

APPLICATION FOR ADMISSION TO THE ALABAMA STATE BAR
INSTRUCTIONS TO APPLICANTS

ALL APPLICATION PACKETS SHOULD INCLUDE: APPLICATION FOR ADMISSION, THREE (3) ATTORNEY AFFIDAVITS, ONE (1) AUTHORIZATION AND RELEASE FORM, ONE (1) FINGERPRINT CARD/RELEASE FORM, TWO (2) AMENDMENT TO APPLICATION FORMS AND ONE (1) COPY OF RULES GOVERNING ADMISSION TO THE ALABAMA STATE BAR. Should any of the above items be missing you should contact the Alabama State Bar before beginning this application.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO READ THE APPLICATION AND THE RULES GOVERNING ADMISSION TO THE ALABAMA STATE BAR.

ABSOLUTE AND COMPLETE CANDOR IS REQUIRED. FAILURE TO BE COMPLETELY CANDID MAY RESULT IN DENIAL OF CERTIFICATION. EVERY QUESTION MUST BE ANSWERED. If a request for information is not applicable, so state.

ANSWERS MUST BE TYPEWRITTEN; it will not be accepted otherwise.

YOU SHOULD KEEP A COPY OF THE APPLICATION FOR YOUR RECORDS AS . . .

the Application is considered on-going, and you MUST file and amendment immediately of the occurrence of any event which would change ANY answer on the Application. The amendment requirement continues from the date filed until you take the oath as an attorney. **FAILURE TO FILE A TIMELY AMENDMENT MAY RESULT IN DENIAL OF CERTIFICATION OR WITHDRAWAL OF A PREVIOUSLY GRANTED CERTIFICATION.** Amendment forms are enclosed.

1. Answer all requests for information **FULLY** and **COMPLETELY**. Provide full names, dates, addresses and ZIP CODES (application subject to be returned if complete addresses are not given). Avoid use of abbreviations.
2. If additional space is needed to complete an answer, use plain white paper of the same size as the application. Use ONE side of the paper only. **DO NOT USE THE BACK OF THE APPLICATION TO COMPLETE ANSWERS.** Number responses thereon to correspond with the question being answered and provide the information in the same manner as requested herein. **THE SPACED PROVIDED MUST BE UTILIZED BEFORE COMPLETING ANSWERS ON ATTACHED SHEETS.**
3. The enclosed CHARACTER AFFIDAVITS (3) must be executed by attorneys who have been admitted to practice in the state of your residence or in Alabama for at least five years, not related to you by blood or marriage, and who are members in good standing with their respective state bar. Each such affidavit must state whether affiant's appraisal is based upon personal knowledge or upon inquiry. (See Rule II,D)
4. **REQUEST FINGERPRINT CARDS FROM THE ADMISSIONS OFFICE:** Have rolled impressions taken at any law enforcement agency. Complete ALL BLANKS except for the OCA, FBI and MISCELLANEOUS number. Be sure you have signed and dated the card. (Check: have you completed the blanks that continue on the line with "Citizenship"?). Please complete the enclosed "Release Form", attach to your fingerprint card. This document must be witnessed by two (2) witnesses, or notarized by a Notary Public, and must be accompanied by a cashiers check or a bank or postal money order in the amount of \$25.00 made payable to: ALABAMA BUREAU OF INVESTIGATION.
5. **BAR FEE:** ATTACH YOUR BAR FEES TO YOUR APPLICATION. MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO THE ALABAMA STATE BAR.

FOR BAR FEE AMOUNTS: Please see Rule II,B, of the Rules Governing Admission.

6. **DEADLINES:** October 1st for the February exam (may be filed anytime after September 1st)
February 1st for the July exam (may be filed anytime after January 1st). Please see Rule II, C of the Rules Governing Admission. **THERE ARE NO PROVISIONS FOR LATE FILING.** The filing deadlines are strictly adhered to.
7. The Admissions Office should be notified immediately, IN WRITING, of any change of address or telephone number(s). This information cannot be taken over the phone.

YOU SHOULD BE AWARE THAT THE APPLICATION FORM AND THE RULE GOVERNING ADMISSION CHANGE FROM TIME TO TIME. IF EITHER ARE DATED MORE THAN A YEAR PAST, YOU SHOULD CHECK TO BE SURE YOU HAVE THE CURRENT MATERIALS.

FAXED COPIES OF REQUIRED INFORMATION WILL NOT BE ACCEPTED!!!