

# VIRGINIA BOARD OF BAR EXAMINERS

Office of the Secretary  
2201 West Broad Street  
Suite 101  
Richmond, Virginia 23220-2022  
804-367-0412

## APPLICATION FOR ADMISSION WITHOUT EXAMINATION

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### For Admission to Practice in the Commonwealth Without Examination Pursuant to Rule 1A:1 of the Supreme Court of Virginia

I hereby apply for a certificate to practice law in the Commonwealth of Virginia, under the Regulations governing Applications for Admission to the Virginia Bar pursuant to the Supreme Court of Virginia Rule 1A:1, and I acknowledge I have read the following Notice:

**Notice:** Upon receipt of your completed application, the Board will determine, in accordance with the Regulations issued by the Supreme Court of Virginia, whether you have met the minimum Threshold Requirements and established by satisfactory evidence that you:

- Are a proper person to practice law; and
- Pursuant to Code § 54.1-3931, have been admitted to practice law before the court of last resort of any state or territory of the United States or of the District of Columbia for at least five years; and
- Have practiced law for at least three of the immediately preceding five years **and have made such progress in the practice of law** that it would be unreasonable to require you to take an examination.

The Board may require you to appear personally before the Board, the Character and Fitness Committee of the Board, or a member of either the Board or the Committee, and furnish any such additional information as may be required. If your license to practice law in any other jurisdiction is subject to any restriction or condition, the Board shall determine whether the nature of such restriction or condition is inconsistent with the general practice of law and, if so, shall deny the application. If the Board determines that you are qualified to be admitted to the practice of law in this Commonwealth without examination, the Board shall approve your application and shall notify you of its decision.

**YES** I acknowledge I have read the above Notice.

### Section 1 - Personal Information

1.1 Full legal\* name

<b>Mrs.</b>	<b>John</b>	<b>James</b>	<b>Smith</b>	<b>Jr.</b>
Title	First name	Middle name	Last name	Suffix

\*You must apply in your **FULL LEGAL NAME**. Your full legal name must be the **EXACT name and spelling** as listed on your birth certificate, name change order, adoption decree, naturalization or immigration documentation. Initials are not acceptable unless initials are part of your full legal name. If you are married and have not changed your name with the Social Security Administration or never assumed your spouse's last name on any educational, financial or legal documents, your full legal name would be your maiden name. If you have assumed your spouse's last name, your middle name may be your middle name as shown on your birth certificate, your maiden name, or both. Although your Social Security card, passport, driver's license may be issued in a name **OTHER** than your full legal name, you **MUST** apply to and be licensed by the Virginia Board of Bar Examiners in your **FULL** legal name.

**YES** (A) My **Full Legal Name** is **John James Smith, Jr.**, and I **enclose my Naturalization Certificate** as verifying documentation.

- 1.2** Provide your current mailing address, email address, daytime telephone number, and date of birth.

Foreign address **2 Floor 16 China World Office  
1 Jianguomenwaidajie  
Chaoyangqu  
100004 Beijing  
China**

Daytime phone **(757) 999-9999**

Email address **jsmith@gmail.com**

Date of birth **December 5, 1980**

**Any change in mailing address, telephone number or email address must be reported immediately to the Secretary of the Board of Bar Examiners via a Change of Address form on our website.**

- 1.3** Social Security Number **123-45-6789**

or **Virginia** Department of Motor Vehicles Control Number:

Disclosure of your Social Security Number or Virginia Dept. of Motor Vehicles control number is required by §54.1-116 of the Code of Virginia and assists in expediting the character review process.

- 1.4** NCBE Number – required for ALL applicants. **N12345678**

All applicants must obtain an NCBE Number and provide the Board an NCBE Number Confirmation printout as verification of your NCBE Number. The NCBE Number is an 8-digit number preceded by the letter N (e.g. N10002416). If you do not have an NCBE number or need to obtain the NCBE Number Confirmation printout, go to [www.ncbex.org](http://www.ncbex.org).

