



**Utah State Bar
Licensed Paralegal Practitioner Program
Admissions and Licensing
645 South 200 East
Salt Lake City, Utah 84111
(801) 531-9077
Web site: www.utahbar.org**

UTAH STATE BAR

**LICENSED PARALEGAL PRACTITIONER APPLICATION FOR ADMISSION
FILING INSTRUCTIONS and INFORMATION**

These instructions apply to persons who wish to file an application for admission to the Utah State Bar as a Licensed Paralegal Practitioner.

READ AND RETAIN THESE INSTRUCTIONS for use in preparing your application and for future reference.

The application conforms with the requirements outlined in Rule 14-802- Authorization to Practice Law, and the Rules Governing Licensed Paralegal Practitioners (“Rules”). You should refer to these rules (available on the Bar’s website) prior to completing the application. **Neither the Bar nor its representatives has the authority to waive the deadlines, fees, or requirements contained therein.**

Use these instructions in conjunction with the Application Checklist and the Application Steps (both found on our website) to ensure you compile and submit a complete application.

The first step in meeting the burden of proving your character and fitness to practice law as a Licensed Paralegal Practitioner (“LPP”) is to demonstrate your individual ability to read and follow instructions and thereby file a complete and accurate application. The LPP Admissions Staff is available to answer questions that may arise as you complete the application process. However, it is **not** the role of the LPP Admissions Staff to:

1. Advise you whether you should answer ‘Yes’ or ‘No’ to a particular question;
2. Suggest the evidence you should provide in order to meet your burden of proving character and fitness or eligibility; or
3. Conduct an individualized review of your application to determine what documents are still missing.

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I. FILING DEADLINES

A. APPLICATIONS FOR ADMISSION BY EXAMINATION

MARCH EXAMINATION:

Application filing deadline date – October 1

Late filing deadline date – October 15 (*include a \$50 late fee*)

Final filing deadline date – November 1 (*include a \$100 late fee*)

AUGUST EXAMINATION:

Application filing deadline date – April 1

Late filing deadline date – April 15 (*include a \$50 late fee*)

Final filing deadline date – May 1 (*include a \$100 late fee*)

The Application, with all forms and applicable supplementary documentation, must be **received by the Bar (NOT postmarked) by close of business on the appropriate filing deadline**. If the deadline date falls on a Saturday, Sunday, or holiday the deadline date will be the first business day thereafter.

NO APPLICATIONS OR SUPPLEMENTAL DOCUMENTATION FOR APPLICATIONS WILL BE ACCEPTED AFTER NOVEMBER 1 FOR THE MARCH LPP EXAMINATION AND MAY 1 FOR THE AUGUST LPP EXAMINATION.

II. APPLICATION FEES

A. Application fees are subject to change without notice and are as follows:

Applicants taking All Practice Areas and Professional Responsibility Examination	\$400
Applicants taking one or two Practice Areas and Professional Responsibility Examination	\$100/each exam area
	AND
	\$100 for Professional Responsibility
Incomplete Application Fee	Varies, up to \$150

B. Personal checks or money orders can be used for payment of application fees. Please make checks or money orders payable to: Utah State Bar.

C. **It is strongly recommended that you wait to pay the fee and submit your application when you are sure you will be able to meet the next applicable deadline.** Please note: if you pay the fees but then miss the application deadline, you must pay the late fee that is in force on the day all required documentation is received by the Admissions Office.

D. If at any time in the course of processing your application the Bar discovers that your application is missing documentation that should have been included when it was filed, an additional late fee may be assessed. This applies to all applications.

