

FLORIDA BAR STUDENT REGISTRATION/APPLICATION INFORMATION

As you learned at Orientation, there are several significant benefits to filing a Florida Bar student registration during your first year of law school. To file a student registration with the Florida Bar, you must establish an account with the Florida Board of Bar Examiners. You can access the web site for the Board of Bar Examiners through the portal on the STU Law web site. This portal is located on the Current Students page of our web site. Click on the "Bar Exam Information" link, which is listed under Academics on the Current Students page. You can also access the Board of Bar Examiners web site directly at the following address: <http://www.floridabarexam.org>.

The following list summarizes the most important information that you will need to gather before you begin to file your student registration with the Florida Bar.

1. **Contact Information.** You must list your name (current and former), address, phone number, driver's license number, birth place, major residence, contact person, and marital status. Instructions are given for entering your social security number securely.
2. **Support Obligations.** If you have ever been required to pay child support or alimony, you must provide the following information: 1) support recipient and address; 2) court and case number; 3) date (month and year); 4) compliance status; and payment agency (if used).
3. **Residence Information.** You must supply dates and complete addresses for all locations at which you have resided during the past three years. In addition, you must list the dates (months and years) and city and state of locations at which you have resided since your sixteenth birthday.
4. **Educational History.** You must provide the names and addresses and dates of attendance (months and years) for all undergraduate, graduate, and law schools you have attended (even if you did not receive a degree). Before you submit your application, you will also need to request a transcript from each school, which must be sent directly to the Florida Board of Bar Examiners. If you were accused of cheating, plagiarism, or other academic dishonesty at any education institution you attended (even if the record has been expunged, canceled or annulled or no record exists), you must list the institution and explain the circumstances that gave rise to the discipline.
5. **Employment History.** You must detail your employment history for the last ten years or since your sixteenth birthday, whichever is shorter. For all full-time and part-time employment, you must provide the following information: 1) employers' names and addresses; 2) dates of employment (months and years); 3) position; 4) type of business; 5) supervisor; and 6) reason for leaving. You must also include this information for self-employment and non-paid positions such as internships. In addition, you must list and explain all occasions on which you were discharged, suspended, or asked to resign from employment. You must also explain any occasions on which you were denied (or withdrew an application for) employment based on reasons involving your background or character. Further, you must explain any lapses in employment (during which you were not a student) for the same time period. To obtain a form for requesting your employment history, visit the Social Security web site at <http://www.ssa.gov/online/>. Scroll down to Other Social Security Forms and click [SSA-7050 Request for Social Security Earnings Information \(PDF\)](#).
6. **Military Service.** If you have served in the armed forces of the United States or any other nation (including the National Guard or a reserve component), you must provide a copy of your Report of Separation, DD Form 214, reflecting your character of service and your re-entry code. If you

have been a defendant in a court martial or other military proceeding, you must describe and explain the charges and disposition of the proceeding. You must provide an explanation if you received anything other than an honorable discharge or if you received an honorable discharge for medical or administrative reasons.

