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# Rules for Admission of Attorneys

February 1, 2025



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# Definitions

## 1.0 Definitions

As used in these Rules for Admission of Attorneys, unless the context requires otherwise:

- (1) “Active practice of law” or “actively engaged in the practice of law” means law-related professional activities, if performed in a jurisdiction in which the applicant is admitted or in a jurisdiction that affirmatively permits such activity by an attorney not admitted in that jurisdiction.
  - (a) The active practice of law includes:
    - (i) representation of one or more clients in the private practice of law;
    - (ii) service as an attorney with a local, state, territorial or federal agency or court, including military service;
    - (iii) teaching at a law school approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association;
    - (iv) service as a judge in a federal, state, territorial or local court of record;
    - (v) service as a judicial clerk; or
    - (vi) service as a house counsel to a corporation or other business entity.
  - (b) The active practice of law does not include work that is performed in advance of bar admission in any jurisdiction or work that, as undertaken, constitutes the unauthorized practice of law in the jurisdiction in which it is performed or in the jurisdiction in which the clients receiving the unauthorized services are located.
- (2) “Admissions Manager” means the Oregon State Bar employee hired or appointed pursuant to Article 28.4 of the Bylaws of the Oregon State Bar.
- (3) “Board” means the Oregon Board of Bar Examiners.
- (4) “Court” means the Oregon Supreme Court.
- (5) “Fit to practice law” or “fitness” means an applicant demonstrates a level of conduct, judgment, and diligence that will result in adequate representation of the best interests of clients, including participation in the legal process according to the Oregon Rules of Professional Conduct. An applicant’s current fitness to practice law shall be assessed through the Essential Eligibility Requirements outlined in Rules 1.3 to 1.8.
- (6) “Foreign law consultant” means an individual who is licensed to practice law in a foreign jurisdiction, as defined in ORS 9.242, and is authorized to advise on the law of that foreign jurisdiction pursuant to Rule 12.1.

- (7) “Good moral character” is given the same meaning as contained in ORS 9.220(2)(b).
- (8) “Military service” means extended active service in the armed forces of the United States or deployment with the National Guard.
- (9) “Substantially and continuously engaged in the practice of law” means at least 1,000 hours of work per annum in law-related professional activities specified in Rule 1.0(1), uninterrupted by periods of other employment or unemployment. An applicant whose practice of law was interrupted by military service may exclude the time spent in such service in determining whether his or her practice has been continuous or has been within the time periods specified in Rules 3.1, 8.2(5) or 15.1.



# Filing Documents with the Board

## **1.1 Filing**

- (1) Any document required to be filed with the Board under the Rules for Admission of Attorneys shall be delivered by mail to the Board, P. O. Box 231935, Tigard, Oregon 97281-1935 or through such electronic means provided or authorized by the Board.
- (2) Delivery by mail shall be complete when the documents are mailed on or before the due date by first class mail through the United States Postal Service.
- (3) If filing is not done as provided in subsection (1) of this rule, the filing shall not be timely unless the pleading or document is actually received by the Board within the time fixed for filing.

## **1.2 Citation**

- (1) These rules may be cited as “RFA\_\_.”



# Essential Eligibility Requirements and Guidelines for Admission

## 1.3 Standards of an Attorney

An attorney should have a record of conduct that demonstrates a level of judgment and diligence that will result in adequate representation of the best interests of clients and that justifies the trust of clients, adversaries, courts, and the general public with respect to professional duties owed.

## 1.4 Essential Eligibility Requirements

The board considers demonstration of the following attributes, and the likelihood that one will utilize these attributes in the practice of law, to be essential for all applicants seeking admission to the Oregon Bar:

- (1) Knowledge of the fundamental principles of law and application;
- (2) The ability to competently undertake fundamental legal skills commensurate with being a lawyer, such as legal reasoning and analysis, recollection of complex factual information and integration of such information with complex legal theories, problem solving, and recognition and resolution of ethical dilemmas; and
- (3) Ability to:
  - (a) Communicate honestly, candidly, and civilly with clients, attorneys, courts, and others;
  - (b) Conduct financial dealings in a responsible, honest, and trustworthy manner;
  - (c) Conduct oneself with respect for and in accordance with the law;
  - (d) Demonstrate regard for the rights, safety, and welfare of others;
  - (e) Demonstrate good judgment on behalf of clients and in conducting one's professional business;
  - (f) Act diligently, reliably, and punctually in fulfilling obligations to clients, lawyers, courts, and others;
  - (g) Comply with deadlines and time constraints;
  - (h) Comply with the requirements of applicable state, local, and federal laws, rules, and regulations; any applicable order of a court or tribunal; and the Rules of Professional Conduct.

## **1.5 Potentially Disqualifying Conduct**

The revelation or discovery of any of the following may be treated as cause for further inquiry before the board determines whether the applicant possesses the character and fitness to practice law:

- (1) Unlawful conduct;
- (2) Academic misconduct;
- (3) Making or procuring any false or misleading statement or omission of relevant information in connection with any bar application or in any testimony or sworn statement submitted to any licensing board;
- (4) Misconduct in employment;
- (5) Acts involving dishonesty, fraud, deceit, or misrepresentation;
- (6) Acts which demonstrate disregard for the rights or welfare of others;
- (7) Abuse of legal process, including the filing of vexatious or frivolous lawsuits or the raising of vexatious or frivolous defenses;
- (8) Neglect of financial responsibility;
- (9) Neglect of professional obligations;
- (10) Violation of an order of a court;
- (11) Conduct that evidences current drug or alcohol use to such an extent that it could impair the ability to practice law;
- (12) Denial or delays of admission to the bar in another jurisdiction on character and fitness grounds; or
- (13) Disciplinary action by a lawyer disciplinary agency or other professional disciplinary agency of any jurisdiction.
- (14) Other conduct that evidences an inability to practice law.

## **1.6 Factors Considered for Present Character:**

In reviewing any prior conduct, the following factors shall be considered potentially mitigating or aggravating regarding an applicant's present good moral character or fitness to practice law;

- (1) Applicant's age at the time of the conduct;
- (2) Recency of the conduct;
- (3) Rehabilitation;
- (4) Seriousness of the conduct;
- (5) Factors or circumstances underlying the conduct;
- (6) Cumulative nature of the conduct;

- (7) Candor in the admissions process; and
- (8) Materiality of any omissions or misrepresentations.

### **1.7 Rehabilitation**

An applicant may assert rehabilitation by submitting evidence of one or more of the following:

- (1) acknowledgement the conduct was wrong and has accepted responsibility for the conduct;
- (2) strict compliance with the conditions of any disciplinary, judicial, administrative, or other order, where applicable;
- (3) lack of malice toward those whose duty compelled bringing disciplinary, judicial, administrative, or other proceedings against applicant;
- (4) full cooperation and candor in the admission process;
- (5) a commitment to conform with the standards of good character and fitness for the practice of law;
- (6) restitution of funds or property, where applicable;
- (7) positive social contributions through employment, community service, or civic service;
- (8) engagement with a qualified treatment provider or participation in a generally recognized treatment program that addresses the behavior or conduct that is potentially disqualifying, and compliance with the recommendations of the qualified provider or recognized treatment program.
- (9) recent conduct that demonstrates that the applicant meets the essential eligibility requirements for the practice of law and justifies the trust of clients, adversaries, courts, and the public;
- (10) other factors that support an assertion of rehabilitation.

### **1.8 Nondiscrimination Policy**

In determining good moral character and fitness to practice law, the Board shall not discriminate against any applicant on the basis of:

- (1) race, color, or ethnic identity;
- (2) gender or gender identity;
- (3) sexual orientation;
- (4) marital status;
- (5) creed or religion;

- (6) political beliefs or affiliation;
- (7) sensory, mental, or physical disability;
- (8) national origin;
- (9) age;
- (10) honorably discharged veteran or military status;
- (11) use of a trained service animal by a person with a disability; or
- (12) any other class protected under state or federal law.

# Board of Bar Examiners

## 2.1 Appointment of Members; Officers

- (1) The OSB Board of Governors and the Board will recruit candidates for appointment to the Board and for appointment as co-graders. The Board will solicit input from the Board of Governors before selecting co-graders and nominating candidates for appointment to the Board.
- (2) The Board shall consist of:
  - (a) At least 14 members appointed by the Court. On or before September 1 of each year, four examiners, who must be active members of the Oregon State Bar, shall be appointed for three-year terms to commence on October 1.
  - (b) At least two of the members of the Board shall not be members of the Oregon State Bar. Such members shall be appointed by the Court with the advice of the Board and shall be appointed for a term of one year. Such members shall have no responsibility for preparing or grading examination papers.
  - (c) A person who is connected with the faculty or governing body of a law school, except an adjunct professor teaching a subject other than those listed in Rule 5.3, is not eligible to become or remain a member of the Board.
- (3) Each year, the Board shall recommend Board members to the Court for appointment as chair and vice chair of the Board. The chair and vice chair will serve for a one year term, commencing on October 1.

## 2.2 Duties

The Board shall act for the Court in the evaluation of an applicant's qualifications for admission to practice law in the State of Oregon. The Board's activities in determining an applicant's qualifications for admission shall include, but not be limited to:

- (1) The grading, administration and evaluation of the bar examination;
- (2) Investigation and evaluation of the moral character and fitness to practice law of each applicant;
- (3) Conducting evidentiary hearings of applicants in accordance with these rules; and
- (4) Making recommendations to the Court regarding applicants' qualifications to practice law in Oregon.

### **2.3 Disclosure of Board Records**

- (1) Unless expressly authorized by the Court or by these rules, the Board shall not disclose any of its records, work product or proceedings in carrying out its duties.
- (2) The Board may release an applicant's admissions file to:
  - (a) A special investigator appointed under Rules 9.4 to 9.5;
    - (i) A special investigator may reveal facts or information contained in the applicant's admissions file to any third party or source only pursuant to a release or waiver signed by the applicant, which the Board may require the applicant to sign as part of the initial application form.
  - (b) Any active member of the Oregon State Bar appointed by the Board to represent it before the Court when an applicant seeks Court review of an adverse admissions recommendation;
  - (c) Counsel appointed by the Board when an applicant initiates civil proceedings against the Board in connection with the applicant's application;
  - (d) Admissions authorities in other jurisdictions which guarantee the confidentiality of applicant files to the same extent as required under Oregon law; or
  - (e) An applicant requesting a copy of their admissions file, but the Board may release only to the applicant a true copy of that portion of the application form which was completed and submitted by the applicant. The Board may charge a reasonable administrative fee to an applicant for providing the true copy.
- (3) The Board May release information necessary for a law school's compliance with the ABA accreditation or regulatory requirements, including bar exam data from each applicant that earned a Juris Doctorate from such school. The Board may release the same data to the National Conference of Bar Examiners (NCBE), or their assigns and successors, for the NCBE's reports to the same law schools.
- (4) The Board may release the name, date of birth, NCBE number, social security number and date of application to the NCBE or their assigns and successors.



# Qualifications of Applicants

## 3.1 Qualifications of Applicants

Prior to taking the bar examination in Oregon, the applicant must show that the applicant will be at least 18 years of age at the time of admission to the practice of law and meet the requirements of either section (1), (2) or (3):

- (1) The applicant is a graduate of a law school approved by the American Bar Association, earning a Juris Doctor degree or Bachelor of Law (LL.B.) degree.
- (2) The applicant is a graduate of a law school in the United States, earning a Juris Doctor degree or Bachelor of Law (LL.B.) degree, and
  - (a) Has been admitted to practice before the highest tribunal of another state, the District of Columbia, or federal territory, where the requirements for admission are substantially equivalent to those of this state; and
  - (b) Has been actively, substantially and continuously engaged in the practice of law for at least three of the five years immediately preceding the taking of the examination.
- (3) The applicant is a graduate of a law school in a foreign jurisdiction, as defined in ORS 9.242(2). In such case, the applicant shall have the burden of proving:
  - (a) That the requirements for admission to the practice of law in the foreign jurisdiction in which the applicant was educated is substantially equivalent to those of this state;
  - (b) That the applicant is currently admitted to practice law in a foreign jurisdiction where the Common Law of England exists as a basis of its jurisprudence, or has been admitted in any United States jurisdiction after having passed a bar exam in any United States jurisdiction; and
  - (c) That the applicant is a graduate of a law school equivalent to a law school approved by the American Bar Association. The Board shall evaluate whether the applicant's law school meets this above requirement. To assist in this determination, the Board may require that the applicant's law school education be evaluated by a commercial evaluator of the Board's choosing at the applicant's expense.
- (4) An applicant may be allowed to sit for the examination prior to earning a Juris Doctor degree or Bachelor of Law (LL.B.) degree if the applicant:
  - (a) is currently enrolled in a law school approved by the American Bar Association;
  - (b) is expected to earn a Juris Doctor degree or Bachelor of Law (LL.B.) degree within 120 days of sitting for the examination;

- (c) has satisfied all graduation requirements to earn a Juris Doctor degree or Bachelor of Law (LL.B.) degree except law school coursework that can be completed during the applicant's post examination final semester (or quarter);
  - (d) will not be actively engaged in more than two semester hours (or quarter hour equivalent) of law school course work other than bar examination preparation courses during the month prior to the examination and the month the examination is held; and
  - (e) has submitted timely a properly signed Declaration for Examination on the form provided by the Oregon State Bar, certifying that the applicant is academically prepared to take the examination.
- (5) No applicant shall be recommended to practice law until an applicant has earned a Juris Doctor degree or Bachelor of Law (LL.B.) degree and submitted Certificate of Graduation. If an applicant qualifying under Rule 3.1(4) to take the examination does not complete degree requirements within 120 days of sitting for the examination and has not filed an Declaration for Waiver of the 120 Days Requirement, all parts of the examination, including the applicant's scores, shall be void for purposes of being admitted to practice law in Oregon and the applicant's examination scores shall not be disclosed for any purpose.
- (6) Paragraph (4) of this rule shall be effective for examinations beginning February, 2016 and thereafter.

## RFA 3.1 - Declaration A

### Oregon State Bar – Admissions Department Declaration for Examination

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Month/Year of Exam \_\_\_\_\_

Law School \_\_\_\_\_

Law School Address \_\_\_\_\_

Pursuant to Rule 3.1(4), Rules of Admission, I certify that my law school is accredited by the American Bar Association and that I meet the following examination requirements:

1. I am currently enrolled as a student in good standing;
2. I expect to earn a Juris Doctor Degree or Bachelor of Law (LL.B.) degree within 120 days of sitting for the examination;
3. I will satisfy all graduation requirements to earn a Juris Doctor degree or Bachelor of Law (LL.B.) degree except law school course work that can be completed during my post examination final semester (or quarter);
4. I will not be actively engaged in more than two semester hours (or quarter hour equivalent) of law school course work other than bar examination preparation courses during the month prior to the examination and the month the examination is held; and
5. I have been determined by my law school to be academically prepared to take the examination.