III. COMPLETING AND FILING THE APPLICATION

A. FORMAT

1. The LPP Exam Application Form must be typed and submitted to the LPP Admissions Office by the applicable filing deadline date.
 - a) The examination applications for the August exam are posted the preceding December or January. The examination applications for the March exam are posted the preceding July or August. If you want to start gathering information for the application, you may do so prior to the application being posted by referring to the Application Checklist and Application Steps.
2. The Application process requires you to provide numerous supporting documents. You must do so before the application deadline. A small number of documents will need to have the original mailed; **these also must be received- NOT postmarked- by the Bar by the deadline.**

B. CONTENT

1. All questions must be fully answered; leave no questions blank.
2. If a particular question does not apply or the answer is "none," so state.
3. **If the question calls for an explanation, provide a detailed narrative of all circumstances and events leading up to and surrounding the incident(s) described in your response.** Failure to do so delays the processing of your application. Use extra paper as necessary.
4. If you need additional space in order to provide all the information requested (for example, if you attended more than 3 colleges) you may copy the blank forms and use the blank copies to supply the necessary information.
5. Unless otherwise noted, all dates must include the **month** and the **year**.
6. All addresses, including reference and employer addresses, must be current and include zip codes. Telephone numbers must also be provided where requested. If an employer is no longer in business, provide the address as it was when you were employed there; instead of a phone number include a note that it no longer exists.
7. Thoroughly PROOFREAD your responses.
8. **Absolute and complete candor is required. Omissions or misstatements on the application will be presumed intentional.** Failure to be completely candid on your application may result in denial of admission.

C. SUBMISSION

1. Use the Application Checklist as a guide to gather the necessary documents prior to submission. Verifying that your application is complete is your responsibility.
2. Once you submit your application, any changes to your application will need to be made by filing an Amendment form.
3. If you submit an incomplete application, even if you paid the filing fee with your application, you may be subject to subsequent late fees in place when your application is completed. These fees will need to be paid by check or money order. **The Bar does not accept credit card payments at this time.**
4. Your complete application is not considered fully ‘submitted’ or ‘filed’ until all required documents have been submitted and the Declaration of Completion is received by the Admissions Office. In other words, if you submit your application and provide the required forms on March 1st, but your Declaration of Completion does not arrive until March 14th, your application is considered filed on March 14th. For those documents with a time limit (for example, the DMV record cannot be dated more than 30 days prior to the date the application is filed), the time would be measured from March 14th.
5. Applications mailed to the Bar should be sent with tracking capability (i.e. FedEx, UPS, U.S. Certified or Priority Mail) to the following address:

Utah State Bar
LPP Admissions
645 South 200 East
Salt Lake City, UT 84111

The LPP Admissions Office cannot be held liable for any lost applications sent via methods without tracking capabilities.

IV. SUPPLEMENTAL DOCUMENTATION

A. DOCUMENTATION TO BE PROVIDED WITH APPLICATION

1. **Passport-style photograph.** This photograph will be used on your Bar card once admitted. It will also be used to verify your identity at the examination. The photograph must be recent (within the last year) and it must be different from your government ID (i.e. do not simply scan your driver's license or passport). Your appearance should be the same on the day of the test so if something changes (e.g. hair color or facial hair), you will need to send a new photo. Attach the photo to the Application in the area noted on the first page.
2. **Applicant Certification and Acknowledgment.** This document must be initialed, signed with a pen, dated and notarized. Signature and date of notary execution must be no more than 30 days prior to the date the application is filed. Read this document carefully. This is your sworn verification that all statements and representations in your application are true and correct. The Application Verification and Acknowledgement is also your sworn statement that no alterations have been made to the text of the application questions, that you have proofread your responses, that you will amend your application within 10 days of any changes, and that you will cooperate in providing information to the Bar.
3. **Authorization and Release.** This document must be signed in pen, dated, and notarized. Date of signature and notary execution must be no more than 30 days prior to the date your application is filed. This document authorizes the Utah State Bar to conduct an investigation relative to your character and fitness for admission to practice law.
4. **Notification of Release of Information.** This document must be signed in pen, dated, and notarized. In it you acknowledge your understanding that as per the Rules Governing LPP's, the Bar is able to release information to certain parties.
5. **FBI Criminal Background Report OR FBI Declaration Form.** Please provide the original report with your application. This report cannot be dated more than six months prior to the date you file the application. If you have not received your background check from the FBI, you may still meet the application deadline, but only if you provide the signed FBI Declaration form. To provide proof that your request for a background check has been sent to the FBI, **a copy of the mailing receipt showing the tracking or article number must be included with the declaration.**
 - a) The background check process generally takes 2 months but may take longer. It is your responsibility to follow up with the FBI.