- YES 1.5** Are you currently employed?

Employer **City of Norfolk**

Street **100 Main Street**

City **Norfolk**

State **VA**

ZIP **23510**

Phone number **(757) 999-1212**

Fax number **(757) 999-1231**

Position **Clerk**

Supervisor or Department **Mr. Johnson**

Send all correspondence to: **Mailing address**

## Section 2 – Minimum Threshold Requirements

If you answer **NO** or **FALSE** in Section 2 - Minimum Threshold Requirements, you **do NOT qualify** for admission without examination in Virginia:

I hereby represent as a part of my application for admission without examination to the Virginia bar and licensure to practice law in Virginia (i) that I have read the Regulations governing Applications for Admission to the Virginia bar pursuant to Supreme Court of Virginia Rule 1A:1, and (ii) that I satisfy every threshold requirement for eligibility to apply for admission without examination, including without limitation the following:

- 2.1** I received a Juris Doctor degree from:

Law school: **Hofstra University School of Law**

Graduation date: **January 15, 2009**

School code: **178**

**YES** **At the time of my graduation, such law school was approved by the American Bar Association.**

**YES** **(A)** I attach hereto an official transcript from such law school which shows all course work completed, grades received, the type of degree awarded. (The transcript must be under school seal and signed by the law school dean or registrar.)

**True 2.2** I have not failed any bar examination given by any state or territory of the United States or by the District of Columbia within the five (5) years immediately prior to submitting this application for admission to the Virginia bar.

- True 2.3 I have not failed more than two (2) bar examinations in any state or territory of the United States or in the District of Columbia.
- 2.4 My Reciprocal Jurisdiction is **New York**, which is a state or territory of the United States or the District of Columbia, and
  - YES (A) I am a member in good standing of the court of last resort of **New York**.
  - YES (B) I have independently determined that **New York** permits lawyers licensed in Virginia to be admitted to practice in such jurisdiction without examination.
  - YES (C) I will attach the Verification of Reciprocity form, confirming my admission to practice law before the court of last resort of **New York**, signed by a presiding judge of said court.
- YES 2.5 I have been admitted to practice law before the court of last resort for at least five (5) years in the following state(s), territories of the United States, or the District of Columbia.  
  
Jurisdiction(s): **New York, Massachusetts**
- YES 2.6 I have been engaged in the full-time active practice of law for at least three (3) years (36 calendar months) out of the past five (5) years immediately prior to submitting this application for admission to the Virginia bar; during each month for which I claim credit for the full time active practice of law, I have held an active license to practice law in each state, territory, or the District of Columbia where I practiced; and during each such month my law office was physically located within the state, territory, or the District of Columbia where I was so licensed and where I practiced. [Exception for: Judge Advocate General, Assistant U. S. Attorney, law clerk for state or federal judge (Answer Yes)]
- YES 2.7 It was a requirement of each position for which I claim credit for the full-time practice of law in a jurisdiction that I hold an active license to practice law in the state, territory, or the District of Columbia where my office was located and where I performed the duties of such position. If anyone were to work in such position without an active and unrestricted license to practice law in such jurisdiction, he or she would be engaged in the unauthorized practice of law in such jurisdiction. [Exception for: Virginia Corporate Counsel, Judge Advocate General, Assistant U. S. Attorney, law clerk for state or federal judge (Answer Yes)]
- YES 2.8 I have completed Rule 1A:1 Reciprocity Course(s) approved by the Virginia Mandatory Continuing Legal Education Board within the preceding six-month period.
- YES 2.9 I will attach the RULE 1A:1 Reciprocity Courses Affidavit and the Virginia MCLE Board Certification of Attendance certifying completion of approved course(s).
- YES 2.10 I have read and am familiar with the Virginia Rules of Professional Conduct (VRPC), and I will complete and submit the VRPC Affidavit (included at the end of the admission without examination application form).