**NOTE:** *If after you file this form you no longer meet the above stated requirements, you must within 10 days of the date you no longer qualify submit written notification to the Oregon State Bar – Admissions Department and your law school.*

Signature of Applicant/Declarant \_\_\_\_\_ Date \_\_\_\_\_

Name and Title of Dean or Designee \_\_\_\_\_

Signature of Dean or Designee \_\_\_\_\_

## RFA 3.1 - Declaration B

### Oregon State Bar – Admissions Department Declaration for Waiver of the 120 Day Requirement

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Month/Year of Exam \_\_\_\_\_

Law School \_\_\_\_\_

Law School Address \_\_\_\_\_

Pursuant to Rule 3.1(4), Rules of Admission, I certify that my law school is accredited by the American Bar Association and that I am unable to earn a Juris Doctor Degree or Bachelor of Law (L.L.B) degree within 120 days of sitting for the examination due to the following extraordinary circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach supporting documents, e.g., evidence of major illness, family emergency, etc., to support waiver request.

Signature of Applicant/Declarant \_\_\_\_\_ Date \_\_\_\_\_

Waiver: \_\_\_\_\_ Granted Juris Doctor Degree or Bachelor of Law (L.L.B) degree must be earned within \_\_\_\_\_ (no more than 120) days of the date of this Waiver.

\_\_\_\_\_ Denied

Name and Title of Dean or Designee \_\_\_\_\_

Signature of Dean or Designee \_\_\_\_\_

### **3.2 Conviction of Crime**

An applicant shall not be eligible for admission to the Bar after having been convicted of a crime, the commission of which would have led to disbarment in all the circumstances present, had the person been an Oregon attorney at the time of conviction.

### **3.3 Discipline in Another Jurisdiction**

- (1) An attorney who is not in good standing for disciplinary reasons in any other jurisdiction in which the attorney was licensed to practice shall not be eligible for admission:
  - (a) If the attorney was disbarred or resigned in lieu of disciplinary action in the other jurisdiction; or
  - (b) If the attorney was not disbarred and did not resign in lieu of disciplinary action, until the attorney is eligible to apply for reinstatement or readmission after the disciplinary action in the other jurisdiction.
- (2) Notwithstanding subsection (1)(a), an attorney who was disbarred in another jurisdiction or who resigned in lieu of disciplinary action in the other jurisdiction may apply for admission to the Bar in Oregon if the attorney can show that the attorney's conduct that led to the disbarment or resignation would not have led to disbarment in Oregon.



# Application

## 4.1 Filing of Application

- (1) Applications for admission by examination shall be in the form prescribed by the Board and shall be filed with the Board not later than April 15 preceding the date of the July examination and by November 15 preceding the date of the February examination.
- (2) Applicants who took but did not pass the Oregon February examination and desire to take the following July examination shall file an application not later than May 15 preceding the date of the July examination.
- (3) Applications for admission by examination may be filed late, subject to the fee prescribed by Rule 4.2(1)(c), but such late applications, with all appropriate fees, must be received by the Board no later than December 15 for the February examination, or no later than May 15 for the July examination.
- (4) Other applications for admission shall be in the form prescribed by the Board. They may be filed at any time.
- (5) If the chair of the Board finds that the deadline dates mentioned in Rule 4.1(3) place an undue hardship on the Board, Oregon State Bar or the testing population as a whole, then the chair of the Board may extend the deadline by up to fifteen (15) business days. If the chair of the Board extends any deadlines, notice shall be placed on the webpage of the Oregon State Bar's Admissions Department.
- (6) If any of the dates listed in Rule 4.1 fall on a Saturday, Sunday or legal holiday, then the deadline shall be extended to the next day that is not a Saturday, Sunday or legal holiday.
- (7) Applications received after the deadlines set forth in Rule 4.1 will not be accepted, regardless of cause.

## 4.2 Fees for Bar Exam Applications, Alternative Admission Applications, and Temporary Practice Applications

- (1) Bar Exam Application and Investigation Fees: Every bar exam applicant must pay to the Board, at the time of filing their bar exam application, each of the following fees that are applicable to their application:
  - (a) A bar exam application fee of \$1,000.
  - (b) In addition to the fee prescribed by paragraph (a) of this rule, if an applicant was previously admitted to the practice of law in any other jurisdiction or has a pending application for admission to practice law in any other jurisdiction, then the applicant must pay an investigation fee of \$600. If

an applicant applied for admission to the practice of law in Oregon within the 12 months prior to the submission of the current application, and the applicant paid an investigation fee of \$600 with their last application, then the investigation fee shall be reduced to \$300.

- (c) In addition to the fees prescribed by paragraphs (a) and (b) of this rule, a bar exam applicant who files an application after the timely filing deadline stated in Rule 4.1(1) shall pay to the Board, at the time of filing such application, a late filing fee equal to 40 percent of the application fee stated in paragraph (a) of this rule.
  - (d) An applicant who, in conformance with Rule 8.2(4), seeks to take the oath and be admitted more than thirteen months after notice was provided by the Board as provided by Rule 8.1(2), shall pay to the Board a fee of \$300.
  - (e) If the applicant was previously denied admission by the Court in a contested admission case, such applicant shall pay to the Oregon State Bar, at the time of application, any unpaid judgment for costs and disbursements assessed by the Court therein.
  - (f) If an applicant is found to be unqualified to take the examination for any reason under these rules, the applicant shall be entitled to a refund of \$300 dollars.
  - (g) Up to 28 days before the first day of a bar exam, an applicant who has applied for that exam may request a one-time transfer of a portion of their exam application fee as a credit toward fees owed for their application for admission through another Oregon bar admission pathway for which they are presently eligible. Once a transfer has taken place, those funds may not be transferred to any other program or application and shall be the property of the Board and the Oregon State Bar. The amount of the application fee eligible for transfer shall be determined by a process developed by the Board and published on the bar's admissions website.
  - (h) Except as set forth in Rule 4.10 (f) and Rule 4.10 (g), no refund or credit shall be provided as to any fee, including any application, investigation, or late fees; penalty; or cost paid to the Board or Oregon State Bar.
- (2) Alternative Admission Applications Fees: Any applicant seeking admission through an application other than the current Oregon bar exam application or Rule 8.2 must pay the Board the correct alternative admission application fee at the time of filing the application. The correct alternative admission application fee is based on the RFA under which the applicant is seeking admission, which includes only the following:



- (a) House Counsel Application Fee: The alternative admission application fee for applicants seeking admission under RFA 16.1 (House Counsel) is \$2,500.
- (b) Foreign Law Consultant Application Fee: The alternative admission application fee for applicants seeking admission under RFA 12.1 (Foreign Law Consultants) is \$2,500.
- (c) Comity Application Fee/Conversion Application Fee: For applicants seeking admission under RFA 15.1 (Comity Admission), the alternative admission application fee is \$1,750. For applicants with a current limited license, but seeking to gain full membership in the Oregon State Bar through a conversion application under RFA 15.2, the Conversion Fee is one-half the Comity Fee stated in the preceding sentence.
- (d) Out-of-State (UBE) Score Transfer Application Fee: The alternative admission application fee for applicants seeking admission under RFA 19.1 (Admission by Out-of-State Bar Examination Score) is \$1,350.
- (e) Military Spouse Application Fee: The alternative admission application fee for applicants seeking admission under RFA 18.1 (Admission of Military Spouse Attorneys) is \$1,350.
- (f) Admission of Law Teacher Application Fee: The alternative admission application fee for applicants seeking admission under RFA 11.1 (Admission of Law Teachers) is \$1,350.
- (g) Admission of Out-of-State Active Pro Bono Attorneys Application Fee: The alternative admission application fee for applicants seeking admission under RFA 17.1 (Admission of Out-of-State Active Pro Bono Attorneys) is \$600.
- (h) If the applicant was previously denied admission by the Court in a contested admission case, such applicant shall pay to the Oregon State Bar any unpaid judgment for costs and disbursements assessed by the Court therein. This payment shall be in addition to, and must be paid concurrently with, the alternative admission application fee required for the applicant's alternative admission application.
- (i) An alternative admission applicant shall receive a reduction to the fees stated in RFA 4.2(2), if the applicant is applying for admission because they have been employed to work for one of the following types of employers:
  - (1) any State of Oregon government agency or an instrumentality of a

government agency; (2) any non-profit that has received tax exempt status as a 501(c)(3) or 501(c)(4) organization; (3) any contractor, agency or organization providing public defense services to Oregon residents; and (4) and any organization recognized by Legal Aid Services of Oregon, Oregon Law Center or the Oregon State Bar as an entity that provides legal aid to Oregon residents. The amount of the reduction shall be established by the Board each year, and posted on the admissions homepage and relevant admission applications.

- (3) An applicant for a temporary practice license under RFA 13.11 to 13.14, shall pay to the Regulatory Counsel's Office a temporary practice application fee of \$500. The fee must be submitted concurrently with the applicant's temporary practice application. The temporary practice application fee is non-refundable upon submission.

### **4.3 Contents of Application**

- (1) Each application shall be on a form prescribed by the Board and must contain or be accompanied by:
  - (a) An executed release and authorization to obtain:
    - (i) the applicant's motor vehicle driving record;
    - (ii) the applicant's college and law school files and records;
    - (iii) credit information concerning the applicant;
    - (iv) the applicant's disciplinary history and status in any other jurisdiction.
- (2) No later than the 15th day before the first day of the examination, each applicant must file one copy of a certificate of graduation, on a form prescribed by the Board, or other evidence satisfactory to the Board that the applicant is a graduate of a law school prescribed by Rule 3.1 (1), (2) or (3).
- (3) Prior to admission:
  - (a) Each applicant who has been admitted to practice before the highest tribunal of another state, the District of Columbia, a federal territory, or a foreign country must file one copy of a certificate of good standing.
  - (b) The certificate of good standing shall state:
    - (i) the date of the applicant's admission to the practice of law;
    - (ii) whether the applicant is entitled to engage in the practice of law;
    - (iii) whether the applicant is a member of the bar in good standing; and
    - (iv) whether there is now pending, or ever has been, any complaint, grievance, disciplinary proceeding or disciplinary action against the

applicant, and, if any appear, the status thereof, the nature of the charge or charges, the full facts including the disposition thereof, the nature of the final judgment, order or decree, if any, rendered therein and the name and address of the person or body in possession of the record thereof.

- (C) The certificate of good standing shall be submitted by the proper licensing body in the given jurisdiction

#### **4.4 Form of Petitions to Supreme Court**

- (1) Any petition to the Court relating to admission shall be signed and verified before a notary public or other official authorized to execute oaths. The Court will only consider Petitions from current applicants. Petitions shall be on 8 1/2" by 11" paper and contain the name, address, and telephone number of the petitioner and counsel, if any. Petitions shall be headed "IN THE SUPREME COURT OF THE STATE OF OREGON" and shall set forth those facts which petitioner believes will indicate reasons for granting the petition.
- (2) The original petition shall be filed with the Board for evaluation and comment. The Board may request additional information from the petitioner in support of the petition. When the information has been supplied or the petitioner states that he or she chooses not to submit additional responses to such requests, the Board shall forward the petition to the Court along with the Board's comments and recommendation.

#### **4.5 Applicant Duties**

- (1) **Cooperation.** Every applicant has a duty to cooperate and comply with requests from the Board, including but not limited to, requests to appear for scheduled Board interviews, to execute releases and to obtain information and records from third parties for submission to the Board.
- (2) **Continuing obligation to report.** Every applicant has a duty to report promptly to the Board any change, addition or correction to the information provided in his or her application, including but not limited to: changes in address, e-mail address, phone number(s), or employment; criminal charges; disciplinary proceedings; traffic violations; and any other facts or occurrences that could reasonably bear upon the character and fitness of the applicant.



# Examination

## 5.1 Time and Place of Examinations; Special Examinations

The examination shall be the Uniform Bar Examination (UBE) prepared and coordinated by the National Conference of Bar Examiners (NCBE) and held on the date and time set by NCBE for administration nationally and at a place approved by the Board. The Board shall publish the dates, times, and locations of the examination on the admissions webpage within a reasonable period of time after final selections of the locations have been made. The Board shall hold special examinations other than the UBE as the Court may direct.

## 5.2 Specific Testing Accommodations

- (1) Definitions. For the purpose of this rule:
  - (a) “Disability” means a disability as the term is defined under the Americans with Disabilities Act of 1990 (42 USC § 12101 et seq.) (ADA), amendments to the act, applicable regulations and case law. “Disability” may apply even if only one major life activity is impaired and even if that impairment is episodic or in remission but otherwise meets the statutory definition when it is active. “Disability” shall be construed in favor of broad coverage of individuals.
  - (b) “Qualified professional” means a health professional who is licensed or otherwise properly credentialed and possesses expertise in the disability for which modifications or accommodations are sought. Professionals who may possess the appropriate credentials and expertise include, but are not limited to, doctors (including psychiatrists), psychologists, nurses, physical therapists, occupational therapists, speech therapists, vocational rehabilitation specialists, school counselors, and licensed mental health professionals.
- (2) An applicant with a disability that has been shown to substantially limit one or more major life activities and who desires an adjustment or modification to the standard testing conditions to alleviate the impact of the applicant’s functional limitation(s) on the examination process may request reasonable accommodation(s) to take the examination.
- (3) Consistent with the requirements of the ADA, the Board shall evaluate all timely and complete accommodation requests, including supporting documents, and determine the extent, if any, to which they will be granted. In fashioning an accommodation, the Board shall strive for an accommodation that is reasonable, not unduly burdensome, consistent with the nature and purpose of the examination, does not fundamentally alter the nature of the

examination, and best ensures that, when the examination is administered to the applicant, the examination results accurately reflect the applicant's aptitude or achievement level, rather than the applicant's impairment. If an applicant submits a request for accommodation within six-weeks or less of the first day of the applicable bar exam, then pursuant to this paragraph, the Chair of the Board, or the Chair's designee, is delegated the authority to act on behalf of the Board and fulfill its required functions under this paragraph.

- (4) An applicant must file timely and complete accommodation requests using the forms prescribed by the Board. The filing deadlines for requests shall be set by the Board. Incomplete or untimely requests will be rejected except where: (a) disability occurs after the application filing deadline; or (b) the accommodation request does not cause an undue hardship on the Board or the Oregon State Bar.
- (5) An applicant requesting accommodations must fully complete the forms approved by the Board. The forms shall include the following components:
  - (a) request for an accommodation due to disability;
  - (b) certification by a qualified professional of a disability and the need for the requested accommodation; and, if applicable,
  - (c) proof of past testing accommodations in similar test settings (e.g., in any educational institution, whether before high school graduation or after high school graduation, including any post-graduate institution; during any other education admissions exam, any other standardized exam, or high-stakes testing, including any other bar examination).
- (6) Certification by a qualified professional must be based on careful consideration of the applicant by the qualified professional(s), using methods that are both broadly accepted and recognized within that professional's discipline and expertise and have demonstrated reliability and validity for determining an applicant's relevant capacities and limitations.
- (7) An applicants who requests the same testing accommodation(s) that the applicant previously received on a similar standardized exam or high-stakes test shall provide both proof of having received the previous testing accommodation(s) and certification by a qualified professional of the need for the requested testing accommodation(s) due to disability. The Board may accept such documentation and provide the requested accommodation without requiring additional documentation. The Board shall review all documentation to ensure that it meets these criteria. The Board may require an applicant whose documentation fails to meet these criteria to submit additional information.

