

INFORMATION REQUIRED FOR
FLORIDA BAR APPLICATION
Assistant Dean Singer

Congratulations on your admission to St. Thomas University School of Law. You are embarking on a challenging journey through the study of law. That study will culminate in three years, when you sit for the bar examination. Success on the bar exam is your gateway to your desired goal, which is the practice of law.

The first step toward achieving the coveted license to practice law is the accurate and timely completion of your bar exam application. Your application should be postmarked on or before 15 January 2014 to assure the prompt conduct of your background investigation and to maximize your savings on your bar fees. The following list summarizes the most important information that you will need to gather before you begin to complete your bar application.

1. **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 and city and state of locations at which you have resided since your sixteenth birthday.
2. **Educational History.** You must provide the names and addresses and dates of attendance for all undergraduate, graduate, and law schools you have attended (including online schools, summer programs and college courses taken through dual enrollment) , even if you did not receive a degree or even if you did not receive credit for a course. Before you submit your application, you must request a transcript from each undergraduate institution from which you received an undergraduate degree and each post-secondary institution you attend after starting law school. These transcripts must be sent by the educational institution directly to the Florida Board of Bar Examiners.
3. **Educational Discipline.** You must disclose any accusation brought against you for violation of an honor code or a student code. You must also disclose if you were warned or placed on academic, scholastic, or disciplinary probation. In addition, you must state whether you were suspended or expelled from studies or otherwise disciplined by any college, law school, or post-secondary institution. You must disclose a disciplinary action even if it was expunged from your record.
4. **Employment History.** You must detail your employment history for the last ten years or since your sixteenth birthday, whichever is shorter. You must include clinics, internships, externships, and similar non-paid positions. For all full-time and part-time employment, you must provide the following information: 1) employers' names and addresses; 2) dates of employment; 3) position; 4) type of business; 5) supervisor; and 6) reason for leaving. Lapses in employment not due to full-time student status must be explained. In addition, you must report if a charge or complaint has been brought against you by an employer or if you have been discharged, suspended, requested to resign, or placed on paid or unpaid leave in respect to a disciplinary action taken by an employer. Any denial of employment or withdrawal of an employment application) based on lack of good character must also be reported. All information reported to the bar in response to this question must mirror exactly the employment history information provided on your law school application. 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 on [SSA-7050 Request for Social Security Earnings Information \(PDF\)](#) .
5. **Military History.** If you have served as a member of the armed forces of any country, you must include a DD Form 214 that demonstrates the character of your service. You must report a discharge from service that was other than honorable (or if your honorable discharge was for medical or administrative reasons). You must also report administrative, non-judicial, and judicial military proceedings brought against you during your service.
6. **Financial Information.** You must supply information about the following financial matters: 1) checks or debit card charges returned for insufficient funds during the past two years; 2) worthless checks written by you that have been turned over to the State Attorney's office or another agency for collection; 3) delinquent or defaulted credit or delinquent student loans during the past five years, if the delinquency continued for more than 90 days; and 3) unfiled tax returns or state or federal tax liens placed against your property, whenever incurred. Judgments entered against you must also be reported. 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-

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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.

7. **Personal Litigation History.** For any civil lawsuit in which you have been named personally as a defendant or a counter-defendant (including a bankruptcy or divorce proceeding), 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. You must also list also civil cases in which you have been named as a plaintiff. To obtain any necessary documents, contact the clerk of the court in which the case was heard.
8. **Business Legal Proceedings.** You must report any legal proceeding brought against a business entity with which you have been associated in which you were named as a defendant or in which allegations of wrongdoing (whether by action or inaction) were made against you. Unsatisfied judgments against business entities with which you have been associated must also be reported.
9. **Criminal Record.** You must list all felony arrests, detentions, restraints, convictions, or incarcerations (regardless of the date). If you are currently serving part of a sentence of felony probation, you are not eligible to apply for admission to The Florida Bar. You are also not eligible to apply for admission to The Florida Bar if your civil rights have not been restored. In addition, you must report all arrests, detentions, restraints 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, an explanation of the event, and the final disposition. If your arrest record is sealed or expunged, 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/> .
10. **Traffic Record.** You must list the following traffic infractions: 1) all DUI arrests, detentions, restraints or convictions (regardless of the date); 2) all driver's license revocations or suspensions or fines in excess of \$200 incurred since age 16; and 3) 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.
11. **Grand Jury Investigation.** You must state whether you have been the target or subject of a grand jury or other criminal investigation for which no formal charges against you resulted. A grant of immunity to testify at a grand jury proceeding must also be reported.
12. **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 it has ever been suspended or revoked, and whether any grievances have been filed against you in respect to your professional license. 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.
13. **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 treatment (other than hospitalization) that you have received for certain serious psychiatric disorders; 3) any hospitalization that you have undergone during the last twelve months for any psychiatric disorder; and 4) any other mental health condition that impairs or limits (or would impair or limit if left untreated) your ability to practice law. You must direct each

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treating medical professional or facility to furnish to the Florida Board of Bar Examiners any information the Board may request in respect to your diagnosis or treatment.

14. **Bar Application and Admission.** You must list all bar admission or registration applications that you have filed in any jurisdiction. You must also report if you were suspended or disbarred, if you were the subject of any professional grievances, or you were required to appear before a board in any jurisdiction to answer in respect to your practice of law (other than a written bar examination). You must also list any jurisdiction(s) in which you have been admitted to practice law.
15. **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.
16. **Fingerprints.** You must provide fingerprints that have been taken electronically. These fingerprints must be taken by Integrated Biometric Technology (IBT). During the fall semester, IBT will visit the STU Law campus to take your fingerprints.
17. **Notary Public.** On Campus:
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 2014	\$100
By 15 March 2014	\$350
After March 15 2014	\$400

19. **Address your package to the Florida Board of Bar Examiners.**

<u>U.S. Postal Service:</u> 1891 Eider Court Tallahassee, FL 32399-1750	<u>FED EX or other delivery service:</u> 1891 Eider Court Tallahassee, FL 32308
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20. **General Bar Examination Accommodations.** If you have any questions about bar examination accommodations you can access the Board of Bar Examiners web site at <http://www.floridabarexam.org>. Go to Frequently Asked Questions or Checklists, Forms, and Information for more details.

If you have any questions as you compile this information, please feel free to contact me at bsinger@stu.edu.