to your Continuation Form, provide a current credit report from EXPERIAN (1-888-397-3742, or you may obtain a report from the Internet at www.experian.com).** When you send that report, add a listing of any debts ninety (90) days or more past due which are not shown on the credit report and, if you dispute any debt, explain in a narrative statement.

"(R) At the present time, I _____ (enter "DO" or "DO NOT") owe past due court-ordered child support payments.

If you entered **"DO,"** attach a Continuation Form on which you explain your response and provide the name, current mailing address, and telephone number of the payee and the office (if any) receiving your payments. In addition, provide **legible** copies of relevant documents (including court orders and agreements incident to divorce).

Please list the letter of each paragraph above to which you have entered "HAVE" or "DO." If none, indicate "none."

_____

"(S) At the present time, I _____ (enter "WILL" or "WILL NOT") execute the required oath of office if I am recommended for licensure in the State of Texas.

If you entered **"WILL NOT,"** attach a Continuation Form on which you explain your response.

"(T) I _____ (enter "WAS" or "WAS NOT") required to disclose any matter revealed on this Application to my law school.

If you entered "**WAS**," complete a Continuation Form and attach evidence of your disclosing such matter(s) to your law school.

Before you complete the following Affidavit, verify that you have fully responded to all items, questions, and statements; that you have completed your handwriting sample required in item 6; and that you have completed your Authorization and Release Forms as well as all required Continuation Forms, Civil Litigation Forms, and Criminal History Forms.

"I have read the foregoing instructions and inquiries that constitute the In-State Application for Admission to the Bar of Texas. No revisions or alterations have been made to the text of any inquiry on this form. I have responded to all inquiries on this form fully and frankly, and all the information contained in my application (including any required Continuation Form, Civil Litigation Form, Criminal History Form, Employment Form, or any other information) is true and correct. All documents I have provided or will provide to the Board, that are not required to be certified copies, are to the best of my knowledge, true and correct copies of the original documents.

"I further affirm that I understand that the purpose of all inquiries contained in this application is to provide to the Board of Law Examiners sufficient information for its investigation as to my present moral character and fitness and my eligibility for admission. I further understand that the fact that the application form inquires about a particular matter does not mean the matter is conclusive as to my present moral character and fitness. I understand the Board's inquiries and investigation will cover matters that may or may not be grounds for finding I lack the present good moral character and fitness required for admission to the Bar of Texas.

"I have read the current version of the *Rules Governing Admission to the Bar of Texas* and the statutes governing the Board of Law Examiners found in Texas Government Code, Sec. 82.001 *et seq*. I further understand that, until such time as I am licensed to practice law

in the state of Texas, it is my responsibility to read any subsequent amendments to the *Rules Governing Admission to the Bar of Texas* as well as any subsequent amendments to Sec. 82.001 *et seq*., Texas Government Code, regardless of whether such amendments are adopted after the filing of this document.

"I have read the Texas Disciplinary Rules of Professional Conduct, as shown at www.txethics.org/Rules.aspx. I will abide by the Texas Disciplinary Rules of Professional Conduct and any amendments or changes thereto if I am admitted to the Bar of Texas.

"I seek admission to the Bar of Texas upon completion of the law study requirement and other requirements imposed by the *Rules Governing Admission to the Bar of Texas*. Having read the *Rules Governing Admission to the Bar of Texas* and the information and instructions included with this application, I am submitting my application in the good faith belief that I am eligible for admission to the Bar of Texas. I know of no reason why I would not be qualified for admission. I understand that the responses submitted on this application and all attendant forms are submitted under oath, and that failure to honestly answer any inquiry or to disclose fully and accurately any facts or information called for herein may result in a finding that I do not have the present good moral character and/or fitness required for admission to the Bar of Texas.

"I am aware that until I am certified to the Supreme Court for licensure, I am under an on-going obligation to update my responses on my In-State Application whenever there is an addition or change to information previously provided to the Board. I will notify the Board, in writing, within 30 days of the occurrence giving rise to the need to add or to change information previously provided and will promptly furnish any additional documentation requested by the Board in connection therewith.

"I am further aware that I have a duty to, and I agree that I will, advise the Board in writing of any change of address and telephone number, even if such change is only for the summer months, so the Board can contact me at any time if the need arises. I affirm that I have received, with my application form, a change of address form I can use for this purpose, and that I will keep the Board apprised of my address and telephone number at all times.