- (8) An applicant who requests testing accommodation with no history of having received the requested accommodation on a similar standardized exam or highstakes test, or who requests an additional or greater accommodation (e.g., more time than was previously provided), shall provide certification by a qualified professional that includes, at a minimum:
- (a) the objective basis for the qualified professional's opinion (e.g., the methods and objective tests used to diagnose or certify the disability, the validity of the test findings, collateral information specifying functional limitations resulting from the disability). Collateral information may include previous medical records, observations by educators or family members, results of psycho-educational or other professional evaluations considered in addition to the applicant's self-report;
  - b) the effect of the disability on the applicant's ability to take the examination under regular testing conditions;
  - (c) the recommended accommodation; and.
  - d) for each recommended accommodation, how it best ensures that, when the examination is administered to the applicant, the examination results accurately reflect the applicant's aptitude or achievement level, rather than the applicant's impairment.
- 9) An applicant who is breastfeeding may request accommodations to enable the applicant to express milk during the examination. Request for accommodations must be submitted timely using the procedures and forms prescribed by the Board for specific testing accommodations. Applicants must submit medical documentation from a qualified medical providerprofessional supporting the request for accommodation(s).

### **5.3 Examination**

- (1) The examination shall be:
- (a) Administered each year at appropriate times and places within the State of Oregon as approved by the Board, unless otherwise ordered by the Court; and
  - (b) Conducted in the manner and according to the method prescribed by the Board and consistent with any policies pertaining to administration of the UBE.
- (2) Each applicant shall be examined as to requisite general learning in subjects tested in the UBE as published by NCBE.
- (3) The UBE is comprised of six Multistate Essay Examination (MEE) questions, two Multistate Performance Test (MPT) questions, and the Multistate Bar Examination (MBE).

- (4) The chair of the Board may limit the number of bar applicants allowed to take the Oregon Bar Exam on any exam date to comply with any local, state, or national public health order or recommendation that imposes limits on gatherings of persons in one location, as follows:
  - (a) If the chair of the Board imposes a limit on the number of Oregon Bar Exam takers, the Oregon State Bar Admissions Department shall assign available seats at the affected location based on the date and time on which an individual's bar application was received, starting with the first application received.
  - (b) Any applicants who are otherwise qualified to sit for an exam, but are excluded from a test date due to a limit imposed under this rule, shall be entitled to a credit for any monies paid toward the fees described in in Rules 4.2(1), which may be applied toward the next scheduled Oregon Bar Exam.

#### **5.4 Review of Examination**

- (1) Prior to the release of examination results, the Board shall review all applicant essay answers for those applicants whose overall score places them in the top 15 percent of failing applicants after the initial grading is complete.
- (2) Except as set forth in rule 5.4(1), or as may be authorized by the Board, there shall be no further review of any portion of the applicant's examination score.
- (3) An applicant who has failed the examination has the right to be informed of the total scaled score on the UBE, the scaled score earned in the MBE, the combined scaled score earned in the MEE and the MPT, and the scaled score required to pass the examination in Oregon.
- (4) An applicant who has failed the examination may request copies of the applicant's exam materials, but such materials shall only be available as authorized by the Board, NCBE, or other copyright owner to be disclosed solely to the applicant.
  - (a) An applicant must request the information within 30 days of the date that the Bar published the exam results to its website.
  - (b) The Board shall thereafter establish a date, time, and place to inspect and/or obtain the materials as described in paragraph (4) of this rule not later than 120 days after the exam results are published to the Bar's website.
  - (c) Disclosure of the information and inspection and copying of materials shall be provided only under conditions which, in the opinion of the Board, protect the security of the examination.
  - (d) The applicant shall not share any information provided pursuant to this rule to any third party.



# Character and Fitness

## **6.1 Investigation of Applicant's Moral Character and Fitness to Practice Law**

- (1) The Board is authorized to conduct investigations and to convene evidentiary hearings for the purpose of determining whether applicants possess the good moral character and fitness to practice law prescribed by ORS 9.220(2) and these Rules.
- (2) The Board may, prior to an evidentiary hearing described in 9.1, request an applicant to appear before members of the Board as part of the Board's investigation.
- (3) The Board may, as necessary, issue subpoenas to secure information material to the Board's inquiry.
- (4) The Board may recommend that the Supreme Court deny admission to an applicant who has failed to comply with Rule 4.5 or who has refused to provide the Board with information material to the Board's inquiry regarding the applicant's good moral character and fitness to practice law. A recommendation that the Supreme Court deny admission under this subsection shall not be subject to an evidentiary hearing under Rule 9.1.
- (5) If the Board is not satisfied that the applicant has demonstrated that he or she has the good moral character and fitness to practice law, the Board shall provide the applicant with written notice of the Board's determination. The Board shall mail the notice by certified mail. The notice shall describe the Board's basis for its determination and shall advise the applicant of the opportunity to seek an evidentiary hearing pursuant to Rule 9.1.

## **6.2 List of Applicants; Publication**

Prior to each examination, or 45 days prior to admission, the Board shall cause the names of all applicants to be published online in the Oregon State Bar Bulletin or other publication as approved by the Court.

## **6.3 Applicant Must be Recommended by a Majority of the Board**

- (1) Subject to review by the Court under Rule 9.13, an applicant may not be admitted to practice law in Oregon unless at least a majority of all non-recused members of the Board considers the applicant to be qualified by age and by the requisite moral character, fitness, learning and ability.
- (2) The Board may recommend that an applicant be
  - (a) Denied admission for failure to comply with Rule 6.1(4);

- (b) Denied admission after an evidentiary hearing, as provided in Rule 9.12(4);
  - (c) Admitted conditionally, subject to probationary terms as specified by the Board; or
  - (d) Admitted unconditionally.
- (3) The Board may recommend specific probationary terms for admission, including, but not limited to, requiring alcohol or drug treatment, requiring medical care, requiring psychological or psychiatric care, requiring professional office practice or management counseling, requiring practice supervision, and requiring professional audits or reports. The Board may recommend persons to supervise the probation and may recommend that cooperation with such supervisors be a probationary term. The Board may recommend that violation of any probationary term be grounds for revocation of probation and immediate suspension from the practice of law. The Board may recommend a specific duration for such probationary terms.

# Professional Responsibility Examination

## 7.1 Time and Place

- (1) Every applicant for admission by examination, by UBE score earned in another jurisdiction under Rule 19.05, and as house counsel under Rule 16.1 is required to pass a Professional Responsibility Examination as a requirement for admission. The passing score for each examination shall be determined by the Court upon the recommendation of the Board. The examination shall be the Multistate Professional Responsibility Examination (MPRE) as given under the auspices of the National Conference of Bar Examiners (NCBE). The MPRE will be conducted at the times, places and in the manner prescribed by the NCBE or its duly authorized representatives.
- (2) The applicant may take the MPRE at any location where it is given, and may take it before graduation from law school. The applicant may take the MPRE as many times as is necessary to pass.
- (3) The applicant must either:
  - (a) Achieve the passing score determined by the Court as provided in paragraph (1) above within 36 months prior to applying for admission to the Oregon State Bar or while an application is pending; or
  - (b) Have been admitted in another jurisdiction where passage of the MPRE is required for admission and has substantially and continuously engaged in the practice of law for at least 12 months in that jurisdiction.

# Admission

## 8.1 Report by Board of Bar Examiners; Notice to Applicant

- (1) Not later than the 60th day after the date prescribed for the written examination in Rule 5.1, the Board shall file with the Court a written report identifying by number each applicant whom the Board recommends for admission on the examination.
- (2) As soon as the Court has acted upon the report, the Board shall notify each applicant whether the applicant has passed or failed the examination and whether or not the applicant has been recommended for admission on moral character and fitness grounds. Notice shall be given through any reasonable written or electronic means.

- (3) If the Board is unable to complete its investigation of an applicant's moral character and fitness and make a recommendation to the Court at the time the results of the applicant's written examination are reported to the Court, the Board shall make its report as soon as possible thereafter. As soon as the Court has acted on the report, the Board shall notify the applicant whether the applicant has been recommended for admission on moral character and fitness grounds.

## **8.2 Qualifications for Admission; Oath of Office**

### **(A) Examination Applicants**

- (1) In order to be qualified to be admitted to the practice of law in Oregon, an applicant must have passed the Oregon Bar Examination and the Multistate Professional Responsibility Examination, be at least 18 years of age at the time of admission, and be approved for admission by the Court on moral character and fitness grounds.
- (2) Each qualified applicant must execute an oath of office prescribed by the Court and must file the executed oath of office with the State Court Administrator at the admission ceremonies, or as provided in subsections (3), (4) or (5) of this rule. Each applicant's date of admission shall be the date the oath of office is received by the State Court Administrator.
- (3) A qualified applicant who does not take and file the oath of office at the time of the admission ceremonies may take a written oath of office and file it with the State Court Administrator. The date of admission cannot be prior to the admission ceremonies next following the date that notice is provided advising that the applicant passed the bar examination.
- (4) An applicant who does not take and file the oath of office within thirteen months after the date of the notice advising that the applicant passed the bar examination shall, prior to admission, file an application for admission as prescribed by the Board and pay the fees prescribed by Rule 4.10(1)(d). Such applicant shall be permitted to take the oath of office when found by the Court to have the requisite moral character and fitness to practice law, learning and ability. Such oath of office must be filed within one year of being advised that applicant is eligible for admission pursuant to this subsection.
- (5) An applicant who does not take and file the oath of office within three years after the date of the notice advising that the applicant passed the bar examination shall, prior to admission, file an application for admission as prescribed by the Board and pay the fees prescribed by Rule 4.10(1)(d), and shall be required to either (a) demonstrate that the applicant has been actively, substantially and continuously engaged in the practice of law for at least three of the five years immediately preceding the application or (b) take and pass the

bar examination and the Multistate Professional Responsibility Examination within the provisions of Rule 7.05. Such applicant shall be permitted to take the oath of office when found by the Court to have the requisite moral character and fitness to practice law, learning and ability. Such oath of office must be filed within one year of being advised that applicant is eligible for admission pursuant to this subsection.

- (6) An applicant who does not take and file the oath of office within five years after the date of the notice advising that the applicant passed the bar examination shall, prior to admission, file an application for admission as prescribed by the Board and pay the fees prescribed by Rule 4.10 and take and pass the bar examination and the Multistate Professional Responsibility Examination within the provisions of Rule 7.05.

Such applicant shall be permitted to take the oath of office when found by the Court to have the requisite moral character and fitness to practice law, learning and ability.

#### **(B) Other Applicants**

- (1) In order to be qualified to be admitted to the practice of law in Oregon, an applicant must meet the requirements of the rules under which the applicant seeks admission and be approved for admission by the Court on moral character and fitness grounds.
- (2) Each qualified applicant must execute an oath of office prescribed by the Court. The applicant shall file the executed oath of office with the Admissions Department of the Oregon State Bar, who will forward it to the State Court Administrator when the applicant is recommended to the Court for admission. Each applicant's date of admission shall be the date the Order of Admission is issued by the Court. Applicants must comply with the requirements of Admission Rule 8.20 (Address and Telephone Designation).

### **8.3 Residency**

Oregon residency is not required for admission to the Oregon State Bar.

### **8.4 Address and Telephone Number Designation**

- (1) Applicants, at the time of admission, must designate on a form approved by the Oregon State Bar, a current business address and telephone number, or in the absence thereof, a current residence address and telephone number. A post office address designation must be accompanied by a street address.

- (2) It is the duty of all applicants promptly to notify the Oregon State Bar in writing of any change in his or her business address or telephone number, or residence address or telephone number, as the case may be. A new designation shall not become effective until actually received by the Oregon State Bar.

### **8.5 Continuing Legal Education on Oregon Law**

As part of completing the 15 hours of accredited CLE activity required by MCLE Rule 3.3(b) to be completed in the first reporting period after admission as an active member, every applicant admitted by examination after June 1, 2017, shall complete and certify that, of the 15 required hours, 1 hour of the 2 credit hours in ethics is devoted to Oregon ethics and professionalism, and 4 hours of the 10 credit hours in practical skills is devoted to Oregon practice and procedure, as regulated and approved by the Board.

# Evidentiary Hearings for Applicants Whose Moral Character or Fitness to Practice Law is at Issue

## Procedural Framework and Responsibilities

### 9.1 Request for Hearing

An applicant, upon receipt of the notice described in Rule 6.1(5), may request that the Board hold an evidentiary hearing on the issues described in the notice, for the purpose of determining whether the applicant has the good moral character and fitness to practice law. Such request must be in writing and must be delivered by hand or by certified mail to the admissions office within 30 days of the date listed on the notice. If the applicant does not do so, the Board shall recommend that admission be denied pursuant to Rule 6.3(2)(a). If the applicant requests a hearing, the Board shall establish a hearing panel and refer the matter to the panel, as described in the following rules.

### 9.2 Establishment of Hearing Panel

Three members of the Board shall constitute a Board of Bar Examiners hearing panel (“hearing panel”) and shall perform the responsibilities of a hearing panel for character and fitness review as set out in these rules. The chair of the Board shall appoint a hearing panel for each character review proceeding, including at least one public member of the Board on each hearing panel, and shall appoint a member of the hearing panel to preside in the proceeding. If a member of a hearing panel is not able to participate in a character review proceeding, the chair of the Board shall appoint a member of the Board as a replacement.

### 9.3 Initiation and Purpose of a Character Review Proceeding

- (1) Initiation. A hearing panel shall commence a proceeding, to be known as a character review proceeding:
  - (a) Upon the Board’s referral of a matter to a hearing panel, or;
  - (b) In any matter where the Court does not accept the Board’s recommendation to admit an applicant to practice, if the Board’s recommendation to admit was made without a hearing panel having conducted a character review proceeding. See Rule 9.13(7).

- (2) Purpose. The hearing panel, in its character review proceeding, shall inquire into whether an applicant possesses the requisite character and fitness to practice law in Oregon.
- (3) Definition. “Character and fitness,” as used in these rules, shall mean the “good moral character” and fitness required to practice law in Oregon, pursuant to ORS 9.220(2) and these Rules.

#### **9.4 Appointment of a Special Investigator**

The chair of the Board shall appoint a special investigator in each matter that is referred to a hearing panel. A special investigator shall be a member of the Oregon State Bar, shall not be a member of the Board, and shall perform the responsibilities of the special investigator as set out in these rules.

