

## Frequently Asked Questions

### **Q: How do I find out if my application has been received?**

A: **DO NOT CALL AND ASK.** In the weeks surrounding the deadlines, we receive several hundred applications per day. It is impossible to determine if your application is in the stacks of applications waiting to be processed. FedEx, UPS, and the US Postal Service all offer delivery notification services for your peace of mind.

### **Q: What if my application is not complete when submitted?**

A: After your application has been received and is being processed, you will be notified if there is any supporting documentation missing or if your answers to any questions are incomplete. The additional information should be furnished to the Committee immediately as the Committee will take no action on incomplete applications.

**DO NOT ASSUME that the Committee will process your application before the final deadline, or that all omissions will be discovered immediately. It is possible that omissions will not be discovered until after the last filing deadline has passed, in which case your application will be rejected as not timely filed. It is YOUR obligation to ensure that your application is complete when you file it.**

### **Q: Where can I get a fingerprint card for the application?**

A: The fingerprint card required is a standard FBI card, printed on heavy card stock, and is available from many law enforcement agencies nationwide. Those same agencies will usually conduct the standard ink fingerprinting on the card, which can then be included with your application.

### **Q: Am I certified to sit for the exam?**

A: You will be notified of your status once your application is processed. In the weeks surrounding deadlines, we receive hundreds of applications per day and we process those in the order received. We will not pull an application out of order for processing or to comment on certification. You will receive a certification status within one month prior to the examination.

### **Q: How do I request accommodations to change method or time of testing?**

A: Accommodation forms are not available online, but should be requested by emailing, writing or calling our office, with email requests handled most promptly. The forms provide basic information required, but it is your responsibility to include additional information you wish the Committee to consider, such as academic or medical history. The Committee is not obligated to seek additional or supporting information from you to document your claim after submission. The Committee on Examinations will provide reasonable non-standard testing as necessary, and will issue decisions approximately four weeks prior to examination. **Accommodation documentation does not carry forward; it is your responsibility to request accommodations for each successive attempt, should you feel they are necessary.**

**Q: If I test for the 4<sup>th</sup> or more time, how do I request permission?**

Rule 35(c)3 requires everyone taking and failing the exam three times (withdrawing mid-exam counts as a failure) to request permission from the Committee on Examinations before testing again. This permission is required each successive attempt after the third attempt.

There is no form for requesting permission to write. Please see Rule 35(c)3 for the information required, and include this information in a letter addressed to the Committee on Examinations.

**Q: I would like to use my laptop computer on the bar exam. What do I need to know?**

A: The Court encourages laptop use and works hard to make this option function smoothly for everyone. There are deadlines for signing up to use your laptop computer, so that the Committee has enough power and computer technicians available on site and so that you have time to install and test the required software. Please see the **Laptop Use** section of this website for details and for more information about the laptop option

**Q: What is the link to the ExamSoft FAQ page?**

A: [www.examssoft.com/barfaq](http://www.examssoft.com/barfaq)

**Q: What is the link to the ExamSoft registration page?**

A: [www.examssoft.com/azbar](http://www.examssoft.com/azbar)

**Q: What subject matter is tested on the Arizona Bar Exam?**

A: See the Rules for Admission

**Q: What may I bring to the test site?**

A: Once certified to sit, you will receive a list of items allowed and items prohibited. If you attempt to bring prohibited items into the test site, you will be delayed or excluded from testing. See the Code of Conduct for examination.

**Q: When will grades be released?**

A: Scores from the February exam are released in May. Scores from the July exam are released in October. Scores may not be released over the phone, by email or by fax. The names of successful applicants will be posted to the Attorney Admissions and Supreme Court website on the date of public release, the same day results letters are mailed.

**Q: What is a passing score?**

A: Out of a possible 600 points, a total of 410 points are required to pass.

**Q: When will I find out the results of my character and fitness application?**

A: You will receive status of your character and fitness application at the time your exam results are released, provided you are successful. No status will be provided prior to that time.

**Q: What if I fail the exam? How can I get into the next exam since the deadline has passed?**

A: Every applicant who fails receives a “short form” for the next successive examination and has approximately 2 weeks to apply for the next exam, even though general applications have closed.

**Q: Are study guides available?**

A: Questions from selected prior examinations are available, with sample answers, for a fee of \$30 per set. Please mail your request to the Committee on Examinations and include a check. These guides are copyright protected and can only be released to current applicants and unsuccessful applicants, and may not be used for any commercial purpose.

**Q: What happens when I am recommended for admission?**

A: You will receive forms called “Oath and Compliance” which should be completed in a timeline consistent with Rule 37(a). You can choose admission either by mail or in person, and your admission will be processed through Attorney Admissions, passed to the Clerk of the Supreme Court and then to the State Bar of Arizona.

The Clerk of the Court will print and mail your certificate and (if you choose admission in person) call to schedule a convenient time for your admission.

The State Bar of Arizona generates your bar number and bar card, which will be mailed to you within three weeks. Please allow up to three weeks for the process, as three entities have to perform specific tasks to complete your admission.