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APPENDIX IV

AIS v1.0

**Software Requirements
Specification**

Version 8.0

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This document is the result of user interviews, stakeholder input, analysis of the current AIS application & processes, and many hours of research and design of the new system. The goal of this document is to provide a solid design structure for the future version of AIS. Based on the findings of the interviews and research, this document outlines the requirements of the new AIS application.

1.3. Scope

This document outlines the requirements of the new AIS system. The software application to be produced is a fully functioning AIS application. The initial phase of development will provide all of the functionality outlined in this document. After development of AIS, BLE intends to migrate to a system permitting most applications to be received electronically through a web-based on-line application that will be customized for Minnesota by the National Conference of Bar Examiners.

Some other items that may be desired in future phases and should be taken into consideration during development of the initial phase include:

- Online Application Completion
- Online Fee Payment
- Online Grade Entry for Graders
- Proctor Tracking

1.4. Commercial off-the-shelf Software Availability

One important part of this design project was to research and identify any Commercial "off-the-shelf" applications available as a solution for AIS. None of the other systems that were identified provided all of the desired functionality and would have required extensive modifications and enhancements to meet the AIS requirements.

2. General Description of new AIS v1.0

2.1. User Characteristics

Following is a description of the target users technical experience levels:

- Experience with Windows environment
- Experience with Windows or Office® Applications
- Thorough knowledge of BLE and its policies and procedures

2.2. General Constraints

- Users of the AIS application will be connected to the BLE Local Area Network (LAN)
- The application should be very user friendly
- Application must run on Windows desktops: Windows 2000 or XP or newer
- The application should permit on the fly queries or user friendly reporting capabilities.

2.3. Technical Requirements

BLE Visual Basic .NET 2005 would meet BLE's needs to develop the user interface; SQL Server 2005 for data storage and processing; and Microsoft Reporting Services for report development. BLE seeks a combination of technologies to achieve a very cohesive and stable system that will perform to the required specifications and follow industry standards.

BLE seeks high performance and scalability. Developers may consider processing logic to be developed using T-SQL stored procedures and functions on SQL Server. The application front-end should only contain the logic to display the data and interact with the user. All reports should retrieve their data using stored procedures to increase performance, allowing for a smaller executable, and simplifying the addition of future website functionality.

2.4. Application Environment

- Windows 2000 Professional or better as client OS
- 100BaseT or better network connection between clients and database server

2.5. Volume Requirements

- 15 to 30 total users
- 5 to 10 concurrent users
- 3 Administrators with full access to all functionality.

2.6. Security Requirements

- Social Security number information should be encrypted when stored in the database
- Access to the Social Security number should be restricted to authorized users.

2.7. Future Considerations

- Possible future BLE website expansion
 - Online Applications
 - Online Fee Payment
 - Online Grader Score Entry

3. Functional Requirements and Operational Scenarios

3.1. Provide Centralized Multi-User Client/Server Application

The new AIS v1.0 system should be a Client/Server application with a relational database backend. The new system should allow for multiple simultaneous users. Developing a Client/Server application with a relational database will provide the architecture for a robust system that will handle the volume requirements of this system. The Client/Server architecture will allow for easy integration with external systems and will allow easy addition of external applications in the future (website, etc).

3.2. MDI User Interface

The user should be presented with an easy to use Multiple Document Interface (MDI) screen to allow them to have multiple screens, and even multiple instances of the same screen open at the same time

3.3. Activity Tracking

AIS should include functionality to allow users to enter a correspondence record into AIS automatically when they send a letter.

3.4. Document Attachment

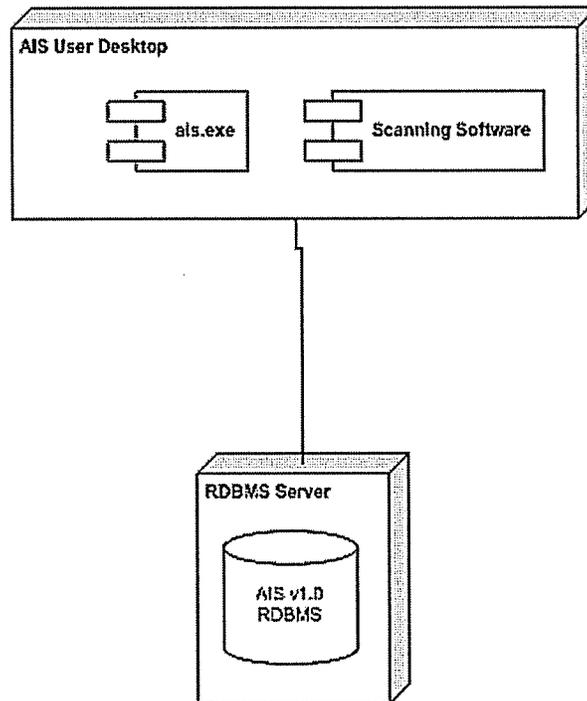
AIS should allow users to print or attach documents from other applications into an application record. This includes items that are viewed in a web browser and need to be attached to an application record.