"I further depose that, having submitted the foregoing declaration using the Board's web version, no revisions or alterations have been made to the text or questions contained therein; and that if revisions or alterations are made, it is understood by me that the declaration may be denied, or, if granted, may be revoked, and all fees forfeited."

_____

Signature of Applicant

Subscribed and sworn to before me on this _____ day of _____ , _____.

(SEAL)

_____

Signature of Notary

My commission expires: _____

CIVIL LITIGATION FORM

(Use a **separate form** for each matter requiring a *Civil Litigation Form*. Make additional copies of this form as needed.)

Indicate in the Disposition Section whether the matter has been concluded or is still pending. If you are, or were, a plaintiff, you must complete the Form, but you are not required to attach any documentation. If you were a defendant in a matter that has been concluded, attach a legible copy of the docket sheet. If a judgment was rendered against you, attach a legible copy of the judgment and proof of satisfaction, if applicable. Provide an explanation if the judgment has not been satisfied. If the matter resulted in a settlement, provide a summary of the terms as they relate to you and a statement as to whether you adhered to same. If you are a defendant in a matter that is pending, attach a legible copy of the docket sheet and a legible copy of the most recent petition/complaint. Do not leave any line blank. If a line does not apply, enter 'Does not apply' or N/A on that line.

NAME: _____
Last First Middle

YOUR ROLE IN THIS SUIT: _____ PLAINTIFF _____ DEFENDANT _____ OTHER: _____
(*specify role*)

CAUSE NUMBER(S): _____

STYLE: _____

_____

TITLE OF COURT: _____

MAILING ADDRESS OF COURT: _____

_____

NAME AND ADDRESS OF YOUR LEGAL COUNSEL IN THIS CASE, IF ANY: _____

_____

DISPOSITION: _____

_____

SUMMARY OF THE LITIGATION: (Use *Continuation Form* for additional space, if necessary.)

_____

_____

_____

_____

_____

_____

_____

_____

CRIMINAL HISTORY FORM

(Use a **separate form** for each incident requiring a *Criminal History Form*. Make additional copies of this form as needed.)

Arrest/offense reports: If any of the offenses you describe resulted from an arrest (as opposed to a citation or a ticket) that occurred within five years of the date you sign this Application, you are responsible for either providing legible copies of the arrest/offense reports for such offenses, or providing proof that you made a written request for such reports. You are not required to provide copies of citations or tickets.

Court records: If any of the offenses you describe, whether they resulted from an arrest, citation or ticket, occurred within five years of the date you sign this Application, you are responsible for either providing legible copies of all court records for all such offenses, or providing proof that you made a written request for such court records.

NAME: _____
Last First Middle

Date of Incident: _____

Location of Incident: _____
City County/State/Country

Arresting/Ticketing Agency: _____
Name of Agency

_____
Mailing Address City State/Country Zip/Postal Code

Detailed Summary of the events and circumstances leading to this arrest, citation, ticket, and/or criminal charge: (Use *Continuation Form*, if necessary.)

_____

_____

_____

_____

_____

CHARGES. **For each charge, indicate whether it was a misdemeanor or a felony**:

Initial Charge(s): _____ _____ Misdemeanor _____ Felony

Ultimate Charge (s): _____ _____ Misdemeanor _____ Felony

Plea: _____

Disposition: (If probation, deferred adjudication, or deferred prosecution, give summary.) _____

_____

Style and Cause Number(s): _____

Title of Court: _____

Mailing Address of Court: _____

Name and address of your legal counsel in this case, if any: _____

CONTINUATION FORM

(Use a **separate form** for each statement requiring a *Continuation Form*. Make additional copies of this form as needed.)

For Statement: _____

NAME: _____

Last First Middle

EMPLOYMENT FORM
(Make additional copies of this form as needed.)

NAME OF EMPLOYER: _____

CURRENT ADDRESS: _____
Street City State Zip

TELEPHONE NUMBER: _____ DATES EMPLOYED: _____
Area Code From *(mm/dd/yy)* To *(mm/dd/yy)*

POSITION HELD: _____ NAME OF SUPERVISOR: _____

REASON FOR LEAVING: _____

NAME OF EMPLOYER: _____

CURRENT ADDRESS: _____
Street City State Zip

TELEPHONE NUMBER: _____ DATES EMPLOYED: _____
Area Code From *(mm/dd/yy)* To *(mm/dd/yy)*