7. **Financial and Tax Information.** You must supply information about the following financial matters: 1) any tax, credit obligation, judgment, or other indebtedness that was more than 90 days delinquent during the past five years; 2) students loans delinquent by more than 90 days during the past five years; 3) satisfied or unsatisfied judgments entered against you or state or federal tax liens placed against your property; and 4) checks returned for insufficient funds during the past two years. You must also report any failure to file a required personal income tax return. In addition, if you have served as an executive officer of a business entity or you hold or have held more than a 20% equity interest in a business entity, you must report any failure to pay employer's withholding taxes or failure to remit sales or excise taxes paid by customers. You may obtain your credit history by contacting one or all of the three major credit reporting agencies. You may contact Equifax at 1-800-685-1111 or <http://www.equifax.com>. You may contact Experian at 1-888-397-3742 or <http://www.experian.com>. You may contact TransUnion at 1-800-888-4213 or <http://www.transunion.com>. Contact your financial institution(s) directly to obtain documentation of any event in your financial history that falls within the categories listed in this paragraph. If you report information that falls under any of the categories listed in this paragraph, you may also be required to file a financial affidavit.
8. **Personal Litigation History.** For any lawsuit in which you have been named personally as a defendant or a counter-defendant (including a divorce proceeding, a bankruptcy, or a default on a court-ordered duty or obligation), you must include the following information: 1) an exact and complete copy of the complaint or other initial pleading; 2) the answer; 3) the counterclaim, if any; and 4) the disposition of each action, or a letter from the court verifying that the documents are not available. If you have been a plaintiff or petitioner in a court proceeding, you must list the following information: 1) court; 2) nature of proceedings, date (month and year); 3) names of plaintiffs and defendants; and 4) disposition. If you have ever been in default (or accused in a court document of being in default) of a court-ordered obligation, you must include the following information: 1) court; 2) nature of proceedings, date (month and year); 3) names of plaintiffs and defendants; 4) disposition; and 5) explanation. You must also provide documentation if you have been sanctioned by a court as an attorney or a pro se litigant or if you have ever been declared incompetent or had your property placed under guardianship. In addition, you must also describe and provide an explanation if you have been a party to an administrative or quasi-judicial proceeding, such as an appeal of a worker's compensation or unemployment compensation decision, a zoning petition, or a licensing proceedings. Further, you must disclose and explain if you have ever been declared incompetent or had your property placed under a guardian, conservator or committee. To obtain any necessary documents, contact the clerk of the court in which the case was heard.
9. **Business Legal Proceedings and Ventures.** If have been associated with a business entity as an executive officer, director, general partner, trustee, sole proprietor, or 20% or more equity owner, you must report any occasions on which that business entity was a party to legal proceedings in which 1) you were personally named as a defendant, counter-defendant, cross defendant, third-party defendant; 2) wrongdoing was alleged on your part; or 3) the proceedings were based in whole or in part on your failure to act. For all of these occasions, you must include the following information: 1) case number; 2) court or agency; 3) date (month and year); 4) type of proceedings; 5) plaintiff/prosecutor; 6) defendants; and 7) disposition. In addition, you must report any unsatisfied judgment, tax, or other government lien or assessment, order, or decree that arose against a business entity while you were associated with the entity. To obtain any necessary documents, contact the clerk of the court in which the case was heard.