#### **9.5 Responsibilities of the Special Investigator**

- (1) Investigation. The special investigator shall investigate facts relevant to an applicant’s character and fitness, including but not limited to the particular matter(s) that prompted the referral.
- (2) Notice. The special investigator, if requested by the presiding member of the hearing panel, shall draft a proposed statement of the matters asserted or charged. That proposed statement shall be submitted to the presiding member, for the presiding member to refer to in preparing the notice of the character review proceeding as described in Rule 9.8(5).
- (3) Presentation of evidence. The special investigator shall present evidence at the character review proceeding relevant to the matters asserted or charged in the notice of the proceeding.
- (4) Additional duties. The special investigator shall perform such other duties related to the character review proceeding as the presiding member of the hearing panel or the Board may direct.

#### **9.6 Responsibility of the Hearing Panel**

The entire hearing panel shall consider the record of the character review proceeding and shall submit, in writing, a proposed decision for action by the Board.

#### **9.7 Responsibility of the Board of Bar Examiners**

The Board, including members of the Board who also served on the hearing panel, shall recommend to the Court whether an applicant should be admitted to the practice of law in Oregon, denied admission, or conditionally admitted.



## **The Character and Fitness Review Proceeding**

### **9.8 Notice**

- (1) Generally. When the presiding member of the hearing panel believes that adequate information exists for the special investigator to proceed toward a hearing at a date certain upon identifiable issues of an applicant's character and fitness, the presiding member shall notify the applicant that a character review proceeding will take place.
- (2) Means of notice. Notice shall be in writing, mailed by certified mail, return receipt requested, marked "Personal and Confidential," addressed to the applicant's mailing address on file with the Admissions Manager.
- (3) The proceeding to determine applicant's fitness to practice law in Oregon shall be conducted before a Board hearing panel, pursuant to ORS 9.220(2) and the Rules for Admission of Attorneys. A copy of the Rules for Admission of Attorneys pertaining to the character review proceeding shall be attached to the notice.
- (4) Date, time, location, presiding member. Notice shall state the date, time, and location set for the character review proceeding. The date of the proceeding shall give the applicant reasonable time to prepare. Notice shall state the name, business address, and business telephone number of the presiding member of the hearing panel.
- (5) Statement of issues. Notice shall contain a short and plain statement of the matters asserted or charged and the applicant's burden of proof.
- (6) Statement of rights. The applicant shall have the right to respond at the character review proceeding to the matters asserted or charged in the notice, including the right to present evidence and to question witnesses. The applicant shall have the right to be represented by retained counsel in the character review process, including at the character review proceeding. Notice shall advise the applicant of these rights.
- (7) Statement of right to take exceptions. The applicant shall have the right to take exception in writing within 21 days to the Hearing Panel's proposed decision. See Rule 9.11(3). Notice shall so advise the applicant.

### **9.9 Discovery**

- (1) Depositions. Upon petition of the applicant or the special investigator, the presiding member of the hearing panel may order that the testimony of any material witness may be taken by deposition in the manner prescribed by law for depositions in a civil action. Depositions may also be recorded by the use of audio or audio-visual recordings. If the witness resides in Oregon and is unwilling to appear, the presiding member may issue a subpoena requiring the appearance of the witness for deposition.

- (2) Subpoenas. The presiding member of the hearing panel shall provide subpoenas to the applicant or the special investigator for the appearance of designated witnesses or the production of discoverable materials, upon a showing of general relevance and reasonable scope of the evidence sought. The subpoenas shall be enforceable in circuit court by contempt.
- (3) List of witnesses and exhibits. The applicant and the special investigator shall provide to each other, and to the presiding member of the hearing panel, a list of witnesses that they expect to call to testify and a list of exhibits that they will seek to introduce into evidence at the character review proceeding. The presiding member shall set a date at least one week in advance of the proceeding on which the lists will be due, and the lists shall be modified if circumstances change after the original submission.

### **9.10 The Proceeding**

- (1) Record. The record of the character review proceeding includes the notice of the proceeding; motions; rulings; evidence offered, received, or considered; stipulations; facts officially noticed; offers of proof; the verbatim record of the character review proceeding; and any authorized post-proceeding submission or exception taken.
- (2) Recording, transcription. A verbatim record of the character review proceeding shall be made. The presiding member of the hearing panel may select whether to create the record by use of an audio recording, audio-visual recording, stenographic record, or a combination. The record need not be transcribed unless requested. If the applicant requests that a transcript be made, the applicant shall pay the cost of transcription.
- (3) Subpoenas. The presiding member of the hearing panel shall provide subpoenas to the applicant or the special investigator for the appearance of designated witnesses or the production of evidence, upon a showing of general relevance and reasonable scope of the testimony or evidence sought. The subpoenas shall be enforceable in circuit court by contempt.
- (4) Evidence.
  - (a) Admissible evidence. Evidence shall be admissible if it is of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs.
  - (b) Inadmissible evidence. Irrelevant or unduly repetitious evidence should be excluded.
  - (c) Rulings. The presiding member of the hearing panel shall rule on the admissibility or exclusion of evidence. Objections may be made by the special investigator, the applicant, or the presiding member of the hearing panel. Evidentiary rulings, if not made at the character review proceeding, shall be made on the record, at or before the time that the hearing panel submits its proposed decision to the Board.

- (d) Exhibits. Exhibits offered or received into evidence shall be marked and shall be maintained as part of the record of the character review proceeding.
  - (e) Telephonic evidence. The presiding member of the hearing panel may, upon request, permit testimony to be offered by telephonic communication.
  - (f) Oath. All testimony shall be given under oath.
- (5) Conduct of the proceeding.
- (a) Authority of presiding member. The character review proceeding shall be under the control of the presiding member of the hearing panel. The presiding member of the hearing panel shall make all rulings. These rulings may, in the presiding member's discretion, be made after consultation with other members of the hearing panel.
  - (b) Harmless error. Any error in procedure, in admitting or excluding evidence, or in ruling on evidentiary or discovery questions shall not invalidate a finding or conclusion, or require that a new or supplemental character review proceeding be conducted, unless the error resulted in the denial of a fair hearing.
  - (c) Elements of the proceeding. The character review proceeding shall be conducted, subject to the discretion of the presiding member of the hearing panel, to include the following: (i) the statement and evidence of the special investigator; (ii) the statement and evidence of the applicant; (iii) any rebuttal and surrebuttal evidence; (iv) any closing statements.
  - (d) Questioning of witnesses. The special investigator, the applicant, and any member of the hearing panel may question any witness. The presiding member of the hearing panel shall determine the order of questioning and may set reasonable time limits for testimony.
  - (e) Submissions after the proceeding. The presiding member of the hearing panel may request or authorize the special investigator or the applicant to submit, after the conclusion of the character review proceeding, additional evidence, written argument, or a proposed form of recommended disposition with findings of fact and conclusions.
  - (f) If the Presiding Member determines that remote participation is necessary to comply with local, state or national health orders or recommendations, or the parties so stipulate, the Presiding Member may order that a Character Review Proceeding take place by videoconference, or such other means that allows for remote participation of all parties.
- (6) Burden of proof. To be entitled to admission to the practice of law in Oregon, an applicant must establish by clear and convincing evidence that she or he has the requisite character and fitness to practice law.

## **The Decision-Making Process**

### **9.11 The Hearing Panel Decision Making Process**

- (1) Hearing Panel proposed decision. The hearing panel shall consider the record made at the character review proceeding, including any authorized post-proceeding submission by the applicant or the special investigator. The hearing panel shall submit, in writing, a proposed decision for action by the Board, including findings of fact and conclusions, based exclusively on the record of the character review proceeding.
- (2) Minority report. Any member of the hearing panel may submit a separate statement of views to the Board, in writing, in whatever form that the member deems appropriate.
- (3) Notice, exceptions. The hearing panel shall mail its proposed decision to the applicant. The mailing shall state its date of mailing and shall notify the applicant that the applicant may file with the Board any exceptions to the hearing panel's proposed decision. Exceptions shall be in writing and must be received by the office of the Admissions Manager within 21 days of the stated date of the mailing.

### **9.12 The Board of Bar Examiners Decision Making Process**

- (1) Considerations of the Board. The Board, including the members of the hearing panel, shall consider the record of the character review proceeding, in addition to the proposed decision of the hearing panel, any exceptions taken to the hearing panel's proposed decision, and any member's separate statement. The Board decision, in the form of a recommendation to the Court, shall be based exclusively on the record of the character review proceeding.
- (2) Oral argument. The Board may, in its discretion, permit the applicant and the special investigator to present oral argument to the Board, based exclusively on the record of the character review proceeding.
- (3) Further proceedings. The Board may refer a matter back to the hearing panel for further proceedings if the Board concludes that the record does not provide an adequate basis for the Board's decision. The Board itself may, in lieu of a referral back to the hearing panel, hear or receive such additional evidence as the Board may require for its decision, including the taking of testimony from witnesses who have already appeared before the hearing panel on subjects covered by the prior testimony.
- (4) Form of decision. The Board shall issue its decision in writing. If, following a character review proceeding, a majority of the non-recused members of the Board recommends that an applicant be admitted to the practice of law, the decision shall be in a form sufficient to apprise the court of the basis for the decision. If one-half or more of all non-recused members of the Board

recommends that an applicant be denied admission or be conditionally admitted, the decision shall contain a proposed disposition, including findings of fact and conclusions. The Board's decision may adopt, reject, or modify all or any part of the hearing panel's proposed decision.

- (5) Minority report. Any member of the Board may submit a separate statement of views, in writing, in whatever form that the member deems appropriate.
- (6) Notice of decision. The Board shall mail its decision to the applicant. The mailing shall notify the applicant of the right to petition the Court to adopt, modify, or reject the decision of the Board, pursuant to Rule 9.13(1).
- (7) Receipt of Decision. The applicant shall be deemed to have received the notice of the decision pursuant to rule 9.12(6) on the day the applicant signs a receipt for the mailing, or three days after the mailing if mailed via regular US mail to an address within the state, or seven days after the mailing if mailed via regular US mail to an address outside of the state, whichever first occurs.

### **9.13 The Supreme Court Review of Board of Bar Examiners Decision**

- (1) Petition. An applicant may petition the Court to adopt, modify, or reject, in whole or in part, the decision of the Board. The petition shall be filed in accordance with the Oregon Rules of Appellate Procedure.
- (2) Within 14 days following receipt of service of a petition filed under Rule 9.13(1), the Board shall file its decision, accompanied by the record, with the State Court Administrator, Appellate Records Section.
- (3) Briefs and Citation to Record:
  - (a) The due dates and formats for the parties' briefs, shall be governed by the applicable Oregon Rules of Appellate Procedure.
  - (b) Citation to record required. If the applicant contests the Board's recommended disposition, the applicant shall direct the Court to all pertinent portions of the record, including items in support of and contrary to the applicant's position.
- (4) Oral argument. The Oregon Rules of Appellate Procedure relative to oral argument shall apply in any matter in which the Board's decision recommends that an applicant be denied admission or be conditionally admitted. The applicant shall argue first.
- (5) De novo review. Whether or not an applicant petitions the Court for review of a decision of the Board, the Court shall review de novo the record of a character review proceeding to determine whether an applicant should be admitted to the practice of law in Oregon, denied admission, or conditionally admitted. The Court's decision shall be based exclusively on the record of the character review proceeding.

- (6) Remand for further proceedings. The Court may remand a matter back to the Board for such further evidentiary proceedings as the Court may direct, if the Court concludes that the record does not provide an adequate basis for the Court's decision.
- (7) Remand for an original proceeding. If the Court is unwilling to accept a Board recommendation to admit an applicant to practice, and if the Board's recommendation to admit was made without a character review proceeding having been held, then the Court shall remand the matter back to the Board for a character review proceeding to be commenced. The Court may limit or direct the scope of the character review proceeding on remand.
- (8) Finality of Court's Decision. The Court's decision to admit an applicant to the practice of law in Oregon, to deny admission, or to admit an applicant conditionally, shall be a final decision of the Court, subject to the Oregon Rules of Appellate Procedure respecting such decisions.

# Oregon Council on Legal Education and Admission to the Bar

## 10.1 Composition and Duties of Council

- (1) There shall be an Oregon Council on Legal Education and Admission to the Bar (Council), the purpose of which is to promote cooperation between the Court, the law schools, the Board, and the Oregon State Bar, with the object of improving legal education and the bar admissions process.
- (2) The Council is composed of:
  - (a) A justice selected by the Court, who shall be chair of the Council;
  - (b) The dean of each law school in Oregon approved by the American Bar Association, and a member of the faculty selected by each dean;
  - (c) A member of the Oregon State Bar Board of Governors selected by the President of the Oregon State Bar;
  - (d) The executive director of the Oregon State Bar; and
  - (e) The members of the Board.
- (3) The Council shall meet at least annually at such times as it considers advisable. The agenda for the annual meeting shall be proposed by the Board and approved by the members of the Council.





# Admission of Law Teachers

## 11.1 Admission of Law Teachers

A person who is a regular, full-time member of the faculty of any law school in this state approved by the Court, who has graduated from a law school approved by the American Bar Association, earning a Juris Doctor Degree, and who has passed a bar examination substantially equivalent to the Oregon Bar Examination and been admitted to practice law in another state, federal territory or commonwealth or the District of Columbia, may be admitted to practice in this state by the following procedure:

- (1) After serving at least one year on the faculty of a law school in this state approved by the Court, such person may apply for a teacher's admission to practice by filing an application as prescribed in Rule 4.3.
- (2) The applicant shall pay the fees prescribed in Rule 4.2.
- (3) The applicant shall be investigated as prescribed in Rule 6.1 to 6.3.
- (4) If a majority of the non-recused members of the Board considers the applicant to be qualified as to the requisite moral character and fitness to practice law, the Board shall recommend the applicant to the Court for admission as a teacher-member.
- (5) If the Court considers the applicant qualified for a teacher's admission, it shall admit the applicant as a teacher-member. A teacher-member shall have all the rights and obligations of the Bar of Oregon except permanent admission.
- (6) In order to remain a teacher-member, such person must continue as a regular, full-time member of the faculty of a law school in this state approved by the Court.