3.5. Audit Trails

Due to the sensitive and critical nature of the BLE data, most changes to data in the system should be tracked. Each table should track who created and last modified the record and when. Person and Application records should track all details about changes made.

4. Component Diagram

Following is the Component Diagram for the AIS v1.0 System. This diagram shows the various components involved in the system and their interactions. All systems/components involved with AIS data are included in this diagram.



5. Use Cases

The Use Cases below describe most of the functions that the system must perform. The developer must develop additional use cases as needed to replicate all current functionality in the BI and Access systems currently in use at BLE. Each use case is intended to describe in sufficient detail each individual process/function/feature the system should perform or the user should be allowed to perform.

The Use Cases describe the Purpose, Pre-Conditions, Post-Conditions, Business Rules, and Steps involved for each process. The Use Cases provide detail of each feature for development of the new application. After development is complete, the Use Cases can also be used to validate and test the application.

Phase I Use Cases

The functionality outlined in the use cases contained with this section, have been identified to be rolled out as Phase I of the application. Section 5.2 outlines the functionality that has been identified to be rolled out as Phase II of the application.

Use Case – Edit Application

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of editing an existing application.

The Use Case begins when:

1. Updates to the application have been identified.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to edit applications
3. The application must exist in the system.

Business Rules:

1. The Application Screen will contain the appropriate controls for data entry of the following application sections:
 - a. Section 1 (required)
 - b. Section 2 (
 - c. Section 3
 - d. Section 4 (yes/no portion only)
 - e. Section 5 (yes/no portion only)
 - f. Section 6 (yes/no portion only)
 - g. Section 8
 - h. Section 9
 - i. Section 10
 - j. Section 11
 - k. Section 12
2. All other sections will be viewed by viewing the scanned image of the complete application and attachments. Note: Application may be scanned during the Enter Application Use Case.
3. AIS must track the user that edited the application and date/time that the record was saved.
4. A Change History should be included for the application and give the user a visual hint if the data has been changed from what was on the original application.

5. AIS should validate status combinations to ensure they are valid.

Primary Pathway:

1. Select the "Edit Application" option on the Application Maintenance Screen for the desired Application.

Narrative Flow of events:

Primary Path:

1. The user will perform the Application Search use case to find the Application to be edited.
2. If the Application doesn't exist, the user will perform the "Enter Application" use case to create a new application.
3. With the desired Application displayed in the Application Maintenance screen, the user will select the "Edit Application" option for the desired Application
4. The Application Maintenance screen will be displayed in Edit mode
5. The user will edit the modified information

Use Case – Edit Person

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of editing person information. This process will be performed when a person's information changes.

The Use Case begins when:

1. The user selects the "Edit Person" option from the Person Menu

Pre-Condition(s):

1. User must be logged into the system
2. User must have Edit rights to the Person Maintenance Screen.
3. User must perform the Person Search use case to find the Person to edit.

Post-Condition(s):

1. Person data must be stored to the appropriate tables.

Business Rules:

1. The following Fields are required:
 - a. Prefix
 - b. First Name
 - c. Last Name
 - d. DOB
 - e. Address 1
 - f. Address 2
2. If the Person Entry is only for Alpha File info, only the First and Last Names are required. The Rule # should be set to Alpha.
3. AIS will store a history of Addresses for the Person. When the address changes, a new Address should be added for the Person.
 - a. Each Address will have an "Active" date on which the Address will be used. Only the address with the latest date that is not in the future should be used as the current address.
 - b. A comment field should be provided to allow the user to enter the source of the address change.
4. AIS must track the user that entered the Person and date/time that the record was saved.
5. Certain manually entered changes that affect the person's eligibility requirements must be verified by a second user to confirm the changes.