- b) Please be aware that the FBI will not allow background checks to be forwarded. If your address changes before you receive the report, you must send a new request.
 - c) The FBI does not send a copy of the completed report to the Bar.
 - d) If you receive the report after submitting your application, you must submit the document to the Admissions Office no later than two weeks prior to the next Motion for Admission to be eligible for inclusion on that motion.
 - e) If you have spent a considerable amount of time in another country, the Bar may ask you to obtain a background check from the appropriate authority in that country.
 - f) **Fingerprint Card Instructions.** Use this document to help you fill out the information section of the fingerprint card which you will send to the FBI. It does not need to be submitted. Blank fingerprint cards can be obtained at your local law enforcement agency or from the Utah State Bar. The Utah State Bar does not provide fingerprinting services.
 - g) **Request Form.** Submit this form with a completed fingerprint card to the Federal Bureau of Investigation at the West Virginia address printed on the form. This form does not need to be submitted to the Bar.
 - h) **FBI-approved Channelers.** For an additional fee it may be possible to expedite a background check request by using an FBI-approved Channeler to electronically forward the fingerprints to the FBI. Visit the FBI's website for a list of approved Channelers and for more information on this option. You will need to verify with the Channeler that they are able to provide an authenticated background check.
6. **Driving Record.** You must provide a copy of your motor vehicle records ("MVR") for the last 3 years, dated no more than 30 days prior to your application being filed. The record does not need to be certified; however, it **must** be obtained directly from the authority issuing the license (i.e. not a third-party website). If you have held a license in more than one state in the last three years, you will need to obtain a record from each of those states. For Applicants licensed in Utah, information on obtaining your MVR is available at the Department of Public Safety's website: <http://www.driverlicense.utah.gov>. **Please note:** although the DMV record only has to cover three years, you are required to report every traffic citation you have received in the last five (5) years on Form 4T.
7. **Educational Requirements.** Official Transcripts showing that you meet the minimum education requirements as set forth in the application and in Rules 15-701 and 703. Applicants who have received a Limited Time Waiver do not need to comply with this requirement.

8. **National Paralegal Certification.** At the time of filing your application, provide an original certificate verifying that you have been credentialed by one of the following organizations: National Association of Legal Assistants (Certified Paralegal or Certified Legal Assistant); National Association of Legal Secretaries (Professional Paralegal); National Foundation of Paralegal Associations (CORE Registered Paralegal).
9. **Substantive Law-Related Experience Certification Form.** This form must be completed and signed by the attorney supervising your Substantive Law-Related Experience. You must show that, in the three (3) years prior to your application, you have obtained the requisite number of hours, including the area-specific hour requirements, to satisfy the Substantive Law-Related Experience thresholds as set forth in Rules 15-701 and 15-703. If the same attorney has supervised you in all the practice areas, you need only submit one form. If there is more than one attorney supervising your experience in different practice areas, please submit a completed form for each supervising attorney and provide specific totals for each area in which the attorney supervised you.
10. **Certificate(s) of Good Standing.** (*Attorneys Only*) You must obtain a certificate from all jurisdictions where licensed, dated no more than 30 days prior to your application. A Certificate of Good Standing verifies your date of admission and whether you are currently subject to any discipline.
11. **Disciplinary History.** (*Attorneys Only*) You must obtain and submit a Disciplinary History (a.k.a. Letter of Discipline, Complaint Check, Grievance History, etc.) from all jurisdictions where licensed, dated no more than 30 days prior to your application. The Disciplinary History must state whether there are or ever have been any complaints filed against you, and whether those complaints were dismissed or resulted in public or private discipline. ***Almost invariably you must specifically request that private matters be addressed.*** In almost every state, the Disciplinary History is separate from the Certificate of Good Standing, and frequently it is requested from a separate authority.
12. **Examination Regulations and Code of Conduct for Applicants to the Utah State Bar.** This document must be initialed, signed in pen, dated, and notarized no more than 30 days prior to the date your application is filed.