POSITION HELD: _____ NAME OF SUPERVISOR: _____

REASON FOR LEAVING: _____

NAME OF EMPLOYER: _____

CURRENT ADDRESS: _____
Street City State Zip

TELEPHONE NUMBER: _____ DATES EMPLOYED: _____
Area Code From *(mm/dd/yy)* To *(mm/dd/yy)*

POSITION HELD: _____ NAME OF SUPERVISOR: _____

REASON FOR LEAVING: _____

Board of Law Examiners

Appointed by the Supreme Court of Texas

Authorization and Release

I, _____, born in _____

(Applicant's Printed Name) ***(City / State / Country)***

hereby give my consent to the Board of Law Examiners to conduct an investigation as to my moral character and fitness and to make inquiries and request such information from third parties as, in the sole discretion of the Board, is necessary to such investigation. I further authorize the use of any such information in the course of the Board's investigation and evaluation of my moral character and fitness.

I authorize and request every person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party having opinions about me or knowledge or control of any information, documents, records (including but not limited to public or private disciplinary records, criminal history record information, medical or psychological records), or other data pertaining to me, to reveal, furnish and release to the Board of Law Examiners of the State of Texas, or any of its agents or representatives, any such opinions, knowledge, information, documents, records or other data. Without limiting the previously described authority, I specifically authorize the release of files of any bar association, grievance or other bar committee regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, as well as all undergraduate, graduate, or law school records relating to my admission to and conduct during my enrollment in such schools.

I hereby release, discharge and hold harmless the Board of Law Examiners of the State of Texas, its agents or representatives (including but not limited to expert witnesses or evaluators consulted or used by the Board or its staff in the course of its investigation), and any person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party, and their agents, from any and all liability of every nature and kind arising out of the furnishing, inspection, and use of such opinions, knowledge, documents, records or other data.

Notwithstanding any statement herein to the contrary, this Authorization and Release shall operate to agree to the release of only those mental health records relating to the following:

(a) my being diagnosed with bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, and any treatment therefor, within the ten (10) years immediately preceding the filing of my application with the Board of Law Examiners; and

(b) my admission to a hospital or other facility for the treatment of bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, since attaining the age of eighteen or within the ten (10) years immediately preceding the filing of my application, whichever period is shorter.

This limitation, however, does not apply to records relating to chemical dependency nor to any records relating to a disability for which I am seeking or intend to seek nonstandard testing accommodations.

_____

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____ , _____.

_____

(SEAL) Signature of Notary

My commission expires: _____

Board of Law Examiners

Appointed by the Supreme Court of Texas

Authorization and Release

I, _____, born in _____

(Applicant's Printed Name) ***(City / State / Country)***

hereby give my consent to the Board of Law Examiners to conduct an investigation as to my moral character and fitness and to make inquiries and request such information from third parties as, in the sole discretion of the Board, is necessary to such investigation. I further authorize the use of any such information in the course of the Board's investigation and evaluation of my moral character and fitness.

I authorize and request every person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party having opinions about me or knowledge or control of any information, documents, records (including but not limited to public or private disciplinary records, criminal history record information, medical or psychological records), or other data pertaining to me, to reveal, furnish and release to the Board of Law Examiners of the State of Texas, or any of its agents or representatives, any such opinions, knowledge, information, documents, records or other data. Without limiting the previously described authority, I specifically authorize the release of files of any bar association, grievance or other bar committee regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, as well as all undergraduate, graduate, or law school records relating to my admission to and conduct during my enrollment in such schools.

I hereby release, discharge and hold harmless the Board of Law Examiners of the State of Texas, its agents or representatives (including but not limited to expert witnesses or evaluators consulted or used by the Board or its staff in the course of its investigation), and any person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party, and their agents, from any and all liability of every nature and kind arising out of the furnishing, inspection, and use of such opinions, knowledge, documents, records or other data.

Notwithstanding any statement herein to the contrary, this Authorization and Release shall operate to agree to the release of only those mental health records relating to the following:

(a) my being diagnosed with bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, and any treatment therefor, within the ten (10) years immediately preceding the filing of my application with the Board of Law Examiners; and

(b) my admission to a hospital or other facility for the treatment of bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, since attaining the age of eighteen or within the ten (10) years immediately preceding the filing of my application, whichever period is shorter.

This limitation, however, does not apply to records relating to chemical dependency nor to any records relating to a disability for which I am seeking or intend to seek nonstandard testing accommodations.

_____

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, _____.