Primary Pathway:

1. User Receives a change to a Person's information

Narrative Flow of events:

Primary Path:

1. User Selects "Edit Person" from the Person Menu
2. The Person Search Screen is displayed
3. The user performs the Person Search Use Case
4. The Person is displayed in the Person Maintenance Screen
5. The user updates the desired information
6. The user saves the Person
7. AIS validates the fields
8. All Required Fields
 - a. Valid data formats/values
 - a. The data is saved to the database

Use Case – Enter/Edit Scores

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of manually entering and editing scores.

The Use Case begins when:

1. The exam scoring is completed

Pre-Condition(s):

1. User must be logged into the system
2. User must have Admin rights to the system

Business Rules:

1. Users must be asked to verify that they want to change a score.
2. An Audit Trail with a reason code must be stored for any changes to scores.

Primary Pathway:

1. User Selects "Enter Exam Scores" from the Maintenance menu

Narrative Flow of events:

Primary Path:

1. User selects the "Enter Exam Scores" from the Maintenance menu
2. The user selects the Exam date, Examinee #, and Grader
3. The screen displays the list of questions and scores for the selected examinee and grader
4. The user enters/edits the score as needed
5. The user enters a reason code describing why the change was made (edits only).
6. If it is a new score, the user will simply add a record to the list of scores.

Use Case – Enter Application

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of entering a new application for a Person.

The Use Case begins when:

1. The Application has been received.

Pre-Condition(s):

1. The Person must be entered into the system.

Business Rules:

1. For those applications that must be keyed into the system, rather than downloaded, an image of the application must be scanned in and attached to the application. The date the application and appropriate fee amount are received in the office is accepted as the "Application Date."
2. The Application Screen will contain the appropriate controls for data entry of the following application sections:
 - a. Section 1 (required)
 - b. Section 2
 - c. Section 3
 - d. Section 4 (yes/no portion only)
 - e. Section 5 (yes/no portion only)
 - f. Section 6 (yes/no portion only)
 - g. Section 8
 - h. Section 9
 - i. Section 10
 - j. Section 11
 - k. Section 12
3. All other sections will be viewed by viewing the scanned image of the complete application.
4. If an application needs to be returned to the person for failure to include critical components of application, the user will enter the data for section 1 of the application, and check the flag for "Returned" on the application maintenance screen and select a reason code indicating why it was returned
 - a. When the person resubmits the application, the user will uncheck the "Returned" flag and complete the entry of the application information.
5. AIS must track the user that entered the application and date/time that the record was saved.
6. When a new application is created, the Accommodation status will be set to "New" if a special accommodation is requested.

Primary Pathway:

1. Select the "New Application" option on the Person Maintenance Screen

Narrative Flow of events:

Primary Path:

1. The user will perform the Person Search use case to match the Person submitting the application to be entered with previous persons known to BLE.
2. If the Person doesn't exist, the user will perform the "Enter Applicant" use case to create a new person.
3. With the desired Person displayed in the Person Maintenance screen, the user will select the "New Application" option
4. The Application Maintenance screen will be displayed in Add mode
5. The user will enter all of the required information
6. The user will select one of the following: manual entry of the application data, including scanning and attaching the documents; download the on-line application information which will populate the appropriate fields; or the "Scan Application" option to scan an image of the application. (Note: This scanning operation will not "read" any data from the application. This is merely to keep an electronic copy of the application for future viewing/printing)

Use Case – Enter Application Deficiencies

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of entering Application Deficiencies. Many times when an application is received, some required items are missing. Once an application is entered, an AIS user will inspect the entire application and associated documents and note the items that are missing

The Use Case begins when:

1. An application is received, but is missing some information.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to edit applications
3. The application must exist in the system.

Business Rules:

1. The user will select the appropriate deficiencies.
2. The user will view the application on the screen or in hard copy to detect the deficiencies.
3. AIS must track the user that edited the application and date/time that the record was saved.
4. Each Deficiency will be listed in a drop down box and will have the following Fields
 - a. Deficiency Type (required at time of entry)
 - b. Date Entered (defaulted at time of entry)
 - c. Due Date (defaulted based on deficiency type)
 - d. Date Notice Sent (set when the deficiency letter is sent)
 - e. Date Received (entered by user when the item was received)

Primary Pathway:

1. Select the "Edit Application" option on the Application Maintenance Screen for the desired Application, then select the "Deficiencies" tab.