B. DOCUMENTATION TO BE PROVIDED ONLY IF APPLICABLE

1. **Courtesy Provisions for Health-Related Conditions.** This document should be completed if you need to bring prohibited items such as medication and food or drink into the exam room due to a medical condition. You can also use this form to request special seating arrangements (e.g. near restroom, front of the room, etc.). A note from your doctor must be submitted with the form verifying your medical condition and explaining why you must have access to the item(s) at all times or why you need the special seating.
2. **Medical Alert Form.** Complete this form if you have a medical condition that might require emergency medical attention during the examination.

3. **Form 1** – Record of Military Service. This form requires you to attach a copy of your DD-214 if you are no longer in the military. If you were in the military for any of the last five years, you must also attach a copy of your OERs, NCOERs, or the equivalent for those years.
4. **Form 2** – Bonding Companies. Use this form to provide details if you answered ‘Yes’ to Question 22 about Bonding Companies.
5. **Form 3** – Record of Civil Actions and **Form 3A** – Record of Administrative Actions. These forms require you to attach copies of the pleadings and other documentation or proof that the records have been destroyed. Therefore, these forms should *always* have at least one document attached to it.
6. **Form 4** – Record of Criminal Cases. This form requires you to attach copies of the police reports and court documents or proof from the appropriate authority that no records are available. Writing on the form that the documents are no longer available is NOT sufficient—you must provide proof from the court and police department. Therefore, this form should *always* have at least two documents attached to it. Please note that you will be contacting two different authorities to obtain the requisite documentation: the police department for the police report and the court for the court documents. Also note that in most states sealed records are still available to the subject of the record; if they are not you must provide evidence that access is forbidden. If you petitioned to have a record expunged, you must provide a copy of the expungement order.
7. **Form 4T** – Record of Traffic Cases. The main information required for standard traffic citations are the location, the title (what the ticket was for), the date you received it, and how you resolved it. More serious cases (such as a DUI or a hi-and-run), should be reported on Form 4. If you cannot remember the information for all the tickets you have received, you will need search the court records of the states where you believe you received the citations; they will have dockets going back several decades. Most states have their court records online, for free or for a fee. Utah’s online court database is called XChange and requires payment of a fee. *Tip:* If you use XChange, put an asterisk after your first name (ex: John*) and do not enter any information other than your first and last name when you search; this will provide the most thorough results.
8. **Form 5** – Record of Bankruptcy or Insolvency. This form requires you to attach copies of the bankruptcy documents, including the petition, schedules, and discharge order.
9. **Form 6** – Record of Debts and Defaults. Use this form to provide details if you answered ‘Yes’ to questions asking about defaults or late payments on your debts. You do not need to report every debt you currently have, only those that are referenced in the application’s financial history questions.

10. **Form 6T** – Record of State and Federal Tax Liens. This form requires you to attach a copy of the lien and its release (if it has been released). Please be aware that Applicants with unpaid taxes will NOT receive character and fitness approval until the liens are released.
11. **Form 7** – Record of Conduct. This form is necessary if you answered “Yes” to questions about “other conduct”. These questions refer to conduct and conditions that may have an effect on an individual’s ability to practice law in a safe, competent, and/or ethical manner. Answering ‘Yes’ to these questions will not result in an automatic denial. Rather, it is your opportunity to show that you understand how the conditions/conduct relate to the practice of law and what actions you have taken or plan to take to prevent any negative effects on your practice.
12. **Child Support Payment History.** If you are the obligor on any child and/or spousal support, you must provide a copy of your child and/or spousal support payment history. Please be aware that Applicants who are behind on their support obligations will not receive approval from the Admissions Committee until they are current and have a six-month history of on-time payments. If no official payment history is available, you may submit an affidavit from the ex-spouse verifying you are current on your payments.
13. **Test Accommodation Forms.** Please see the General Guidelines for Test Accommodations for more information.

C. DOCUMENTATION THAT CAN BE MAILED.

1. **Character Reference Forms.** Provide a copy of these two pages to the individuals you have asked to be your references. All Applicants need three (3) Character Reference Forms: one form to be completed by an individual generally known to the Applicant, one form to be completed by an attorney generally known to the Applicant, and one form to be completed by current or former employers (if unemployed). Character Reference Forms may not be completed by persons related to you by blood or marriage, romantic partners, classmates from the same graduating class, or current employees. **Your references should return the complete forms to you in a sealed envelope with their signature on the seal. Once you have received all three references, mail them to the Bar in a single package by the filing deadline. Do NOT send them individually.** If you want to be able to confirm receipt of the references, you should send the package RETURN RECEIPT REQUESTED or OVERNIGHT DELIVERY for tracking capability because the Bar will not be able to immediately confirm receipt.