**Section 3 – Prior Applications**

YES 3.1 Have you ever made a prior bar application for admission to the Virginia Bar?

Type of application	Application date or Exam date	Results
Exam	Dec 2013	Did not take exam due to Rule change and became eligible for admission without examination

**3.2** Other than Virginia, list each and every bar application ever submitted to any jurisdiction (including your reciprocal jurisdiction). For each application provide whether you were admitted, failed, withdrew, etc.

Jurisdiction	Application date	Application type	Application status	Admission status
<b>New York</b>	<b>Jan 2010</b>	<b>Exam</b>	<b>Pass</b>	<b>Active</b>
Jurisdiction	Application date	Application type	Application status	Admission status
<b>Massachusetts</b>	<b>Dec 2009</b>	<b>Exam</b>	<b>Pass</b>	<b>Inactive</b>

**NO 3.3** Have you ever held a Virginia Corporate Counsel Certificate under Rule 1A:5? If yes, state date admitted, name of corporate employer, and current admission status.

**YES 3.4** For each jurisdiction where I have ever been admitted (including Virginia Corporate Counsel), I attach an original Certificate of Good Standing, dated within 90 calendar days prior to submission, from the court of last resort for each such jurisdiction, in accordance with Rule 1A:1(b)2.

**YES 3.5** For each jurisdiction where I have ever been admitted (including Virginia Corporate Counsel), I attach an original Certificate of Discipline, dated within 90 calendar days prior to submission, from the disciplinary authority that handles complaints against lawyers. Such certificate must provide all relevant information, reports, findings, documents and correspondence of any kind concerning my performance as a lawyer.

**PLEASE NOTE:**

- If you have **any** pending disciplinary matters in any jurisdiction, your application will not be processed and your application fee is non-refundable.
- A Certificate of Discipline is required even if you are on inactive status. Check with the proper authority because you may be required to execute an authorization and release form.

**Section 4 – Current Office Location**

**YES 4.1** Are you currently practicing law?  
The physical address of the office from which I currently practice law.

Street **123 Main Street**  
City **Richmond** State **VA** ZIP **23220**

**YES 4.2** Is this office in Virginia?  
**Provide below a description of your current practice and the authority that permits such practice in Virginia without a Virginia law license.**

**I am currently only doing research on cases that are based in Virginia, such as paralegal duties. While I have been in Virginia, I have done some Federal Court work on a few cases utilizing my New York law license. The controlling authority is Rule 5.5 and (d)(4)(i-iv) of Virginia’s Rules of Professional Conduct.**

**Section 5 – Acknowledgements**

**YES 5.1** I understand that if all information requested in this application, including the Character & Fitness Questionnaire and ALL attachments, is not full and complete on its initial submission, the application will not be processed until it is full and complete.

- YES 5.2** I acknowledge that this is a continuing application process and if any answer in this application or in my Character & Fitness Questionnaire changes prior to my admission to the bar, I am required to notify the Board immediately and in writing of such change. Failure to do so may be grounds for denying my application.
- YES 5.3** I acknowledge that each of the facts, certifications, and representations provided in this application or in my Character & Fitness Questionnaire is material to my application for admission to the Virginia bar and licensure to practice law in Virginia; I have read Section § 54.1-111 of the Code of Virginia, and I understand the penalty for willfully misrepresenting a fact in an application for licensure.

## Section 6 – Additional Required Regulation Attachments

The following documents **are required to be filed** as part of every **Application for Admission Without Examination**.