Narrative Flow of events:

Primary Path:

1. The user will perform the Person Search use case to find the Person for the application to be entered.
2. If the Person doesn't exist, the user will perform the "Enter Person" use case to create a new Person.
3. With the desired Person displayed in the Person Maintenance screen, the user will select the "Edit Application" option for the desired Application
4. The Application Maintenance screen will be displayed in Edit mode
5. The user will enter all application deficiencies directly into a grid of deficiencies by checking the box next to the appropriate item and entering any required notes.

Use Case – Enter Correspondence

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of entering correspondence for each Application

The Use Case begins when:

1. A BLE employee corresponds with a person about their application.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to edit applications
3. The application must exist in the system.

Business Rules:

1. Each Application could have zero, one, or many correspondence records.
2. Each record will have the following fields:
 - a. User
 - b. Date
 - c. Type of Correspondence (letter, email, phone, etc)
 - d. Comments
 - e. Item Sent (store a copy of the letter sent, not intended for manually entered correspondence)
3. Whenever a letter is sent from the system, a record will be inserted into the correspondence table automatically with a copy of the letter sent.

Primary Pathway:

1. Select the “Edit Application” option on the Application Maintenance Screen for the desired Application, and then select the “Correspondence” tab.

Narrative Flow of events:

Primary Path:

1. The user will perform the Application Search use case to find the Application for the correspondence to be entered.
2. With the desired Applicant displayed in the Applicant Maintenance screen, the user will select the “Edit Application” option for the desired Application
3. The Application Maintenance screen will be displayed in Edit mode
4. The user will enter the correspondence directly into a grid of correspondence

Use Case – Enter/Edit Receipt

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of entering a new or editing and existing receipt for payment of application and other fees.

The Use Case begins when:

1. The user selects the “Enter Receipt” option from the Accounting menu

Pre-Condition(s):

1. User must be logged into the system
2. User must have Add rights to the Receipts Screen.
3. The person information must be entered into the system before the receipt is entered.

Post-Condition(s):

1. Receipt data must be stored.

Business Rules:

1. The following Fields are required:
 - a. Person’s Name
 - b. Fees
 - i. Fee Type (Application, Laptop, etc)(allow multiple)
 - ii. Rule # and fee type
 - iii. Amount Levied (System fills in based on Rule number and fee type)
 - iv. Amount Received (Defaulted to Amount Levied)
 - c. Payment Type (Check, EFT)
 - d. Check # (if paid by check)
 - e. EFT Tracking # (if paid by EFT)
 - f. Date Received
2. A person can pay a fee with a check or Electronic Funds Transfer (EFT)
3. If the amount is less than the total fee amount, the application will be returned and no receipt issued.
4. If the amount paid is more than the fee amount, the system should ask the user to generate a refund.
5. AIS must track the user that entered the receipt and date/time that the record was saved.
- 6 A person must be able to have multiple receipts.

Primary Pathway:

1. User Receives a payment

Alternate Pathways:

1. User Receives a payment

Narrative Flow of events:

Primary Path:

1. User receives a payment for a fee
2. User Selects "New Receipt" from the Accounting menu
3. The Receipt Entry screen is displayed in New mode
4. The user selects the person from a person drop-down menu (name, ssn, dob)
5. The user selects (1 or many) fees for the receipt.
6. The user enters the payment amount received
7. AIS validates the fields
 - a. All Required Fields
 - b. Valid data formats/values
8. The data is saved to the database

Alternate Path:

1. User needs to edit a receipt
2. User Selects "Edit Receipt" from the Accounting menu
3. The Receipt Search screen is displayed
4. The user selects the date range to view receipts for
5. The user selects the receipt to edit
6. The selected receipt is displayed in the Receipt Entry screen
7. The user edits the receipt
8. AIS validates the fields
 - a. All Required Fields
 - b. Valid data formats/values
9. The data is saved to the database as "edited receipt."

Use Case – Enter/Edit Refund

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of entering a new refund of payment of application and other fees.

The Use Case begins when:

1. An applicant overpaid a fee or requests and is entitled to a refund.

Pre-Condition(s):

1. User must be logged into the system
2. User must have Add rights to the Receipts Screen.
3. The person information must be entered into the system before the receipt is entered.