D. DOCUMENTATION TO BE SUBMITTED BY A THIRD PARTY

1. **Certificate of Law School Graduation (if applicable).** Submit this form to your law school Dean or Registrar for completion. The school (or you) must **mail the original of the completed document** to the Bar before the deadline. Once the document is received, the Bar will send an email confirmation. Please note that this confirmation will not be sent until you have submitted your application.

2. **It is your complete responsibility to follow up with the law school to ensure the original document is delivered to the Bar before the deadline. Electronic versions will not be accepted.**
 - a) LPP applicants are not required to have a J.D. However, if an applicant has graduated from law school, the applicant will need to provide the Certificate of Law School Graduation or be otherwise able to satisfy the education requirements.

E. DECLARATION OF COMPLETION.

1. **Declaration of Completion.** This form should be the last document you sign and submit. It may be emailed to lppadmissions@utahbar.org OR mailed to Utah State Bar Admissions, 645 South 200 East, SLC, UT 84111. Read this document carefully and make sure you have complied with it before signing. The date this document is RECEIVED by the Bar (NOT the date it is signed or postmarked) is the date your application is considered FILED. **The Admissions Office will not review your application until this document is received. Do not sign and send this form until you are sure your application is complete.**

V. REAPPLICATION FOR ADMISSION FORM

1. The Reapplication for Admission Form is intended to update the information in a previously-submitted original application.
2. You may use a Reapplication for Admission form instead of a full application if you are in one of the following situations:
 - a) You failed an exam and it is less than two years since you filed a full application.
 - b) You were permitted to transfer your application from a previous exam for character and fitness or medical reasons.
 - c) You withdrew a previous application after it had been accepted for processing and have filed a full application within the last two years.
3. You may NOT use the Reapplication for Admission form if you are in one of the following situations:
 - a) Your previous application was rejected as incomplete.
 - b) You withdrew an application before it was accepted for processing.
 - c) Your previous application was denied.
 - d) It has been more than two years since you filed a full application.
4. Deadlines and Fees. The deadlines and fees to submit the Reapplication for Admission form are the same as those for the full application, with the following two exceptions:
 - a) You are a transfer applicant who was given a different deadline in the letter confirming the transfer.
 - b) You are a failing applicant who is reapplying for the next scheduled examination. In this case you will have a separate retake deadline that will be specified in the results letter. This deadline is usually about 4 weeks after the results are released.
5. Reapplicants should refer to the Reapplication Checklist to ensure they submit all necessary supplemental documentation. **A Reapplication that is missing the necessary supplemental documentation will be rejected as incomplete.**

VI. APPLICATION PROCEDURES

A. UPDATING THE APPLICATION. This is a continuing application and all changes to the information provided must be reported *within ten days of occurrence*, using the Amendment form found on the website. Refer to the applicable question number that you are amending and provide all details relative to that question. Changes will not be accepted by telephone or e-mail. **You must continue to update your application until you are admitted to practice law as an LPP in Utah. Failure to update your application may result in denial of admission.**

B. CORRESPONDENCE.

1. Almost all correspondence will be sent via email. You should check your email frequently to ensure that you do not miss crucial communication. You should also read all communications carefully.
2. It is the policy of the Bar to correspond solely with the Applicant regarding a current or potential application. This includes questions about how to complete the application. Third parties such as family members or legal assistants may not act as intermediaries between the Applicant and the Bar. Exceptions to this policy are limited to extraordinary circumstances such as overseas military service. In such cases the Applicant may provide a signed and notarized document specifying the individual with whom we should communicate and the dates when the applicant will be unavailable.

C. PROCESS.

Below is an overview of the application process.