# Foreign Law Consultants

## 12.1 Licensing of Foreign Law Consultants

- (1) A person who is licensed to practice law in a foreign jurisdiction, as defined in ORS 9.242 for purposes of this rule, as an attorney or counselor at law or the equivalent and who complies with the provisions of this rule for licensing of foreign law consultants may advise on the law of that foreign jurisdiction in the state of Oregon to the extent allowed by this rule. Although a person licensed as a foreign law consultant pursuant to this rule shall be subject to this rule and the provisions of ORS Chapter 9, the Oregon Rules of Professional Conduct, and the Oregon State Bar Rules of Procedure, such person shall not be considered an Oregon attorney or be a member of the Oregon State Bar.
- (2) In its discretion, the Court may license to practice as a foreign law consultant, without examination, an applicant who:
  - (a) For a period of not less than 5 of the 7 years immediately preceding the date of application:
    - (i) has been admitted to practice and has been in good standing as an attorney or counselor at law or the equivalent in a foreign jurisdiction; and
    - (ii) has engaged either in the practice of law in such jurisdiction or in a profession or occupation that requires admission to practice and good standing as an attorney or counselor at law or the equivalent in such jurisdiction;
  - (b) Possesses the fitness and good moral character, as defined in ORS 9.220(2) and these rules, required for admission to practice as an attorney in the state of Oregon;
  - (c) Intends to practice as a foreign law consultant in the state of Oregon; and
  - (d) Is at least 18 years of age.
- (3) The procedure for application to the Court to be licensed as a foreign law consultant shall be as follows:
  - (a) Every applicant for a license as a foreign law consultant shall file with the Admissions Manager a verified typewritten application on a form approved by the Board, in duplicate, setting forth, in English:
    - (i) the applicant's name, age, current and last place of residence;
    - (ii) the character and term of the applicant's law study, including the name of each institution of law the applicant attended and graduated from and what degree the applicant received from each;

- (iii) the names of all courts or other licensing authorities to which the applicant has made applications to practice, including the dates the applicant has taken examinations and the dates the applicant has been admitted to practice as an attorney or counselor at law or equivalent or as a foreign law consultant or equivalent;
  - (iv) whether the applicant has been the subject of any investigation or proceeding for professional misconduct and, if so, the substance of any such investigation or proceeding and its adjudication or resolution; and
  - (v) whether the applicant has ever been rejected upon an application to practice before any court or other licensing authority in any jurisdiction.
- (b) The application shall be accompanied by the following documents, together with duly authenticated English translations if such documents are not in English:
- (i) a certificate from the authority having final jurisdiction over professional discipline in the foreign jurisdiction in which the applicant is admitted to practice which shall be signed by a responsible official or one of the members of the executive body of such authority and which shall be accompanied by the official seal, if any, of such authority and which shall certify:
    1. as to the authority's jurisdiction in such matters;
    2. as to the applicant's admission to practice in such foreign jurisdiction, including the date thereof, and as to the applicant's good standing as an attorney or counselor at law or the equivalent therein; and
    3. as to whether any charge or complaint has ever been filed against the applicant with such authority and, if so, the substance of each such charge or complaint and the adjudication or resolution thereof;
  - (ii) a letter of recommendation from one of the members of the executive body of such authority or from one of the judges of the highest law court or court of general original jurisdiction of such foreign jurisdiction certifying to the applicant's professional qualifications, together with a certificate from the clerk of such authority or of such court, as the case may be, attesting to the office held by the person signing the letter and the genuineness of the person's signature;
  - (iii) a letter of recommendation from at least two attorneys or counselors at law or the equivalent admitted in and practicing in such foreign jurisdiction setting forth the length of time, when and under what

circumstances they have known the applicant and their appraisal of the applicant's moral character;

(iv) a letter of recommendation from at least two attorneys admitted to practice in the state of Oregon setting forth the length of time, when and under what circumstances they have known the applicant and their appraisal of the applicant's moral character; and

(v) such other relevant documents or information as may be requested by the Court or the Board.

(c) The Board is authorized to conduct investigations and to convene evidentiary hearings for the purpose of determining whether an applicant possesses the good moral character and general fitness to practice as a foreign law consultant in Oregon. The Board may, as necessary, issue subpoenas to secure information material to the Board's inquiry. An applicant may be denied admission as a foreign law consultant for refusing to provide the Board with information material to the Board's inquiry regarding the applicant's good moral character and general fitness to practice as a foreign law consultant. Subject to review by the Court under Rule 9.13, an applicant may not be recommended for admission as a foreign law consultant in the state of Oregon unless at least a majority of all nonrecused members of the Board considers the applicant to be of good moral character and to have the general fitness to practice as a foreign law consultant.

(d) In considering whether to license an applicant as a foreign law consultant under this rule, the Court may, in its discretion, take into account whether an attorney admitted to practice in the state of Oregon would have a reasonable and practical opportunity to establish an office for the giving of Oregon legal advice in the applicant's jurisdiction of admission.

(e) Application and investigation fees as prescribed by the Board and approved by the Court shall accompany each application.

(f) The Admissions Manager shall cause the name of all applicants to be published in the Oregon State Bar Bulletin or other publication approved by the Court.

(4) Upon a showing that compliance with the provisions of paragraphs (2)(a) or (3)(b) of this rule would cause an applicant unnecessary hardship, or upon a showing of exceptional professional qualifications to practice as a foreign law consultant, the Court may, in its discretion, waive or vary the application of such provisions and permit the applicant to make such other showing as is satisfactory to the Court for admission as a foreign law consultant in Oregon.

(5) A person licensed as a foreign law consultant under this rule may provide legal advice on the law of his or her foreign jurisdiction in the state of Oregon pursuant to this rule; provided that a foreign law consultant shall not:

- (a) Appear for another person as an attorney in any court or before any magistrate or other judicial officer in the state of Oregon or prepare pleadings or any other papers in any action or proceeding brought in any such court or before any such judicial officer, except as authorized by ORS 9.240;
- (b) Prepare any deed, mortgage, assignment, discharge, lease, agreement of sale or any other instrument affecting title to real estate located in the United States of America;
- (c) Prepare any will, trust or any other instrument affecting the disposition of any property located in the United States of America and owned by a resident thereof;
- (d) Prepare any instrument relating to the administration of a decedent's estate in the United States of America;
- (e) Prepare any instrument in respect of the marital relations, rights or duties of a resident of the United States of America or the custody or care of the children of such a resident;
- (f) Render legal advice on the laws of the state of Oregon or the United States of America or any other state or territory of the United States of America or the District of Columbia or any foreign jurisdiction, other than the foreign law consultant's jurisdiction of admission as an attorney or counselor at law or the equivalent, whether rendered incident to the preparation of legal instruments or otherwise, except on the basis of advice from a person admitted to practice law as an attorney in the state of Oregon or such other state or territory or the District of Columbia or as an attorney or counselor at law or the equivalent in such other foreign jurisdiction who has been consulted by the foreign law consultant in the particular matter at hand and who has been identified to the client by name;
- (g) Represent in any way that such person is licensed as an attorney in the state of Oregon or as an attorney or foreign law consultant or the equivalent thereof in another state or territory or the District of Columbia or as an attorney or counselor at law or the equivalent thereof in a foreign jurisdiction, unless so licensed; or
- (h) Use any title other than "foreign law consultant" except that such person's authorized title and firm name in the foreign jurisdiction in which such person is admitted to practice as an attorney or counselor at law or the equivalent may be used if the title, firm name and the name of such foreign jurisdiction are stated together with the title "foreign law consultant."

- (6) Each person licensed to practice as a foreign law consultant under this rule shall comply with the terms of ORS Chapter 9, the Oregon Rules of Professional Conduct and the Oregon State Bar's Rules of Procedure, unless otherwise inconsistent with the provisions of this rule.
- (7) Each person applying for a license to practice as a foreign law consultant under this rule shall execute and file with the Admissions Manager, along with the application, in such form and manner as the Board may prescribe:
  - (a) a statement that the foreign law consultant has read and agrees to comply with ORS Chapter 9, these rules, the Oregon Rules of Professional Conduct and the Oregon State Bar's Rules of Procedure;
  - (b) an undertaking or appropriate evidence of professional liability insurance, in such amount as required of attorneys through the Oregon State Bar Professional Liability Fund or as the Board may prescribe, to assure such foreign law consultant's proper professional conduct and responsibility;
  - (c) a duly acknowledged instrument in writing setting forth such foreign law consultant's address within the state of Oregon and designating a resident active member of the Oregon State Bar as such foreign law consultant's agent upon whom bar documents or bar or general process may be served, with like effect as if served personally upon such foreign law consultant, in any inquiry, action or proceeding thereafter brought against such foreign law consultant whenever after due diligence service cannot be made upon such foreign law consultant at such address; and
  - (d) a commitment to notify the Admissions Manager of any resignation or revocation of such foreign law consultant's admission to practice in the foreign jurisdiction of admission, or of any censure, reprimand, suspension or expulsion in respect of such admission.
- (8) Complaints to, and other authorized inquiries by, the Oregon State Bar concerning a foreign law consultant shall be considered and resolved in the same manner as those made about members of the Oregon State Bar pursuant to the provisions of ORS Chapter 9 and the Oregon State Bar Rules of Procedure.





# Temporary Supervised Practice Rules

## 13.1 Purpose of Temporary Supervised Practice Rules

The bench and the bar are primarily responsible for providing competent legal services for all persons, including those unable to pay reasonable fees for these services. In an effort to meet the needs of the legal consumer public, expand the diversity of the Oregon bar and to increase access to justice, the following rules are adopted to permit qualified persons to engage in the temporary limited practice of law prior to their admission by examination or other alternative means. All temporary practices must occur under the supervision of a current member of the Oregon State Bar.

# Law Student Appearance Program

## 13.2 Purpose of Law Student Appearance Program

The bench and the bar are primarily responsible for providing competent legal services for all persons, including those unable to pay reasonable fees for these services. As one means to develop trial and appellate advocacy skills and to encourage law schools to provide clinical instruction in trial and appellate work, Rules 13.2 to 13.7 are adopted. Nothing contained in these rules shall affect the right of any person who is not admitted to the practice of law to do anything that the person might lawfully have done prior to the adoption of these rules.

## 13.3 Appearances and Activities of Eligible Law Student

- (1) An eligible law student may appear before any court or before any administrative tribunal in this state in accordance with this rule. As used herein, “appear” or “appearance” means personal appearance before a court or an administrative tribunal.
- (2) The law student shall at all times be subject to the supervision of a member of the Oregon State Bar, except as provided in subparagraph (3) of this rule.
- (3) Subject to the client’s approval as hereinafter provided, an eligible law student may appear for a client, with or without the supervising attorney being present, except as hereinafter provided. The extent of the law student’s participation

shall be determined by the supervising attorney, giving due consideration to the nature of the case, the ability and experience of the student and the complexity of the factual and legal issues involved.

- (4) Except as provided for in subparagraph (5) of this rule, no law student shall appear without the supervising attorney in (a) any criminal case in which the defendant may be subject to a felony conviction, (b) any juvenile case where the act committed by the juvenile if committed by an adult would have been considered a felony, (c) any commitment proceedings, or (d) any appellate court to make oral argument.
- (5) Subject to the requirement of 13.5(2)(d) as to any law student eligible through 13.5(2), an eligible law student may appear in any civil or criminal matter, on behalf of the state or any other governmental body, with the written consent of the supervising attorney of the state agency or governmental body.
- (6) No law student shall appear until the client, the supervising attorney and the judge of the court or the presiding officer of the tribunal have consented to such appearance. The supervising attorney shall be responsible for explaining to the client the nature and extent of the law student's participation and for obtaining the client's consent to such participation. The client's consent shall be in writing and filed with the court or tribunal and become part of the record of the case.

#### **13.4 Other Activities of Eligible Law Student**

- (1) An eligible law student may engage in other activities, under the general supervision of a member of the bar but outside the personal presence of that attorney, including:
  - (a) Preparation of pleadings and other documents to be filed in any matter in which the student is eligible to appear; but such pleadings or documents must be signed by the supervising attorney;
  - (b) Preparation of briefs, abstracts and other documents to be filed in the appellate courts of this state; but such documents must be signed by the supervising attorney;
  - (c) Assistance to indigent inmates of correctional institutions or other persons convicted of crimes who request such assistance in preparing habeas corpus applications and supporting documents for post-conviction relief, except when the assignment of counsel in the matter is required by any constitutional provision, statute or rule of the Court; provided that if there is an attorney of record in the matter, all such assistance must be supervised both by the supervising attorney and the attorney of record, and all documents submitted to the court on behalf of such client must be signed by the attorney of record; and

- (d) The taking of depositions or statements under oath, the preparation of affidavits or declarations of witnesses, negotiations and investigations related to an active litigation matter.
- (2) Each document or pleading prepared under subparagraph (1) of this rule must contain the name of the eligible law student who has participated in drafting it. If the student participated in drafting only a portion of it that fact may be mentioned.
- (3) Eligible law students may engage in non-litigation related matters, under the general supervision of a member of the bar, but outside the personal presence of that attorney, including without limitation: client intake, documents related to estate planning, contract drafting and negotiations, documents related to interests in real estate and personal property, and business formation. Any document prepared by the eligible law student must be signed or approved by the supervising attorney before execution by any interested party, and the document must state the extent to which the student was involved in drafting the document. If an activity does not result in a legal document to be reviewed, a memorandum recording the eligible law student's activities must be kept in the file related to the relevant matter.

### **13.5 Requirements and Limitations**

- (1) Unless a law student falls within subsection (2) of this provision, to be eligible for certification pursuant to these rules, a law student must:
  - (a) Be duly enrolled in or have graduated from a law school approved by the American Bar Association;
  - (b) Have completed legal studies amounting to at least four semesters of full-time law study or the equivalent, which may include summer, night or externship courses;
  - (c) Be of good character and be adequately trained to perform competently as a legal intern;
  - (d) Certify in writing to the dean of the law school that the student has taken and passed either the Multistate Professional Responsibility Examination (MPRE) or a course on professional responsibility;
  - (e) Certify in writing to the dean of the law school that the student has taken and passed a course on evidence; and
  - (f) Cause the dean of the student's law school to certify that the student is eligible under subsections (a), (b), (c), (d) and (e) substantially in the form set forth in Appendix A.
- (2) A student currently enrolled in a law school approved by the American Bar Association need not satisfy section (1) to be eligible for certification, but the law student must:

- (a) Have completed legal studies amounting to at least two semesters of full-time law study or the equivalent, which may include summer, night or externship courses;
  - (b) Be of good character and be adequately trained to perform competently as a legal intern;
  - (c) Be enrolled in a law school clinic class that trains students about the relevant substantive, procedural and practical issues, including evidence and professional responsibility.
  - (d) Be supervised by an active member of the Oregon State Bar, who will be physically present at counsel table and able to supervise the law student at all court appearances; and
  - (e) Cause the dean of the student's law school to certify that the student is eligible under 13.5(2), substantially in the form set forth in Appendix B.
- (3) A law student's certification and ability to appear under section 13.5(2) expires at the end of the law school clinic class.
  - (4) A certified law student shall neither ask for nor receive any compensation or remuneration of any kind for the student's services directly from the client on whose behalf service is rendered; but an attorney, legal aid organization, law school, public defender or any governmental body may pay compensation to the eligible law student as an employee, and the employer may charge for the student's services.

The certified law student's supervising attorney shall introduce the law student to the court or tribunal in which the student is to appear.

### **13.6 Certification Procedure**

The certification of a student by the law school dean:

- (1) Shall be filed with the State Court Administrator and, unless it is withdrawn sooner, shall remain in effect until twelve (12) months following the date the student graduates from the law school. To file a certification with the State Court Administrator, a law school dean may email an electronic version of the signed certification to the Executive Administrator for the Oregon Supreme Court, who acts as the State Court Administrator's designee for the purpose of processing law student certifications.
- (2) May be withdrawn by the dean at any time by mailing a notice to that effect to the State Court Administrator. It is not necessary that the notice state the cause for withdrawal.

