



# State Bar of Montana Admissions

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## MT Bar Procedure

- 1.) Your application is received by the Montana Bar admissions team.
- 2.) Should your application not furnish all requirements, our team will email you requesting the documents that were not received.
  - a. Please note, an application must be completed in its entirety for you to be allowed to sit for the next exam session. Failure to provide requested documents can result in your application requiring deferral to the next exam session until all requirements may be fulfilled.
- 3.) Once all the application requirements are furnished and the MT Bar has received your completed NCBE report, the admissions team will reach out to you via email, providing you with the link and information to attend the Montana Law Seminar.
  - a. The Montana Law Seminar will be available on Thursday following the exams.
  - b. Once you have completed viewing the MLS, please follow up with either Kathie or Melissa (emails above) advising you have completed the Montana Law Seminar. Failure to report such will render your certification.
  - c. Should your application require no further additions/supporting documents, you will receive a letter of certification from the admissions team that will also be sent to the Clerk of the Montana Supreme Court.
    - i. Please read this letter in its entirety, as it carries pertinent information regarding your specific application, to include fees, swearing-in information, etc – these are not generalized letters.
    - ii. Once you have received your Certification Letter, you must file a motion to be sworn in. Once your motion is granted, you may contact the Clerk of the Supreme Court of Montana's office, or call **(406) 444-3858** to arrange for a swearing in both in and out of state.
- 4.) Disclaimers
  - a. You are NOT officially active in Montana until you have been sworn in.
  - b. Should you have any questions, please feel welcome to contact one of the admissions team members (emails above)