_____

(SEAL) Signature of Notary

My commission expires:_____

CHANGE OF ADDRESS NOTIFICATION

Use this page to notify the Board of any address change **after you submit your Application/Re-Application**. We will include this page in your file after we receive it. Further, we will arrange to send all future correspondence to the address shown below. **NOTE:** We do not accept address change notification by telephone or electronic mail.

Send this page to either address below:

Mailing Address: Texas Board of Law Examiners
P. O. Box 13486
Austin, Texas 78711-3486

Physical Address: Texas Board of Law Examiners
205 West 14th Street, 5th Floor
Austin, Texas 78701

Or send this page by facsimile to:

(512) 463-5300

FILE LINE - - DO NOT WRITE ABOVE THIS LINE - - DO NOT DETACH

FOR OFFICE USE ONLY

Address Change will be effective immediately upon receipt in our office.

Your Name: _____

New Address: _____

City/State/Zip: _____

New Home Telephone: _____ Work / Mobile Telephone: _____
(please specify)

Signature *(required)*: _____ Date: _____

E-mail Address *(optional)*: _____ SSN: _____

Your status: _____ February Texas Bar Examination _____ July Texas Bar Examination
(check one)

LAPTOP APPLICATION FORM FOR THE TEXAS BAR EXAMINATION (TBE)

Applicant Name: _____Social Security Number: _____

Mailing Address: _____
Street Address/P.O. Box Apt. No City State Zip Code

Email Address: _____Telephone Number: _____

I agree to the following:

1. I will not be considered for laptop testing unless I complete, sign and date this Laptop Application form, and submit this original simultaneously with my fully completed Texas Bar Exam (TBE) application and applicable Board fees.
2. A $50 laptop fee payment to the Board must be included with this form, along with my TBE application and other application fees. This payment does not include the vendor costs or licensing fees for required test security software.
3. **Laptop testing may not be offered at every location**; I can be assigned to a laptop exam site that is not my first or second choice site. If assigned to a laptop test center, I will be solely responsible for my expenses for my computer and for my travel or lodging, if any.
4. Merely submitting applications and fees will not complete the steps necessary to take my exam on my laptop computer.
5. **Fees paid to the Board do not include any software costs or software licensing fees. I will have a duty to pay a designated software vendor; to provide and maintain correct, up-to-date contact information; to monitor my mail and e-mail for instructions and notices from the Board and the software vendor; and to follow all other instructions to use exam security software on the TBE.**
6. Even if I have previously installed or have used the same (or similar) software for law school exams or other bar exams, **I will have a duty to pay the designated software vendor (and follow the vendor's installation and registration instructions) to use the software on the bar exam for which I am now applying.**
7. I will not purchase or register the exam security software for the TBE before being notified by the Board to do so.
8. I will not be assigned to a laptop exam site (and may be transferred to another site) if I do not fulfill my duty to:
   a. Timely comply with all notices and instructions for purchasing, installing, registering and/or preparing the designated security software for the laptop computer that I will be using to take the TBE; and
   b. Promptly update the Board in writing of changes to my e-mail address, physical address, or telephone number.
9. **I have a duty before the exam to ensure that my laptop computer is in proper working condition, that it meets or exceeds minimum requirements on the test dates, and that I have had experience with the computer and software (Texas Bar edition), including the software vendor's mock or practice exams.**
10. I understand that I am not required to use a computer to take the TBE, that I may handwrite the exam, that there may be little or no technical assistance at the exam site, and that, at the sole discretion of the site administrator at the exam site, I may at any time be required to handwrite any or all written parts of the exam.
11. Laptop enrollment will be limited and the Board shall have complete discretion to determine the examinees assigned to the laptop exam site(s), to limit the number of participants as it sees fit, to change minimum computer system requirements and/or to cancel the laptop testing program at any time.
12. If I have a disability that substantially impairs my ability to handwrite all or part of the TBE or take it under standard timing and conditions, then I must file a properly completed Rule XII(b) testing accommodation application now with my bar exam application, or else I will be deemed to have waived the right to a disability accommodation if I am not assigned to a laptop exam site or I am instructed to handwrite my exam. Without timely submission and prior Board approval of a testing accommodation application, the Board will not be expected to make any disability accommodations.
13. In no event will I hold the Board, its officers, directors, employees, contractors or affiliates liable to me for any damages arising from the use of the exam security software or participation in the laptop program, including any loss of exam time or loss of an exam answer or any effect it may have on the outcome of the exam. I also understand and agree that if I withdraw, fees are not refundable or transferable to a future exam.

I have read and accepted each term above, as demonstrated by my signature below.

Applicant Signature:	
Date Signed:	