### Current and Past Practice of Law

- YES 6.1** I attach a detailed summary in a separate document, in resume format, of my practice of law - including the following:
- Employer Name\*
  - Employer's address (physical office location)\*\*
  - Employer's phone and fax number
  - Supervisor's name
  - Precise Month and Year of Employment
  - Hours worked per week for each employer
  - Description of legal practice
- \*If you are a firm owner or partner (and not considered self-employed), you must submit wage documentation, such as a W-2 or K-1, to substantiate your full-time employment covering the past five (5) years.
- \*\*If employer is no longer at the physical office where you were employed, provide current address, phone and fax number. If employer no longer exists, submit name of verifying reference, reference's current address, phone and fax numbers. Such employer/reference must be able to verify the employment dates and all other information you have submitted.
- YES 6.2** Within the **past five years**, has any of your practice of law included periods of self-employment?
- I attach all applicable documents to substantiate my self-employment:
- W2s, 1099s, K-1s and Federal Income Tax Return Forms, including all Schedules, for each year of self-employment within the **last five years**.
  - Copy of lease(s) for office(s) from which you practiced law on a full-time basis
  - Certificate of Judge (will print with forms) **OR** submit reference letters from 3 (three) colleagues substantiating your full-time practice of law for each year of self-employment within the **last five years**.
  - Three client references you have performed services for while self-employed and within the **last five years**. All client references must include client name, address, phone number, fax number and the time period of representation.
  - Notarized Affidavit under oath certifying that your self-employment was the full-time practice of law.

### Assessment of Fitness and Progress

- YES 6.3** I enclose my Character & Fitness Questionnaire with two originally signed and notarized Authorization and Release Forms and ALL required attachments.

**Fees**

**YES 6.4** I enclose a **cashier's check, certified check or money order** made payable to "Virginia Board of Bar Examiners" in the amount of \$2200.00. **No personal, firm or company checks accepted.** This filing fee covers the cost of processing the application, preparation of the Character Report and investigation of matters contained in the completed Character Report. I understand that this filing fee is **non-refundable** and that it is my responsibility to determine that I have satisfied all threshold requirements before submitting my application. In the event this application for a license to practice law in Virginia without examination is denied and I decide to sit for the Virginia Bar Examination, I acknowledge that I must submit a separate bar exam application and pay the appropriate filing fees.

SAMPLE

### Authorization and Release

**By filing this application, I hereby:**

**YES 7.1** Affirm that all of the information provided herein is true, correct, and complete to the best of my knowledge and belief, and that I have a duty to promptly inform the Virginia Board of Bar Examiners of any circumstances occurring after the date of this application that would affect my responses herein.

**YES 7.2 (A)** Authorize and request every person, firm, corporation, association, and agency having control of any documents, records, or other writing, or having other information pertaining to me, to furnish to the Board any such writings and information the Board believes will relate to my moral character and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records, and other writings.

**YES (B)** Agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the Board, its members, agents, or other representatives, to any judicial, executive, or legislative official, or to any investigatory or regulatory body or agency, when the Board considers such release to be reasonably needed by such official, body, or agency in response to its inquiry relating to my moral character and/or fitness to engage in the practice of law.

**YES (C)** Agree that the foregoing shall remain in effect for any future application that I may make to the Board.

\_\_\_\_\_  
Signature of Applicant

Commonwealth/State/District of \_\_\_\_\_  
County/City of \_\_\_\_\_

I, a Notary Public of such County/City, certify that on this day personally appeared before me

**John James Smith, Jr.** \_\_\_\_\_

who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

My commission expires on \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Registration Number (if applicable) \_\_\_\_\_

NOTARY SEAL (must be affixed)

## VERIFICATION OF RECIPROCITY FORM Instructions

The following Reciprocal Jurisdictions have appointed a proper official to complete the Verification of Reciprocity Form for their jurisdiction.

Unless your reciprocal jurisdiction is listed below, ALL other Verification of Reciprocity Forms must be submitted to the Court of Last Resort in your reciprocal jurisdiction for completion by a Justice/Judge of said Court.