1. **SUBMISSION.** You may submit the application and any supplemental documents via mail or personal delivery. Applications submitted by mail must be received by the Bar on or before the stated deadlines. Applications received after the deadline will not be accepted without the specified late filing fees.
2. **ACCEPTANCE.** **If and when the application is complete, it will be accepted and you will receive notification via email.** This should occur within 1-2 weeks after Submission. Once your application is accepted, you are expected to update it as necessary until you are admitted. Any changes should be reported within 10 days of occurrence.
3. **PROCESSING.** The Admissions Office will process the applications in order of the dated each was received in the Admissions Office. Depending on the number of applications, processing generally begins 1-2 weeks after acceptance. Processing involves a detailed review of the application and the commencement of the investigation; this could take up to several months. The Admissions Office may follow up with you to obtain additional documentation, information, or explanations. During this stage you may receive a “Deficiency Notice” that will list the documents needed to complete your file.

At any time during processing the Admissions Office may request that you provide more information regarding your application. You must provide any requested information before the deadline specified in the request or you will be charged a late fee.

4. REVIEW. The LPP Admissions Committee meets to examine the application and the information obtained through the Bar's investigation.
5. LPP ADMISSIONS COMMITTEE ACTION. There are several possible actions the Committee might take in regard to an application after its review:
 - a) Approval – An approval letter is issued.
 - b) Request for Additional Information – You will receive an email detailing the information desired by the Committee; after the Bar receives the requested documentation, your application will be Reviewed once again.
 - c) Corrective Action Requirement – You will receive notification that the Committee cannot approve the application until you take certain steps.
 - d) Interview or Hearing – The Committee may require you to appear in person to answer specific questions and/or to address specific concerns.
 - e) Denial – A denial letter or decision is issued detailing the reasons for the denial.
6. PRE-EXAMINATION. During this period, you will receive correspondence with details about the examination. The Admissions Office will continue monitoring and investigating each application. If your character and fitness is called into question at any time, your application may be returned to the Admissions Committee for Review and Committee Action.
7. EXAMINATION. See Section IX for general information about the examination.
8. RESULTS. Results are sent via email 8-10 weeks after the Examination. Failing Applicants have the opportunity to apply to sit for the next examination. **Please note:** The Admissions Office will continue to monitor and investigate your application. If your character and fitness is called into question at any time, the application may be returned to the Committee for Review and Committee Action.
9. LICENSING. A short time before the next motion for admission is scheduled to be submitted to the Court, the LPP Admissions Office will send an email to those eligible for admission. This email will detail the steps you must take in order to be included on the motion.
10. PLACED ON MOTION. If you complete the necessary steps, your name will be submitted to the Court for final approval on a Motion for Admission. Motions for Admission to the Bar are only presented to the Utah Supreme Court four times a year: February, May, August, and October.
11. TAKE THE LICENSED PARALEGAL PRACTITIONER OATH. You cannot practice as an LPP until after you take and sign the LPP Oath. This can be done any time after the Motion for Admission is approved by making arrangements with the Court. **You must continue to update your application until you take the LPP Oath.**

VII. CHARACTER AND FITNESS

A. OVERVIEW

1. The LPP Admissions Committee of the Utah State Bar will conduct a background investigation on every Applicant for admission to the Bar as an LPP. Under Rule 15-708 of the Rules Governing Licensed Paralegal Practitioners all Examination Applicants must be certified to the Utah Supreme Court as morally and ethically fit **prior** to sitting for the LPP Examination. Applicants whose Character and Fitness background investigations are not completed by the date of the examination will have their applications deferred to the next LPP Examination.
2. To avoid delays in the completion of the investigation, be certain to provide all information requested in the application, including:
 - a) Complete and accurate mailing addresses for employers and references.
 - b) Complete and detailed accounts of all circumstances where explanations are required, including dates, location and final outcome.
3. Persons who file late applications will be given the lowest priority for completion of the background investigation and character and fitness approval. Applicants whose background investigations are not completed by the date of the examination will have their applications deferred to the next LPP Examination.
4. The Utah State Bar is not at liberty to engage in discussions relative to the status of an investigation. Applicants will be contacted, however, if explanations are inadequate, additional details are needed, or the Admissions Committee requests your appearance before an Inquiry Panel to discuss matters relative to your character and fitness for admission.
5. The burden of proof is on the Applicant to establish by clear and convincing evidence that he or she has the requisite character and fitness to practice law as an LPP. Therefore, it is important to substantiate any claims or explanations with appropriate documentation.