Post-Condition(s):

1. Refund data must be stored and the Print Refund use case completed.

Business Rules:

1. The following Fields are required:
 - a. Applicant Name
 - b. Application date
 - c. Address
 - d. SSN
 - e. Refunded Fees (1 or many)
 - i. Fee Type (Application, Laptop, Withdrawn, etc)
 - ii. Amount Refunded
 - iii. Reason Code
2. AIS must track the user that entered the refund and date/time that the record was saved.

Primary Pathway:

1. The Person overpaid their fees, withdrew, or is unqualified.

Alternate Pathways:

1. User Receives a payment refund request

Narrative Flow of events:

Primary Path:

1. User receives a payment that is greater than their fee amount
2. The user completes the Enter Receipt use case and selects yes when AIS prompts to generate a refund on the overage.
3. The Refund Entry screen is displayed in New mode
 - a. The Application and Amount should be pre-populated from the receipt.
4. AIS validates the fields
 - a. All Required Fields
 - b. Valid data formats/values
5. The data is saved to the database
6. The user performs the Print Refund Receipt use case

Alternate Path:

1. The user receives a payment refund request
2. The user selects the "Enter Refund" option in the accounting menu
3. The Refund Entry screen is displayed in New mode
4. The user selects the person from a person drop-down menu (name, ssn, dob)
5. The user selects (1 or many) fees for the refund.
6. The user enters the amount refunded
7. AIS validates the fields
 - a. All Required Fields
 - b. Valid data formats/values
8. The data is saved to the database
9. The user performs the Print Refund Receipt use case

Use Case – Enter Essay Question Topics

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of entering the subject covered by each of the essay exam questions. This is a system maintenance task completed immediately after the exam, but before grades are entered.

The Use Case begins when:

1. The exam is completed

Pre-Condition(s):

1. User must be logged into the system
2. User must have Admin rights to the system

Business Rules:

1. There are currently 6 essay questions plus the MPT and MBE exams in this portion of the Bar; both of these numbers may change in the future.

Primary Pathway:

1. User Selects "Enter Exam Questions" from the Maintenance menu

Narrative Flow of events:

Primary Path:

1. User selects the "Enter Exam Questions" from the Maintenance menu
2. The screen displays a list of the 6 Exam Questions
3. The user will enter the topics for the current exam.

Use Case – Enter/Edit Graders

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of entering graders for an exam.

The Use Case begins when:

1. The exam is completed

Pre-Condition(s):

1. User must be logged into the system
2. User must have Admin rights to the system

Business Rules:

1. There are currently 21 graders for each exam; this number may increase in the future.
2. This list of graders is used to distribute the examinees on the Score Entry Forms.
3. AIS should store what Question number the grader is grading for this exam.

Primary Pathway:

1. User Selects “Enter Exam Graders” from the Maintenance menu

Narrative Flow of events:

Primary Path:

1. User selects the “Enter Exam Graders” from the Maintenance menu
2. The user selects the Exam date
3. The screen displays the list of graders for the selected exam
4. The user adds/edits/deletes grader names, addresses, and phone numbers as needed

Use Case – Enter Notes

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of entering notes for each Application

The Use Case begins when:

1. An additional piece of information is gathered about an application

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to edit applications
3. The application must exist in the system.

Business Rules:

1. Each Application could have zero, one, or many notes.

Primary Pathway:

1. Select the “Edit Application” option on the Person Maintenance Screen for the desired Application, and then select the “Correspondence / Notes” tab.

Narrative Flow of events:

Primary Path:

1. The user will perform the Person Search use case to find the Person for the application to be entered.
2. If the Person doesn't exist, the user will perform the “Enter Person” use case to create a new person.
3. With the desired Person displayed in the Person Maintenance screen, the user will select the “Edit Application” option for the desired Application
4. The Application Maintenance screen will be displayed in Edit mode
5. The user will enter the note directly into a grid of correspondence / notes.

Use Case – Enter Person

Primary Actor:

Use Case Purpose:

This document describes the process of manually entering a new person. This process will be performed for applications, and for Alpha file entries.

The Use Case begins when:

1. The user selects the “New Person” option from the Person Menu

Pre-Condition(s):

1. User must be logged into the system
2. User must have Add rights to the Person Maintenance Screen.
3. User should perform a Person Search before entering a new person to ensure they don't already exist in the system.