10. **Criminal Record.** You must list the following criminal infractions: 1) all felony arrests, detentions, restraints, convictions, or incarcerations (regardless of the date and even if later reduced to a misdemeanor); and 2) all arrests, detentions, restraints, notices to appear, takings into custody, or convictions for misdemeanors and other violations of law since the age of sixteen. For each incident, you must include the reporting date, the law enforcement agency, the final disposition, and an explanation of the incident. You must disclose if you have served time in a correctional institution, work-release program, or had such a sentence imposed and then suspended. You must also report if you are currently serving any part of a sentence of felony probation (which will render you ineligible to apply at this time for admission to the Florida Bar). If you have been convicted of a felony, you are not eligible to apply for admission to the Florida Bar unless and until your civil rights have been restored. If your arrest record is sealed, you must petition the appropriate court to have your record unsealed. To obtain information concerning criminal infractions, contact the clerk of the court in which the case was heard. You may contact the Broward County Clerk of Court at 954-831-6565 or <http://www.clerk-17th-flcourts.org/Clerkwebsite/ContactUs/Contactus.aspx>. You may contact the Miami-Dade County Clerk of Court at 305-275-1155 or <http://www.miami-dadeclerk.com/dadecoc/>.
11. **Traffic Record.** You must list the following traffic infractions: 1) all DUI arrests, detentions, restraints or convictions (regardless of the date) and any charge of vehicular manslaughter or vehicular homicide; 2) all driver's license revocations or suspensions or fines of \$200 or more incurred since age 16; 3) all traffic violations that resulted in time spent in jail; 4) all suspensions or revocations of your driver's license or driving privileges; and 5) all other traffic arrests, citations, or violations (except parking tickets) incurred during the past three years. In Florida, your traffic history may be obtained from the Department of Highway Safety & Motor vehicles at 1-850-617-2000 or http://www.flhsmv.gov/ddl/clerks_records.html. For each infraction, you must include the reporting date, the law enforcement agency, an explanation of the event, and the final disposition.
12. **Grand Jury Investigations.** You must disclose and explain an occasion on which you were the target or subject of a grand jury or other criminal investigation from which no formal charges against you resulted. You must also disclose if you have ever been offered or granted immunity to testify in any grand jury proceeding, criminal action or criminal proceeding.
13. **Professional Licenses.** You must list each professional, occupational or business license that you hold and the state in which it was issued. You must indicate whether your license is in now good standing, whether you have ever been denied a license, whether you have ever had a license suspended or revoked, and whether any grievances have been filed against you in respect (even if the record has been expunged). In addition, you must report any reprimand, censure or other form of discipline that you have received from a governmental agency in respect to your practice under your license.
14. **Addiction and Mental Health.** You must report any addiction to or dependency on narcotics, drugs, alcohol, or other intoxicant from which you have suffered during the last ten years. You must also report the following events: 1) any hospitalization that you have undergone during the past ten years for certain serious psychiatric disorders; 2) any diagnosis of or any treatment (other than hospitalization) that you have received for alcohol or drug addiction or certain serious psychiatric disorders during the past five years; 3) any hospitalization that you have undergone during the last twelve months for any psychiatric disorder; and 4) any other mental health condition that currently impairs or limits (or would impair or limit if left untreated) your ability to practice law. You must direct all relevant medical professionals and hospitals to furnish

any information the Board of Bar Examiners may request concerning your diagnosis or treatment.

15. **Involvement in an Organization Advocating the Overthrow of the U.S. Government by Unlawful Means.** You must disclose if you have ever organized, helped to organize or been a member of an organization advocating the overthrow of the U.S. government (or its states or their subdivisions) by force, violence, or unlawful means. You must also disclose if, during your membership in such an organization, you had the specific intent to further the aims of that organization to the overthrow of the U.S. government (or its states or their subdivisions) by force, violence, or unlawful means.
16. **Previous or Current Bar Application and Admission and Judicial Office.** You must list all bar admission or registration applications that you have filed in any jurisdiction. You must also list any jurisdiction(s) in which you have been admitted to practice law. In addition, you must report if your license to practice law has been revoked or suspended or if grievances have been filed against you. You must also disclose if you have ever held judicial office and if any charges were filed against you while you were holding judicial office.
17. **Proof of Citizenship.** If you are a citizen of the United States, you must submit a certified copy of your birth certificate, a photocopy of your certificate of naturalization, or a certificate of citizenship for submission to the United States Citizenship and Immigration Services for verification of authenticity. If you are not a citizen of the United States, you must provide a photocopy of the immigration document that shows your status for submission to the United States Citizenship and Immigration Services for verification of authenticity.
18. **Fingerprints.** You must provide fingerprints that have been taken electronically. These fingerprints must be taken by Integrated Biometric Technology (IBT). During the fall semester, the STU Law Career Services Office will arrange for IBT to visit the STU Law campus to take your fingerprints.
19. **Notary Public.** You may obtain on campus notary services from the following members of the STU Law staff:
 - Yanick Laroche (Immigration Clinic) - ylaroche@stu.edu - 305-623-2309
 - Olga Leyva (Budget & Building Manager) - oleyva@stu.edu - 305-623-2346
 - Mariela Torres (Faculty Office and Program Manager) - mtorres@stu.edu - 305-623-2325

18. **Due Dates and Fees.** The following table lists due dates and fees for first-year student registration:

Postmark Date	Registration Fee
By 15 January 2013	\$100
By 15 March 2013	\$350
After 15 2013	\$400

If you have any questions as you compile this information, please feel free to contact Barbara Singer, Assistant Dean for Academic Support at bsinger@stu.edu.