- (3) May be terminated by the Court at any time without notice or hearing and without any showing of cause. Notice of the termination shall be filed with the State Court Administrator.

### **13.7 Supervision**

The member of the bar under whose supervision an eligible law student does any of the things permitted by these rules shall assume personal professional responsibility for the student's guidance in any work undertaken and for supervising the quality of the student's work. The supervising attorney shall assist the student's analysis, preparation and performance to the extent the supervising attorney considers appropriate, giving at all times consideration to the interests of the client.

### **13.8 – 13.10 Reserved**

## **APPENDIX A**

### **Certification of Eligibility to Participate in Law Student Appearance Program**

I certify that: \_\_\_\_\_

- (1) Is duly enrolled in or has graduated from \_\_\_\_\_, a law school approved by the American Bar Association;
- (2) Has completed legal studies amounting to at least four semesters of full-time law study or the equivalent;
- (3) Appears from all the information available to this law school to be of good character and is adequately trained to perform competently as a legal intern;
- (4) Has certified to me that he or she has taken and passed either the Multistate Professional Responsibility Examination (MPRE) or a course on professional responsibility; and
- (5) Has certified to me that he or she has taken and passed a course on evidence.

DATE \_\_\_\_\_ DEAN \_\_\_\_\_

## APPENDIX B

### **Certification of Eligibility to Participate in Law Student Appearance Program as a Student in a Law School Clinic**

I certify that: \_\_\_\_\_

- (1) Is duly enrolled in a law school approved by the American Bar Association;
- (2) Has completed legal studies amounting to at least two semesters of full- time law study or the equivalent;
- (3) Appears from all the information available to this law school to be of good character and is adequately trained to perform competently as a legal intern;
- (4) Is enrolled in a law school clinic class that trains students about the relevant substantive, procedural and practical issues, including evidence and professional responsibility.
- (5) Will be closely supervised by an active member of the Oregon State Bar who will be physically present at counsel table and able to supervise the law student at all court appearances.
- (6) Has been informed that this certification and the ability to appear in Oregon's courts will expire at the completion of the clinic class for which this certification applies.

DATE \_\_\_\_\_ DEAN \_\_\_\_\_





# Temporary Practice Pending Admission by Alternative Applicants

## 13.11 Eligibility

Applicants who meet the following criteria may register with Regulatory Counsel's Office in order to perform legal services that would otherwise require membership in the Oregon State Bar, subject to the conditions and restrictions outlined in 13.11 to 13.14:

- (1) Applicant must submit the application for Temporary Practice Pending Admission by Alternative Applicants with Regulatory Counsel's office and pay the fee required under RFA 4.2(3);
- (2) Concurrent with or prior to the submission of the application required by RFA 13.11(1), applicant must submit to the Board an application for admission to the Oregon State Bar pursuant to RFA 15.1, 16.1, 17.1, 18.1 and 19.3. Score transfer applicants (RFA 19.3) must be admitted in at least one other United States jurisdiction at the time of the temporary practice application;
- (3) By filing the application with Regulatory Counsel's Office, applicant asserts that the applicant has a good faith belief that they meet the requirements for admission to the Oregon State Bar, including the requisite good moral character and fitness to practice law in Oregon;
- (4) Applicant must not have been subject to disciplinary suspension or disbarment in any other state, district or territory of the United States;
- (5) Applicant must not have been previously denied admission to the practice of law in any other state, district or territory of the United States due to a determination that the applicant lacked the requisite good moral character and fitness to practice law;
- (6) Applicant must submit a certificate of good standing and disciplinary statement from every state, district or territory in which applicant is admitted to the practice of law;
- (7) Applicant must submit proof of one of the following:
  - (a) Employment with a company whose legal services are provided from an office physically located within the State of Oregon and an affirmation that the applicant will provide legal services from such office;
  - (b) Employment with a law firm who has an office physically located within the State of Oregon and an affirmation that the applicant will provide legal services from such office; or
  - (c) Association with an active member of the Oregon State Bar;

- (8) The employer or associated Oregon lawyer identified in 13.11(7) must identify a supervising attorney who is an active Oregon State Bar Member in good standing. The supervising attorney must sign a declaration acknowledging and agreeing that it is the supervising attorney's responsibility to oversee the conduct of the applicant, which includes ensuring the applicant's compliance with the Oregon Rules of Professional Conduct and avoidance of malpractice;
- (9) Applicant must never have applied for temporary practice under these rules before (excluding reinstatement applications authorized under 13.13); and
- (10) Applicant must submit sufficient proof that applicant has maintained active membership in at least one of the jurisdictions identified in RFA 13.11(6).

### **13.12 Duration, Termination Limits and Disclosures Required – Practice Pending**

- (1) No authorization to temporarily practice law under RFA 13.11 et seq., shall become effective until applicant has established to the Oregon State Bar's satisfaction that applicant meets the requirements of RFA 13.11 and, if engaging in the private practice of law, has provided a certificate of insurance establishing that the Applicant's legal activities in the State of Oregon will be covered by a professional liability insurance policy from, or substantially equivalent to, the Oregon State Bar Professional Liability Fund plan.
- (2) Upon confirmation that an applicant has met the requirements of RFA 13.11 and, if required, has sufficient insurance coverage to protect Oregon legal consumers, Regulatory Counsel shall provide applicant notice that the applicant is authorized to practice law subject to the terms of RFA 13.11 et seq., and other relevant laws, rules and regulations governing the applicant's practice of law in Oregon.
- (3) The ability to practice pending admission under this section shall immediately terminate upon any of the following:
  - (a) Applicant is admitted to the practice of law in Oregon;
  - (b) Applicant withdraws the application for admission or if such application is denied;
  - (c) Applicant becomes disbarred, suspended, or resigns while a disciplinary action is pending in any other jurisdiction in which the applicant is licensed to practice law;
  - (d) A formal complaint is filed against the applicant by the Disciplinary Counsel's Office of the Oregon State Bar;
  - (e) An indictment is filed against the applicant;

- (f) Applicant is not admitted to the practice of law in Oregon within one year of the date that the applicant first filed their application under RFA 13.11(1); or
  - (g) Applicant does not maintain active membership in good standing with at least one of the jurisdictions identified RFA 13.11(10).
- (4) Upon termination of the practice pending admission under RFA 13.12(3)(b) – (g), the applicant shall not undertake any new representation that would require the applicant to be admitted to practice law in Oregon and, within ten days, shall:
- (a) cease to occupy an office or other systematic and continuous presence for the practice of law in Oregon unless authorized to do so pursuant to another Rule;
  - (b) notify all clients being represented in pending matters, and opposing counsel or co-counsel, of the termination of the lawyer’s authority to practice pursuant to the authority in this section; and
  - (c) take all other necessary steps to protect the interests of the lawyer’s clients.

### **13.13 Change in Office/Association/Supervising Attorney**

- (1) Applicant’s ability to practice law shall be immediately suspended and abated if the employment or association with the company, law firm, or lawyer with whom the applicant originally sought a temporary practice license under RFA 13.11(7) is terminated.
- (2) Applicant must immediately notify Regulatory Counsel’s Office of any termination of the relationship identified 13.13(1).
- (3) Applicant’s ability to practice pending admission shall be reinstated if applicant meets the following requirements within 30 days following the date that applicant was required to send notice to Regulatory Counsel’s Office under RFA 13.13(2):
  - (a) Associate with another company, law firm or lawyer meeting the requirements under RFA 13.11(7);
  - (b) Submit a new application for Temporary Practice Pending Admission under RFA 13.11(1);
  - (c) Pays a new fee associated with Temporary Practice Pending Admission under RFA 4.2(3);
  - (d) Have a new supervising attorney sign a new declaration identified in RFA 13.11(8); and

- (e) In the case of a house counsel applicant, file a new house counsel application and any fee required under RFA 4.2(2);
- (4) When a current supervising attorney has sought a leave of absence, has been terminated by their common employer, or has been suspended or disciplined by the Oregon State Bar, the related applicant's temporary practice permit shall be immediately and automatically suspended and abated.
  - (a) The applicant must immediately notify Regulatory Counsel's Office of the change in the Supervising Attorney's status.
  - (b) The suspended applicant shall have 60 days to find a replacement Supervising Attorney and have that attorney submit a new Supervising Attorney Declaration to Regulatory Counsel's Office without incurring any additional fees.
  - (c) If the suspended applicant goes beyond the 60-day period described in RFA 13.13(4)(b), then the applicant must submit a new application under RFA 13.11(1).

The one-year term deadline established under RFA 13.12(3)(f) shall toll and be extended by the exact number of days that applicant's license was abated under RFA 13.13(3) or (4), up to the maximum number of days stated in the applicable rule.(a)

### **13.14 Disciplinary Complaints, Program Oversight, Fees and Records**

- (1) If a complaint is filed against the Applicant with the Client Assistance Office of the Oregon State Bar, the Applicant must immediately notify Regulatory Counsel, the applicant's employer and supervising attorney. The applicant must include with the notice the actual complaint materials filed by the complaining party. Regulatory Counsel shall forward the complaint to the Client Assistance Office and name the supervising attorney as an additional attorney against whom the complaint is filed.
- (2) The temporary practices permitted by RFA 13.11 to 13.14 shall be overseen and regulated by the Regulatory Counsel's Office. The Board shall not be responsible for any regulatory decisions made related to an applicant or application pursuant to RFA 13.11 to 13.14.
- (3) All application fees paid under RFA 13.11(1), shall be collected by the Regulatory Counsel's Office and not be considered part of the Board's budget.
- (4) RFA 2.3 shall not apply to any applications or other documents submitted to the Regulatory Counsel's Office under RFA 13.11 to 13.14. All such documents shall be public records
- (5) Regulatory Counsel shall submit copies to the Board of any documents related to the applicant's application for practice pending admission.

# Attorney Exchange Program

## 14.1 Purpose of Attorney Exchange Program

As a means of furthering the legal education of attorneys and the development of professional understanding of the practice of law in foreign jurisdictions, there is established an Attorney Exchange Program between governmental bodies, legal aid organizations or public defenders in Oregon, and governmental bodies, legal aid organizations, or public defenders in foreign jurisdictions as defined in ORS 9.242.

## 14.2 Requirements and Limitations

- (1) To be eligible for participation pursuant to these rules, a foreign attorney must:
  - (a) Be 18 years of age;
  - (b) Be licensed to practice law in a foreign jurisdiction as defined in ORS 9.242;
  - (c) Be of good moral character and fit to practice law and be adequately trained to perform competently as an attorney;
  - (d) Certify in writing to the Court that the foreign attorney has read and is familiar with and will comply with the Oregon Rules of Professional Conduct and ORS Chapter 9;
  - (e) Provide the Court with a current certificate of good standing or comparable certificate as a member of the bar of the foreign attorney's jurisdiction; and
  - (f) Cause the supervising attorney (who must be an active member in good standing of the Oregon State Bar) of the governmental body, legal aid organization, or public defender in Oregon to certify to the Court that the foreign attorney will be supervised by the supervising attorney and that the foreign attorney is eligible under subsections (a), (b), (c), (d) and (e) of this section substantially in the form set forth in Appendix B.
- (2) Foreign attorneys must remain in good standing in their foreign jurisdictions throughout their participation in the attorney exchange program in Oregon.

### **14.3 Petition Procedure**

The petition of a foreign attorney shall be made to the Court, it shall be filed with the State Court Administrator and it shall be substantially in the form set forth in Appendix C. The certificate of the supervising attorney required by Rule 14.2 (1)(f) shall be filed with the petition.

### **14.4 Approval, Withdrawal and Termination**

- (1) The Court, in its discretion, may approve the petition of a foreign attorney. On approval, the foreign attorney shall be permitted to participate in the program until the expiration of six months after the date of approval. The foreign attorney, with the approval and recommendation of the supervising attorney, may petition the Court for permission to participate in the program for an additional six months.
- (2) The foreign attorney or the supervising attorney may cause the foreign attorney's participation in the program to be withdrawn at any time by mailing a notice to that effect to the State Court Administrator. A notice of withdrawal must be filed promptly by either the foreign attorney or the supervising attorney if the foreign attorney ceases to remain in good standing in the foreign attorney's foreign jurisdiction. It is not necessary that a notice of withdrawal state the cause of withdrawal.
- (3) Approval of a foreign attorney to participate in the program may be terminated by the Court at any time without notice or hearing. Notice of termination shall be filed with the State Court Administrator and copies mailed to the foreign attorney and the supervising attorney.

### **14.5 Appearances and Activities of Foreign Attorney**

- (1) A foreign attorney may appear before any court or before any administrative tribunal in this state in accordance with this rule. As used herein, "appear" or "appearance" means personal appearance before a court or an administrative tribunal. The foreign attorney shall at all times be subject to the supervision of the supervising attorney who shall personally appear with the foreign attorney. No foreign attorney shall appear until the client, the supervising attorney and the judge of the court or the presiding officer of the tribunal have consented to such appearance. The supervising attorney shall be responsible for explaining to the client the nature and extent of the foreign attorney's participation and for obtaining the client's consent to such participation. The client's consent shall be in writing and filed with the court or tribunal and become part of the record of the case.

- (2) A foreign attorney may engage in other activities, under the general supervision of the supervising attorney, but outside the personal presence of the supervising attorney, including:
- (a) Preparation of pleadings and other documents to be filed in any matter in which the foreign attorney is eligible to appear; but such pleadings or documents must be signed by the supervising attorney;
  - (b) Preparation of briefs, abstracts and other documents to be filed in the appellate courts of this state; but such documents must be signed by the supervising attorney;
  - (c) Assistance to indigent inmates of correctional institutions or other persons convicted of crimes who request such assistance in preparing habeas corpus applications and supporting documents for post-conviction relief, except when the assignment of counsel in the matter is required by any constitutional provision, statute or rule of the Court; provided that if there is an attorney of record in the matter, all such assistance must be supervised both by the supervising attorney and the attorney of record, and all documents submitted to the court on behalf of such client must be signed by the attorney of record.
- (3) Each document or pleading prepared under sub-paragraph (3) of this rule must contain the name of the foreign attorney who has participated in drafting it. If the foreign attorney participated in drafting only a portion of a document or pleading then that fact may be mentioned.

A foreign attorney may participate in oral argument before any court or administrative tribunal, but only if the supervising attorney is present.