Reciprocal Jurisdiction	Proper Official
Montana	State Bar of Montana Attn: Kathie Lynch, Montana Admissions Administrator
New Jersey	New Jersey Board of Bar Examiners Attn: Clerk
North Carolina	North Carolina Board of Bar Examiners Attn: Nikki Leach, Comity Analyst

SAMPLE



**VERIFICATION OF RECIPROCITY FORM**

STATE of \_\_\_\_\_/DISTRICT OF COLUMBIA\*:

I, \_\_\_\_\_, Justice/Judge or (appointed proper official as listed on page 1)  
\_\_\_\_\_ (title) of the State of \_\_\_\_\_/District of Columbia\*, do  
hereby certify that \_\_\_\_\_ was admitted to  
practice law before the Court of last resort in said State/District on \_\_\_\_\_ (m/d/yyyy).

I further certify that attorneys from the Commonwealth of Virginia [] are; [] are not (Check one)  
admitted to practice law on motion or reciprocity in this State/District without requiring a written bar examination,  
provided other requirements of this jurisdiction are met.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature: \_\_\_\_\_

**PLEASE NOTE: If the foregoing form is "signed" by a Justice/Judge using a stamped signature, as opposed to an original signature, the Clerk of Court must complete the following:**

I, \_\_\_\_\_, Clerk of the \_\_\_\_\_,  
do hereby certify that \_\_\_\_\_,  
whose name is stamped on the foregoing certificate, is a Justice/Judge of the Court of last resort of the State of  
\_\_\_\_\_/District of Columbia\*, and that the foregoing represents his/her true and  
genuine signature.

By my hand and the seal of said court, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature: \_\_\_\_\_

(SEAL)

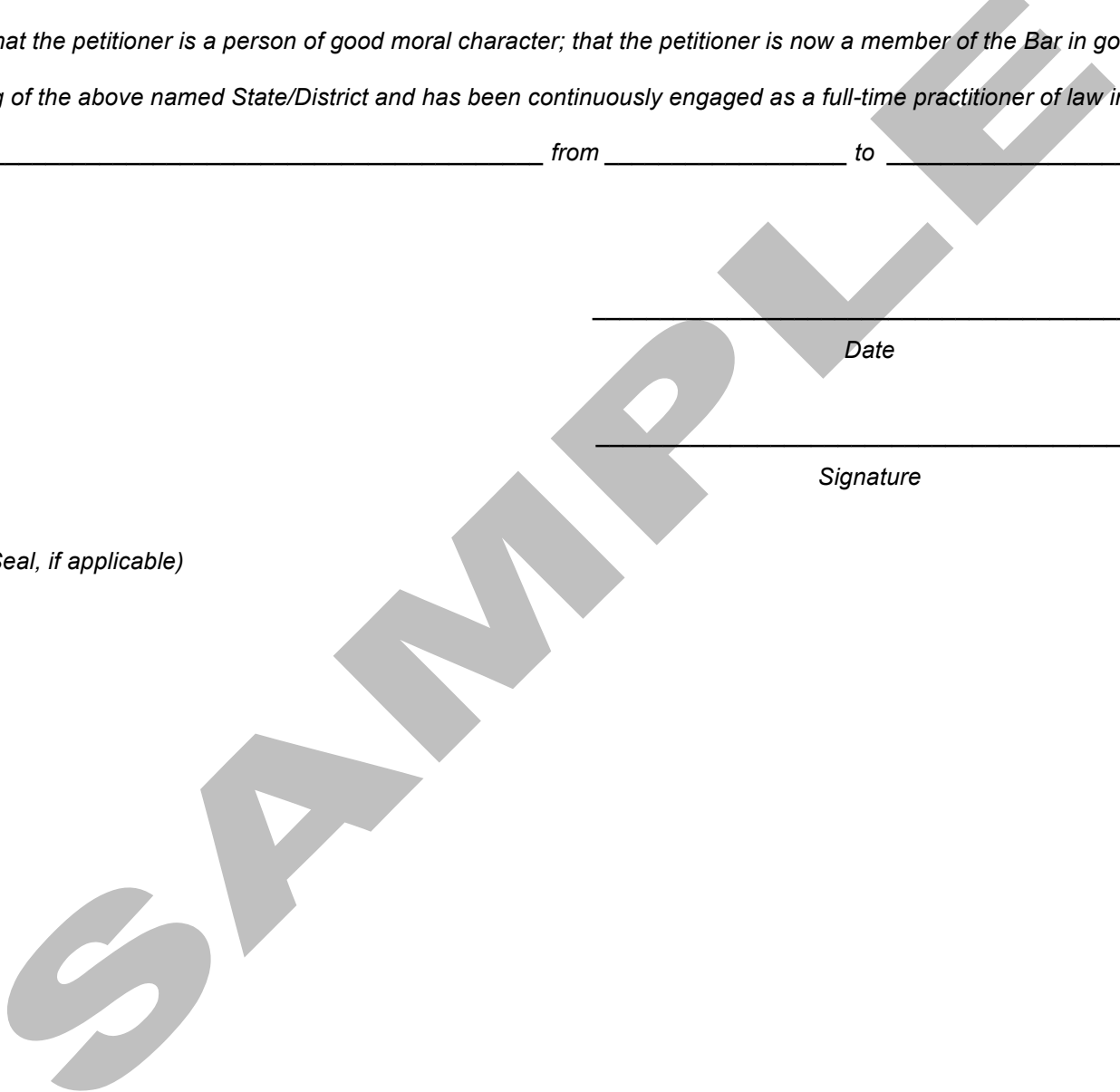
**CERTIFICATE OF JUDGE**  
(Required only for self-employment verification)