B. INVESTIGATION

The character and fitness investigation will include, but is not limited to, the following areas:

1. **Financial History.** As part of the background investigation, the Utah State Bar will obtain a credit report for every Applicant.
 - a) Please be aware that Applicants are expected to be current on all of their accounts. Applicants with accounts past due or with unpaid judgments, taxes, or child support will NOT be approved. In certain situations, an applicant *may* be considered current on past due accounts if he or she can demonstrate that payment arrangements have been made and kept with the creditor(s) for a minimum of six months.

2. **Education.** Your law school or undergraduate institution will be contacted to obtain relevant information and you may be asked to provide copies of documents that were previously submitted as part of an application for admission at those institutions.
3. **References.** Letters may be sent, and phone calls may be made to individuals deemed by the Bar's investigator as likely to have pertinent information. Some of these references may be anonymous: this means that you did not list them as references, but they have been identified as current or former neighbors, co-workers, employees, or clients.
4. **Other Jurisdictions.** The Bar may contact other jurisdictions to which you have applied and/or been admitted, to verify information and perhaps obtain a copy of your application.
5. **Court Records.** The Bar will search court records of various states to verify that all criminal, civil and traffic cases have been reported.

C. DENIED APPLICANTS.

1. Applicants who are denied must wait to reapply at least one year after the date of the denial, unless another date is specified in the denial letter. A full and Complete application must be filed in accordance with the normal deadlines and late fees.

VIII. TEST ACCOMMODATIONS

- A. If you need test accommodations that affect the format or administration of the exam (e.g. extra time, a private room, extra breaks, etc.) and you have a documented disability that qualifies you for test accommodations under the Americans with Disabilities Act (ADA), you may file a request for Test Accommodations using the Utah State Bar forms.
- B. These forms and instructions are found on the LPP Admissions website (“General Guidelines for Test Accommodations” and “Supplemental Forms – Test Accommodations”).
- C. You must indicate on your application that you are requesting accommodations and submit the completed forms before the filing deadline.
 - 1. If you file test accommodation documentation late you must pay the appropriate late fee. If you miss the final filing deadline your application can still move forward, but you will not be eligible for test accommodations on that particular examination.
- D. All requests must be accompanied by current, supporting medical documentation.
Incomplete requests will be denied.
- E. If there are any items that you need to bring with you into the exam room, such as food, medicine, special equipment, etc. which do not affect the format or administration of the test itself, use the Courtesy Provisions for Health-Related Conditions form to make your request.

IX. APPLICATION WITHDRAWAL, TRANSFER AND REFUND POLICIES

A. WITHDRAWALS

1. If you wish to withdraw your application, you must do so in writing. You may do this at any time. However, your ability to obtain a refund is determined by the date on which your withdrawal request is received. See “C” below.

B. TRANSFERS

1. At-will requests to transfer your application are not permitted. Emergency transfers are limited to two circumstances: 1) a personal medical emergency or 2) a death in the immediate family.
2. Applicants who are absent from the examination due to an emergency must submit proof of the emergency and a written request to transfer before the end of the examination or their application will be considered withdrawn. ***A \$100 transfer fee must accompany the request.*** If you are absent from the examination and do not submit a written emergency transfer request to the Utah State Bar you will be considered a No Show and your application will be withdrawn (see section “D”).

C. REFUNDS

1. **All Examination Applicants.** A 50% refund of the application filing fee (NOT any/all late fees) is available for Applicants who withdraw no later than 30 days prior to the date of the LPP Examination. **Absolutely no refunds will be available after such time.**
 - a) Refunds must be **requested in writing** at the time the application is withdrawn and will be processed in accordance with the date the withdrawal request is **received** in the LPP Admissions Office.
 - b) No refund is available to Applicants who have been called to appear before the LPP Admissions Committee.