## APPENDIX C

### **Certification of Supervising Attorney as to Foreign Attorney's Eligibility to Participate in the Attorney Exchange Program**

I certify that: \_\_\_\_\_

- (1) is licensed to practice law in the following foreign jurisdiction as defined in ORS 9.242 \_\_\_\_\_;
- (2) appears from all of the information available to me to be of good moral character and fit to practice law as defined in ORS 9.220 (2) and the Rules of Admission of Attorneys and is adequately trained to perform competently as an attorney;
- (3) has certified to me that he/she has read, is familiar with and will comply with the Oregon Rules of Professional Conduct, ORS Chapter 9 and Rules 14.1 through 14.5 of the Rules for Admission of Attorneys; and
- (4) is a member in good standing of the bar of the following foreign jurisdiction \_\_\_\_\_;

I further certify that I will supervise the foreign attorney in accordance with the Attorney Exchange Program rules.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Supervising Attorney OSB # \_\_\_\_\_



## APPENDIX D

### Petition of Foreign Attorney to Participate in the Attorney Exchange Program

I, \_\_\_\_\_, petition the Supreme Court of the State of Oregon for approval to participate in the Attorney Exchange Program and I certify that:

- (1) I am licensed to practice law in the following foreign jurisdiction as defined in ORS 9.242 \_\_\_\_\_;
- (2) I am of good moral character and fit to practice law as defined in ORS 9.220 (2) and the Rules for Admission of Attorneys and am adequately trained to perform competently as an attorney;
- (3) I have read, and am familiar with and will comply with the Oregon Rules of Professional Conduct, ORS Chapter 9 and Rules 14.1 through 14.5 of the Rules for Admission of Attorneys; and
- (4) I am a member in good standing of the bar of the following foreign jurisdiction, \_\_\_\_\_, as evidenced by a true copy of the current Certificate of Good Standing or comparable certification which is attached hereto.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Foreign Exchange Attorney



# Admission Based on Comity

## **15.1 Admission of Attorneys Licensed to Practice Law in other Jurisdictions**

- (1) An attorney who has taken and passed the bar examination in another United States jurisdiction, who is an active member of the bar in any other state, district or territory of the United States, and who meets all the following qualifications may be admitted to the practice of law in Oregon without having to take and pass the Oregon bar examination, subject to the requirements of this rule:
  - (a) The applicant has been licensed to practice law in at least one United States jurisdiction for at least 24 consecutive months;
  - (b) The applicant has not been subject to any administrative or disciplinary suspension within the 60 months immediately preceding the submission of the application for admission under this rule;
  - (c) The applicant has no known ongoing disciplinary cases, investigations, or inquiries in any other jurisdiction; and
  - (d) The applicant has been actively engaged in the authorized full-time practice of law for no less than 24 of the 48 months immediately preceding the application for admission under this rule. For purposes of RFA 15.1, “full-time practice of law” means an average of at least 30 hours per week engaged in one of the enumerated activities in RFA 1.1(1)(a) or performed work in support of, or in anticipation of, such activities, so long as the applicant was authorized to engage in such activities in the relevant jurisdiction.
- (2) An applicant for admission under this rule shall:
  - (a) Submit sufficient proof, to the satisfaction of the Board, that the applicant has:
    - (i) Earned a (1) Juris Doctor (J.D.) or (2) Bachelor of Law (LL.B.) degree from an ABA accredited law school; or satisfied the requirements of RFA 3.1(3);
    - (ii) Passed a bar examination in another state, commonwealth, district or territory of the United States;
    - (iii) Been admitted to the practice of law in at least one other state, commonwealth, district or territory of the United States;
    - (iv) Current active membership to the practice of law in the highest court of at least one other state, commonwealth, district or territory of the United States of America; and

- (v) Been engaged in the authorized full-time practice of law for a minimum of 24 months out of the 48 months immediately preceding the date that the applicant submits their application for admission as an attorney in another state in which they were authorized to practice law or in a state that does not presently prohibit the type of practice of law that was conducted by the applicant in said state.
  - (b) Possess the good moral character and fitness required of all other applicants for admission to practice law in Oregon;
  - (c) Complete such applications and submit such other information as may be required by the Board and the Court within six (6) months of the date of filing the application; and
  - (d) Pay such application fees and costs as may be established by the Board and the Court for applicants under this rule.
- (3) The character and fitness of applicants under this rule shall be reviewed under the procedures set forth in ORS 9.220 and RFA 6.1, 6.2, 6.3, and 9.1 to 9.13.
  - (4) An applicant admitted to practice law pursuant to this rule shall complete and certify prior to admission under this rule that the applicant has attended at least 15 hours of continuing legal education on Oregon practice and procedure and ethics requirements as regulated and approved by the Board. An applicant must attend and complete the required continuing legal education hours any time between six (6) months prior to and six (6) months after the filing of an application.
  - (5) An applicant admitted to practice law pursuant to this rule shall obtain and maintain malpractice coverage from the Oregon State Bar Professional Liability Fund (PLF) as required by the rules and regulations of the fund. If an applicant is not required to maintain malpractice coverage through the PLF, the applicant shall obtain and maintain other malpractice coverage covering the applicant's law practice in Oregon, which coverage shall be substantially equivalent to the Oregon State Bar Professional Liability Fund coverage plan.
  - (6) An applicant admitted to practice law pursuant to this rule shall be subject to and shall comply with the Oregon Rules of Professional Conduct, the Oregon State Bar Rules of Procedure, and all other rules and regulations applicable to members of the Oregon State Bar.
  - (7) Any application for reciprocity admission filed with the OSB Admissions Department under the prior reciprocity admission version of this rule, *former* RFA 15.05 (2021), but still awaiting approval as of the effective date of the comity admission amendment to this rule, shall be converted by OSB staff to a pending application under the newly amended comity admission rule. As of the effective date of the comity admission amendment to this rule, any pending application for reciprocity admission is no longer valid.

# Conversions to Full Membership

## **15.2 Limited Licensee Conversion to Full Membership in the Oregon State Bar**

- (1) An attorney who has taken and passed the bar examination in another United States jurisdiction, who is an active members of the bar in any other state, district or territory of the United States, and who currently holds a Limited License in Oregon, may become a regular member of the Oregon State Bar if the attorney meets the following qualifications, subject to the requirements of this rule:
- (a) The applicant has been licensed to practice law in at least one United States jurisdiction for at least 24 consecutive months;
  - (b) The applicant has not been subject to any disciplinary suspension within the 60 months immediately preceding the submission of the application for admission under this rule;
  - (c) The applicant has not been subject to any administrative suspensions within the last 24 months;
  - (d) The applicant has no known ongoing disciplinary cases, investigations, or inquiries in any other jurisdiction; and
  - (e) The applicant has been actively engaged in the authorized full-time practice of law for no less than 24 of the 48 months immediately preceding the application for admission under this rule.

The term “full-time practice of law” shall have the same meaning provided for in RFA 15.1(1)(d)(i). The term “Limited License” shall mean the license given to a licensee under rules related to House Counsel (RFA 16.1), Military Spouse (RFA 18.1), Law Teacher (RFA 11.1), or Foreign Law Consultant (RFA 12.1)).

- (2) An applicant for admission under this rule shall:
- (a) Submit sufficient proof, to the satisfaction of the Board, that the applicant has:
    - (i) Earned a (1) Juris Doctor (J.D.) or (2) Bachelor of Law (LL.B.) degree from an ABA accredited law school; or satisfied the requirements of RFA 3.1(3);
    - (ii) Passed a bar examination in another state, commonwealth, district or territory of the United States;
    - (iii) Been admitted to the practice of law in at least one other state, commonwealth, district or territory of the United States;

- (iv) Current active membership to the practice of law in the highest court of at least one other state, commonwealth, district or territory of the United States of America; and
    - (v) Been engaged in the authorized full-time practice of law for a minimum of 24 months out of the 48 months immediately preceding the date that the applicant submits their application for admission. The authorized practice of law may take place in Oregon subject to the terms of the applicant's limited license, or as an attorney in another state in which they were authorized to practice law in or in a state that does not presently prohibit the type of practice of law that was conducted by the applicant in said state.
  - (b) Possess the good moral character and fitness required of all other applicants for admission to the practice of law in Oregon;
  - (c) Complete the Limited License Conversion application approved by the Board and submit such other information as may be required by the Board and the Court within six (6) months of the date of filing the application; and
  - (d) Pay the relevant Conversion Application Fee set out in RFA 4.2(2)(c).
- (3) The character and fitness review and investigation related to the Applicant's conversion shall be focused on the period since they filed their last application with the Oregon State Bar, or, if it is believed that applicant made misrepresentations on a prior application, the investigations shall also consider evidence related to such misrepresentations.
- (4)
- (a) An applicant admitted to practice law pursuant to this rule shall complete and certify prior to admission under this rule that the applicant has attended at least 15 hours of continuing legal education on Oregon practice and procedure and ethics requirements as regulated and approved by the Board. An applicant must attend and complete the required continuing legal education hours any time between six (6) months prior to and six (6) months after the filing of an application.
  - (b) If an applicant has completed an MCLE reporting cycle in Oregon as required to maintain their limited license, then the CLE requirement set out in RFA 15.2(4)(a) shall be waived, upon establishing that they met their MCLE requirements during their last reporting cycle and that they are currently in compliance with all MCLE requirements for their limited license. Alternatively, if an applicant has completed 15 hours of continuing legal education to obtain a limited license in Oregon within the 12 months preceding the Conversion Application filed under this rule, then the CLE requirement set out in RFA 15.2(4)(a) shall be waived.

- (5) An applicant admitted to practice law pursuant to this rule shall obtain and maintain malpractice coverage from the Oregon State Bar Professional Liability Fund (PLF) as required by the rules and regulations of the fund. If an applicant is exempt from the requirement to maintain malpractice insurance, the applicant shall provide sufficient proof that the applicant qualifies for a PLF exemption from malpractice coverage.
- (6) An applicant admitted to practice law pursuant to this rule shall be subject to and shall comply with the Oregon Rules of Professional Conduct, the Oregon State Bar Rules of Procedure, and all other rules and regulations applicable to members of the Oregon State Bar.





# Admission of House Counsel

## 16.1 Limited Admission of House Counsel

An attorney employed by a business entity authorized to do business in Oregon, who has been admitted to practice law in another state, federal territory or commonwealth, or the District of Columbia, or in any foreign jurisdiction, may be admitted to practice law as house counsel in this state, subject to the provisions, conditions and limitations in this rule, by the following procedure:

- (1) The attorney, if at least 18 years of age, may apply for admission to practice law as house counsel by:
  - (a) Filing an application as prescribed in Rule 4.3; and
  - (b) Presenting satisfactory proof of (i) admission to the practice of law; (ii) good moral character and fitness to practice; and
  - (c) Providing verification by a declaration signed by the applicant and an affidavit signed by the business entity that the applicant is employed as house counsel and has disclosed to the business entity the limitations on the attorney to practice law as house counsel as provided by this rule. The required declaration and affidavit shall be in the form provided by the Board in the House Counsel Application.
- (2) The applicant shall pay the application fees prescribed in Rule 4.2.
- (3) The applicant shall be investigated as prescribed in Rule 6.1 to 6.3.
- (4) The applicant shall take and pass the Professional Responsibility Examination prescribed in Rule 7.1.
- (5) If a majority of the non-recused members of the Board considers the applicant to be qualified as to the requisite moral character and fitness to practice law, the Board shall recommend the applicant to the Court for admission to practice law as house counsel in Oregon.
- (6) If the Court considers the applicant qualified for admission, it shall admit the applicant to practice law as house counsel in Oregon. The applicant's date of admission as a house counsel member of the Oregon State Bar shall be the date the applicant files the oath of office with the State Court Administrator as provided in Rule 8.2(B)(2).
- (7) In order to qualify for and retain admission to practice law as house counsel, an attorney admitted under this rule must satisfy each of the following conditions, requirements and limitations:
  - (a) The attorney shall be limited to practice exclusively for the business entity identified in the affidavit required by section (1)(c) of this rule, and except as provided in subsection 7(f) below regarding pro bono legal services, is

not authorized by this rule to appear before a court or tribunal, or to offer legal services to the public. Participating as an attorney in any arbitration or mediation that is court-mandated or is conducted in connection with a pending adjudication shall be considered an appearance before a court or tribunal under this rule.

- (b) All business cards, letterhead and directory listings, whether in print or electronic form, used in Oregon by the attorney shall clearly identify the attorney's employer and that the attorney is admitted to practice in Oregon only as house counsel or the equivalent.
- (c) The attorney shall pay the Oregon State Bar all annual and other fees required of active members.
- (d) The attorney shall be subject to ORS Chapter 9, these RFAs, the Oregon Rules of Professional Conduct, the Oregon State Bar's Rules of Procedure, the Oregon Minimum Continuing Legal Education Rules and Regulations, and to all other laws and rules governing attorneys admitted to active practice of law in this state.
- (e) The attorney shall within 30-days notify the Oregon State Bar of the occurrence of any of the following: a change in employment; a change in membership status, good standing or authorization to practice law in a state, federal territory, commonwealth, the District of Columbia, or in any foreign jurisdiction where the attorney has been admitted to the practice of law; or the commencement of a formal disciplinary proceeding in any such jurisdiction. The attorney must provide the notice required by this rule on a change of status form provided by the Oregon State Bar.
- (f) An attorney admitted in another United States jurisdiction may provide pro bono legal services through a pro bono program certified by the Oregon State Bar under Oregon State Bar Bylaw 13.2, provided that the attorney has professional liability coverage for such services through the pro bono program or otherwise, which coverage shall be substantially equivalent to the Oregon State Bar Professional Liability Fund coverage plan.
- (g) On or before October 1 of each year in which the attorney is licensed under this rule, the attorney must submit an annual certification of compliance, on a form provided by the Oregon State Bar, which asserts that the attorney has complied with the requirements to retain their house counsel membership. The annual certification shall include an affidavit in the form provided by the Oregon State Bar which must be signed by the attorney's employer certifying that the attorney is still employed by the business.

- (8) The membership and license granted under this rule shall be automatically suspended, when:
- (a) Employment by the business entity is terminated; or
  - (b) The attorney fails to maintain active status or good standing as an attorney in at least one state other than Oregon, federal territory, commonwealth, or the District of Columbia; or
  - (c) The attorney fails to submit the annual certification required by 7(g) of this rule on or before the deadline stated therein.
- (9) The membership and license granted under this rule shall be automatically suspended when the attorney is suspended or disbarred for discipline, or resigns while disciplinary complaints or charges are pending, in any jurisdiction. An attorney whose admission as house counsel in Oregon has been suspended pursuant to this section, and who again seeks admission to practice in this state as house counsel, must file a new application with the Board under this rule.
- (10) An attorney suspended pursuant to section (8)(a) of this rule shall be reinstated to practice law as house counsel when able to demonstrate to the Oregon State Bar that, within six months from the termination of the attorney's previous employment, the attorney is again employed as house counsel by a qualifying business entity, upon verification of such employment as provided in section (1)(c) of this rule and proof of active status in another jurisdiction. The attorney shall certify their new qualified employment through a house counsel reinstatement form provided by the Oregon State Bar.
- (11) An attorney suspended pursuant to section (8)(b) of this rule shall be reinstated to practice law as house counsel when able to demonstrate to the Oregon State Bar that, within six months from the attorney's failure to maintain active status or good standing in at least one other jurisdiction, the attorney has been reinstated to active status or good standing in such jurisdiction. The attorney shall certify their reinstatement to active or good standing status in the required jurisdiction through a house counsel reinstatement form provided by the Oregon State Bar.
- (12) An attorney suspended for six months or less pursuant to section (8)(c) of this rule shall be reinstated to practice law as house counsel upon submission of the annual certification required under section 7(g), together with a house counsel reinstatement form provided by the Oregon State Bar.
- (13) An attorney required to submit a reinstatement form under sections (10), (11) and (12) of this rule must pay a reinstatement fee of \$250 with the reinstatement form.