*THIS IS TO CERTIFY that I, \_\_\_\_\_  
the undersigned, am a judge of \_\_\_\_\_  
a court of record of the State/District of \_\_\_\_\_;  
that I have known the petitioner \_\_\_\_\_ for \_\_\_\_\_  
years; that the petitioner is a person of good moral character; that the petitioner is now a member of the Bar in good  
standing of the above named State/District and has been continuously engaged as a full-time practitioner of law in  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

(Court Seal, if applicable)



**RULE 1A:1 RECIPROCITY COURSES AFFIDAVIT**

I, **John James Smith, Jr.**, after first being duly sworn, certify that I have completed the following Rule 1A:1 Reciprocity Courses approved by the Virginia Mandatory Continuing Legal Education Board within the preceding six-month period (minimum of 12 hours required), and I attach the Virginia MCLE Board Certificate of Attendance.

Course ID#	Sponsor	Course/Program title	Approved CLE credits	Date completed
<b>V1A:1234</b>	<b>Fellows of Virginia Law Foundation</b>	<b>Rule 1A:1 Reciprocity Course</b>	<b>12</b>	<b>February 15, 2014</b>

\_\_\_\_\_  
Signature of Applicant

Commonwealth/State/District of \_\_\_\_\_

County/City of \_\_\_\_\_

I, a Notary Public of such County/City, certify that on this day personally appeared before me

**John James Smith, Jr.**  
\_\_\_\_\_

who thereupon made oath that all statements contained in the foregoing affidavit are true and complete.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

My commission expires on \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Registration Number (if applicable) \_\_\_\_\_

NOTARY SEAL (must be affixed)

Revised September 2015

### VIRGINIA RULES OF PROFESSIONAL CONDUCT (VRPC) AFFIDAVIT

I, **John James Smith, Jr.**, after first being duly sworn, certify that I have read and I am familiar with the Virginia Rules of Professional Conduct (VRPC).

\_\_\_\_\_  
Signature of Applicant

Commonwealth/State/District of \_\_\_\_\_

County/City of \_\_\_\_\_

I, a Notary Public of such County/City, certify that on this day personally appeared before me

**John James Smith, Jr.**

who thereupon made oath that all statements contained in the foregoing affidavit are true and complete.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

My commission expires on \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Registration Number (if applicable) \_\_\_\_\_

NOTARY SEAL (must be affixed)

Revised September 2015