D. AUTOMATIC WITHDRAWALS

1. If one of the following occurs your application will be considered withdrawn, with or without notice:
 - a) If you do not file a complete application by the final filing deadline.
 - b) You fail to respond to repeated requests from the LPP Admission Office.
 - c) You are absent from the LPP examination without notice.
2. Applicants who have had their application automatically withdrawn may only reopen the process by filing a new completed application with the appropriate fees.
 - a) Those whose application was never accepted for processing (see 1(a) above) must submit a full application in accordance with the Filing Instructions.
 - b) Those whose application was automatically withdrawn after being accepted for processing (see 1(c) above) may use a Reapplication form if the Admissions Office has not specified otherwise and if it has been less than two years since they filed a full application.

X. GENERAL INFORMATION CONCERNING THE LPP EXAMINATION

A. RESTRICTION OF PERSONAL ITEMS

1. Personal items are prohibited from the testing area. More detailed information will be forwarded one month prior to the examination.
2. Restrooms and drinking fountains will be accessible during the examination, with proctor surveillance.
3. Applicants with a medical condition that necessitates bringing medication, food or special equipment (e.g. inhaler, insulin pump, lactation pump, etc.) into the exam room must complete the Courtesy Provisions for Health-Related Conditions form.
4. Use of specially designed chairs, footstools, podiums or other types of personal equipment are restricted. If such equipment is necessary for the purpose of relieving a physical disability or impairment, you must complete a Courtesy Provisions for Health-Related Conditions form.

B. EXAM FORMAT

1. Overall Format

The LPP examination is a one-day examination, consisting of a multiple-choice Professional Responsibility Exam and up to three practice-area specific exams. The LPP Professional Responsibility Exam consists of 50 multiple-choice questions (90 minutes allotted for completion). The Family Law exam consists of 50 multiple-choice questions (90 minutes allotted for completion) and an essay/practical question (90 minutes allotted for completion). The Landlord/Tenant and Debt Collection areas each have 25 multiple-choice questions (45 minutes allotted for completion) and an essay/practical question (45 minutes allotted for completion).

2. The Written Component.

Each area-specific exam contains an essay/practical question that are intended to test the fundamental skills required for the performance of many an LPP's tasks. These skills include problem-solving; factual analysis; legal analysis; reasoning; written communication; organization and management of a legal task; and recognizing and resolving ethical dilemmas.

C. UNSUCCESSFUL APPLICANTS

1. A failing Applicant is entitled to examine his or her answers to the written portion of the examination. You may do so by sending a written request to the Admissions Office with a \$25 fee (cash or check).
2. Examinations shall be retained for not less than six months after the date that examination results have been announced.

3. Applicants who wish to retake the Utah State Bar LPP examination immediately following the failed exam must file a Reapplication for Admission Form (see Section V) and submit the proper application fee by the retake deadline. **The retake deadline will be approximately 4 weeks after the results are released. An exact date will be provided in the results letter.**

4. For Applicants who apply to retake a later exam, normal deadlines and late fees apply. If it has been more than two years since the original application was filed, you must complete the full application.

XI. THE MOST COMMON ERRORS THAT DELAY THE PROCESSING OF AN APPLICATION:

A. Failing to provide all required documentation.

1. **Failing to provide evidence that you are current on child support** (if applicable).
2. **Failing to send all three sealed references.**
3. **Failing to attach the pleadings for civil actions or evidence that no records are available.** (Note: Sealed records are available to the parties of the case.) *See Form 3.*
4. **Failing to attach the police report and court documents for a criminal action or evidence that no records are available.** (Note: Evidence must be provided that no records are available even if the case has been expunged.) *See Form 4.*
5. **Failing to provide a Disciplinary History** (if you are an attorney).
6. **Failing to provide documentation related to Bar Complaints** (if you are an attorney).

B. Failing to provide proof of mailing to the FBI Declaration Form. (Note: You may not cross out or remove this requirement from the declaration form.)

C. Answering ‘No’ when you have in fact received traffic citations. (Note: you must report every traffic citation you have received in the last five (5) years, not just those that appear on your driving record.)

D. Typographical errors in the dates of your employment or residence history.

E. Unexplained gaps of more than four months in your employment history.

F. Failing to provide a detailed explanation of circumstances surrounding any school discipline, an employment termination, a criminal act, or a civil action.

G. Failing to provide a DMV record.