- (14) An attorney whose admission as house counsel in Oregon has been suspended for longer than six months pursuant to section (8) of this rule, and who again seeks admission to practice in this state as house counsel, must file a new application with the Board under this rule.
- (15) The admission granted under this section shall be terminated automatically when the attorney has been otherwise admitted to the practice of law in Oregon as an active member of the Oregon State Bar.
- (16) For the purposes of this Rule 16.1, the term “business entity” means a corporation, partnership, association or other legal entity, excluding governmental bodies, (together with its parents, subsidiaries, and affiliates) that is not itself engaged in the practice of law or the rendering of legal services, for a fee or otherwise.
- (17) For the purposes of this Rule 16.1, “tribunal” means all courts and all other adjudicatory bodies, including arbitrations and mediations described in Rule 16.1(7)(a), but does not include any body when engaged in the promulgation, amendment or repeal of administrative or other rules.
- (18) All applicants pursuing admission under this rule, must complete such application and submit such other information as may be required by the Board and the Court within six months of the date of filing the application.

# Admission of Out-Of-State Active Pro Bono Attorneys

## 17.1 Admission of Out-of-State Active Pro Bono Attorneys

An attorney, who has been admitted to practice law in another state, federal territory or commonwealth, or the District of Columbia, may be admitted to practice law as an Active Pro Bono Attorney, subject to the provisions, conditions and limitations in this rule, by the following procedure:

- (1) The attorney, having actively practiced law for at least 15 years, may apply for admission to practice law as an Active Pro Bono Attorney by:
  - (a) Filing an application as prescribed in Rule 4.3;
  - (b) Presenting satisfactory proof of graduation from an ABA approved law school with a Juris Doctor degree or its equivalent;
  - (c) Presenting satisfactory proof of passage of a bar examination in a jurisdiction in which the applicant is admitted to the practice of law;
  - (d) Presenting satisfactory proof that the applicant is not currently serving any disciplinary sanction or disbarment in any jurisdiction; or has not resigned from the practice of law while disciplinary charges were pending or in lieu of discipline;
  - (e) Presenting satisfactory proof that the applicant will practice law with a Certified Pro Bono Program; and
  - (f) Agreeing to abide by the Rules of Professional Conduct and submit to the jurisdiction of the Oregon State Bar for disciplinary purposes.
- (2) The applicant shall pay the investigation fee as set forth in Rule 4.2(2).
- (3) The applicant shall be investigated as prescribed in Rule 6.1 to 6.3.
- (4) If a majority of the non-recused members of the Board of Bar Examiners considers the applicant to be qualified as to the requisite moral character and fitness to practice law, the Board shall recommend the applicant to the Supreme Court for admission to practice law as an Active Pro Bono Attorney in Oregon.
- (5) If the Supreme Court considers the applicant qualified for admission, it shall admit the applicant to practice law as an Active Pro Bono Attorney in Oregon. The applicant's date of admission as an Active Pro Bono member of the Oregon State Bar shall be the date the applicant files the oath of office with the State Court Administrator as provided in Rule 8.2(2).

- (6) In order to qualify for and retain admission to practice law as an Active Pro Bono Attorney, an attorney admitted under this rule must satisfy the following conditions, requirements and limitations:
- (a) The attorney shall be limited to practice exclusively as a pro bono attorney, and through a Certified Pro Bono Program;
  - (b) All business cards, letterhead and directory listings, whether in print or electronic form, used in Oregon by the attorney shall clearly identify that the attorney is admitted to practice in Oregon only as an Active Pro Bono Attorney;
  - (c) The attorney shall pay the Oregon State Bar all annual and other fees required of inactive members admitted to practice for two years or more;
  - (d) The attorney shall be subject to ORS Chapter 9, these rules, the Oregon Rules of Professional Conduct, the Oregon State Bar's Rules of Procedure, the Oregon Minimum Continuing Legal Education Rules and Regulations, and to all other laws and rules governing attorneys admitted to active practice of law in this state; and
  - (e) The attorney shall promptly report to the Oregon State Bar: a change in membership status, good standing or authorization to practice law in a state, federal territory, commonwealth, or the District of Columbia where the attorney has been admitted to the practice of law; or the commencement of a formal disciplinary proceeding in any such jurisdiction.
- (7) The attorney shall report immediately to the Oregon State Bar, and the admission granted under this section shall be automatically suspended, when the attorney is suspended or disbarred for discipline or resigns while disciplinary complaints or charges are pending, in any jurisdiction.
- (8) The admission granted under this section shall be terminated automatically when the attorney has been otherwise admitted to the practice of law in Oregon as an active member of the Oregon State Bar.
- (9) For the purposes of this Rule 17.1, the term "Certified Pro Bono Program" means a legal services provider that has applied for and received certification through the Oregon State Bar and that maintains Professional Liability Coverage for the Active Pro Bono Attorney, either through a waiver of coverage or through purchasing coverage from the PLF.

# Admission of Military Spouse Attorneys

## 18.1 Temporary Admission of Military Spouse Attorneys

- (1) An attorney, who is a spouse or registered domestic partner of a member of the United States Uniformed Services (“service member”), stationed within the jurisdiction, may be temporarily admitted to practice law in Oregon subject to the requirements of this rule.
  - (a) The phrase “registered domestic partner” means any registered domestic partner as recognized under Oregon law.
  - (b) The phrase “service member” is defined by 10 U.S. C. §101(a)(4) and (5).
  - (c) The term “spouse” is defined as someone who is married as recognized under Oregon law.
- (2) All applicants for temporary admission under this rule shall:
  - (a) Present satisfactory proof of their:
    - (i) Possession of a (1) Juris Doctor (J.D.) or (2) Bachelor of Law (LL.B.) degree from an ABA approved law school; or satisfaction of the requirements of Rule 3.1(3);
    - (ii) Admission, and in active status, to practice law in another jurisdiction, court or agency in the United States;
    - (iii) Good standing in all jurisdictions, courts and agencies where admitted; and
    - (iv) Presence in Oregon as a spouse or registered domestic partner of a service member and a copy of the service member’s military order reflecting a permanent change of station to a military installation in Oregon;
  - (b) Not be currently subject to an order of attorney discipline or the subject of a pending formal disciplinary matter in any jurisdiction, court and/ or agency;
  - (c) Possess the good moral character and fitness required of all other applicants for admission to practice law in Oregon;
  - (d) Complete such applications and submit such other information as may be required by the Board and the Court within six months of the date of filing the application; and
  - (e) Pay such application fees and costs as may be recommended by the Board and established by the Court for applicants under this rule.

- (3) The character and fitness of applicants under this rule shall be reviewed under the procedures set forth in ORS 9.220 and Admission Rules 6.1, 6.2, 6.3, and 9.1 to 9.13.
- (4) Any applicant temporarily admitted to practice law pursuant to this rule shall complete and certify prior to admission under this rule that he or she has attended at least fifteen hours of continuing legal education on Oregon practice and procedure and ethics requirements as regulated and approved by the Oregon State Bar. Applicants must attend and complete the required continuing legal education hours any time between six (6) months prior to and six (6) months after the filing of an application.
- (5) Prior to temporary admission all applicants shall obtain and maintain malpractice coverage from the Oregon State Bar Professional Liability Fund (PLF) as required by the rules and regulations of the fund.
- (6) All applicants temporarily admitted to practice law pursuant to this rule shall be subject to and shall comply with the Oregon Rules of Professional Conduct, the Oregon State Bar Rules of Procedure, and all other rules and regulations applicable to members of the Oregon State Bar.
- (7) Termination of Temporary admission.
  - (a) Temporary admission under this rule shall terminate when:
    - (i) The service member is no longer a member of the United States Uniformed Services;
    - (ii) The Temporarily Admitted Attorney is no longer a spouse or domestic partner of the service member upon entry of a trial court judgment or death of the service member;
    - (iii) The service member receives a permanent transfer outside of Oregon, except that if the service member has been assigned to an unaccompanied or remote assignment with no dependents authorized, the Temporarily Admitted Attorney may continue to practice law pursuant to the provisions of this rule until the service member is assigned to a location with dependents authorized;
    - (iv) The Temporarily Admitted Attorney is disciplinarily suspended or disbarred or placed on inactive status in any jurisdiction, court, or agency before which the attorney is admitted;
    - (v) The Temporarily Admitted Attorney is suspended in any jurisdiction, court, or agency for failure to pay child support or failure to cooperate in a disciplinary matter;
    - (vi) Upon request by the Temporarily Admitted Attorney;
    - (vii) The Temporarily Admitted Attorney is admitted to the Oregon State Bar under an admission rule other than that of Temporary Admission of Military Spouse Attorneys;



- (viii) The Temporarily Admitted Attorney receives a failing score on the Oregon State Bar Exam;
  - (ix) The Temporarily Admitted Attorney is denied admission to the practice of law in Oregon for violating the Oregon Rules of Professional Conduct;
  - (x) The Temporarily Admitted Attorney fails to obtain and/ or maintain PLF coverage as required by the Oregon State Bar; or
  - (xi) Notice of Termination by the Oregon Supreme Court pursuant to its authority under OSB Rules of Procedure 3.1(g), provided that the Clerk of the Supreme Court mailed a copy of the Notice of Termination to the Temporarily Admitted Attorney.
- (b) If any of the events listed in subsection (7)(a) occur, with the exception of (7)(a)(xi), the Temporarily Admitted Attorney under this rule shall notify the Oregon State Bar of the event in writing within thirty (30) days of the date upon which the event occurs. Termination of the temporary admission shall occur thirty (30) days thereafter.
- (c) Notice of termination pursuant to subsection (7)(a)(xi) shall be effective as of the date of the Notice of Termination mailed by the Clerk of the Supreme Court.
- (d) The Oregon State Bar may provide Notice of Termination if the Temporarily Admitted Attorney fails to notify the Oregon State Bar of any of the events listed in subsection (7)(a) as required by subsection (7)(b). The Oregon State Bar will send a Notice of Termination via certified mail to the Temporarily Admitted Attorney's last known place of employment and termination shall occur thirty (30) days thereafter.
- (8) Upon notification of a terminating event pursuant to Rule 18.1 (7)(a) and (b) or as soon as possible under circumstances, the Temporarily Admitted Attorney shall:
- (a) Cease to occupy an office or other place for the regular practice of law in Oregon, unless authorized to do so pursuant to another rule;
  - (b) Notify in writing all clients in pending matters, co-counsel and opposing counsel in pending litigation, and any court or tribunal of the termination of the attorney's authority to practice law pursuant to this rule;
  - (c) Decline any new representation that would require the attorney to be admitted to practice law in Oregon; and

- (d) Take all other necessary steps to protect the interests of the attorney's clients.
- (9) The provisions of this rule in effect at the time an application is filed shall apply to the application, notwithstanding subsequent amendments to this rule.

# Admission by Out-Of-State Bar Examination Score

## **19.1 Admission by UBE Score Earned in Another Jurisdiction**

- (1) Applicants who have taken the UBE in another United States jurisdiction may be admitted to the practice of law in Oregon without having to take and pass the bar examination in Oregon, subject to the following requirements:
  - (a) The applicant must have earned a passing scaled score, as set by the Court upon the recommendation of the Board;
  - (b) The applicant must have earned the passing scaled score on an exam taken no earlier than July 2017;
  - (c) The applicant must either:
    - (i) Have earned the passing scaled score on an exam taken no more than 36 months prior to the date of application for admission in Oregon under this rule; or
    - (ii) Demonstrate that the applicant has been lawfully engaged in the active practice of law for at least two of the three years immediately preceding the date of application; and
  - (d) The applicant must meet all other requirements of Rules 19.1, 19.3 and all other applicable rules for admission.

## **19.2 Admission by Non-UBE Remote Bar Exam Score Earned in Another Jurisdiction**

- (1) Applicants who have taken a qualifying remote bar exam in another United States jurisdiction may be admitted to the practice of law in Oregon without having to take and pass the bar examination in Oregon, subject to the following requirements:
  - (a) The applicant must have earned a passing scaled score, as set by the Court upon the recommendation of the Board;
  - (b) The applicant must either:
    - (i) Have earned the passing scaled score on an exam taken no more than 36 months prior to the date of application for admission in Oregon under this rule; or

- (ii) Demonstrate that the applicant has been lawfully engaged in the active practice of law for at least two of the three years immediately preceding the date of application; and
- (c) The applicant must meet all other requirements of Rules 19.2, 19.3 and all other applicable rules for admission.
- (2) For the purposes of these rules, a “qualifying remote bar exam” means a non-UBE bar exam provided by the NCBE that was remotely administered no earlier than October 4, 2020 by Oregon pursuant to Rule 5.1 and by another United States jurisdiction that is:
  - (a) Subject to an agreement or memorandum of understanding, entered into by the Board with any other United States jurisdiction, recognizing the reciprocal transferability of the exam scores; and
  - (b) Has been administered in accordance with the terms of the agreement or memorandum of understanding referenced in subsection (a).

### **19.3 Additional Requirements for Admission by Out-of-State Bar Exam Score**

- (1) Applicants for admission under Rule 19.1 and 19.2 shall:
  - (a) Present satisfactory proof of graduation from an ABA approved law school with either a (i) Juris Doctor (J.D.) or (ii) Bachelor of Law (LL.B.) degree; or satisfaction of the requirements of Rule 3.1(2) or (3);
  - (b) Transfer their bar exam score to Oregon by either (i) requesting an official UBE transcript through the NCBE or (ii) an official transcript for a qualifying remote bar exam through the jurisdiction that administered the exam;
  - (c) Possess the good moral character and fitness required of applicants for admission to practice law in Oregon;
  - (d) Take and pass the MPRE prescribed in Rule 7.1;
  - (e) File an application as prescribed in Rule 4.3; and
  - (f) Pay such application fees as may be established by the Board and the Court for applicants under this rule.
- (2) The character and fitness of applicants under this rule shall be reviewed under the procedures set forth in ORS 9.220 and Rules 6.1, 6.2, 6.3, and 9.1 to 9.13.
- (3) As part of completing the 15 hours of accredited CLE activity required by MCLE Rule 3.3(b) to be completed in the first reporting period after admission as an active member, every applicant admitted under this rule shall complete and certify that, of the 15 required hours, 1 hour of the 2 credit hours in ethics is devoted to Oregon ethics and professionalism, and 4 hours of the 10 credit hours in practical skills is devoted to Oregon practice and procedure, as regulated and approved by the Board.



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