Post-Condition(s):

1. New Person data must be stored to the appropriate tables.

Business Rules:

1. The following Fields are required (if available):
 - a. Prefix
 - b. First Name
 - c. Last Name
 - d. SSN
 - e. DOB
 - f. Address 1
 - g. Address 2
 - h. Rule #
 - i. Exam Date (If Rule 6; default to current exam)
2. If the New Entry is only for Alpha File info, only the First and Last Names are required. The *Status* should be set to Alpha.
3. AIS will store a history of Addresses for the Person. When the address changes, a new Address should be added for the Person.
 - a. Each Address will have an “Active” date on which the Address will be used. Only the address with the latest date that is not in the future should be used as the current address.
4. AIS must track the user that entered the Person and date/time that the record was saved.

Primary Pathway:

1. User Receives an Application

Alternate Pathways:

1. User Receives information related to a person that hasn't submitted an application yet.

Narrative Flow of events:

Primary Path:

1. User Selects "New Person" from the Person Menu
2. The Person Maintenance Screen is displayed in New mode
3. The user enters all of the required information.
4. The user saves the Person
5. AIS validates the fields
 - a. All Required Fields
 - b. Valid data formats/values
6. The data is saved to the database

Use Case – Enter Special Accommodations

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of entering Special Accommodations. For medical and other reasons, some applicants are granted special accommodations when taking the exam.

The Use Case begins when:

1. An applicant requests a special accommodation

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to edit applications
3. The application must exist in the system.

Business Rules:

1. AIS must track the user that edited the application and date/time that the record was saved.
2. When a new application is created, the Accommodation status will be set to "New" if a special accommodation is requested.

Primary Pathway:

1. Select the "Edit Application" option on the Application Maintenance Screen for the desired Application, and then select the "Accommodations" tab.

Narrative Flow of events:

Primary Path:

1. The user will perform the Application Search use case to find the Application for the special accommodation to be entered.
2. With the desired Application displayed in the Application Maintenance screen, the user will select the "Edit Application" option for the desired Application.
3. The Application Maintenance screen will be displayed in Edit mode.
4. The user will enter all information for the special accommodations. See attached screen shot.

Use Case – Enter/View References

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of entering references for each application. With each application, persons include Attorney and Character references. Some of these references are then sent a Character Questionnaire (CQ) to gather more information about the person.

The Use Case begins when:

1. A person submits an application

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to edit applications
3. The application must exist in the system.

Business Rules:

1. Each Application will have many references
2. Each reference should be identified as an Attorney, 3rd Party, or Character reference

Primary Pathway:

1. Select the "Edit Application" option on the Application Maintenance Screen for the desired Application, and then select the "References" tab.

Narrative Flow of events:

Primary Path:

1. The user will perform the Application Search use case to find the Application for the reference to be entered.
2. With the desired Application displayed in the Application Maintenance screen, the user will select the "Edit Application" option.
3. The Application Maintenance screen will be displayed in Edit mode
4. The user will enter the references directly into a grid of references.

Use Case – Export Data

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of exporting data from AIS. Some external groups receive data from BLE

The Use Case begins when:

1. BLE sends data to an external source.

Business Rules:

1. All export files will be in the ASCII format
2. It can be assumed that all file layouts will be different, but they will all be a standard file structure (delimited or fixed width).

Primary Pathway:

1. User selects "Export Data" from the Maintenance Menu

Narrative Flow of events:

Primary Path:

1. User clicks the Export Data menu option
2. User selects which type of data to export.
3. A Save File dialog will allow the user to specify the filename for the exported file.
4. AIS will process the file the data

Data Exports:

1. Calligraphy Diskette
 - a. List of names for wall certificates
2. Send Data to Law School Admission Council
3. Send Data to NCBE
4. Other

Use Case – Import Application

Primary Actor:

Use Case Purpose:

This document describes the process of importing a new Application. Applicants may complete an electronic application form but must also submit signature pages and payment on printed and signed hard copy. The electronic application data will come from the National Conference of Bar Examiners (NCBE). NCBE produces an online application that is shared by many states.

The Use Case begins when:

1. A new Application is received.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to import applications

Post-Condition(s):

1. All applications should be saved into the database

Business Rules:

1. AIS will import all of the available data from the electronic file.
2. The user will scan a copy of the original paper application into AIS for future reference.
3. When the application is imported, AIS should search the Person table to see if that Person already exists. The search should perform a progressive search to increase accuracy.
 - a. First search by Last Name
 - b. If multiple exist, then search by First and Last Name
 - c. If multiple exist, then search by First and Last Name, and DOB
 - d. If multiple exist, then search by First and Last Name, DOB, and SSN.
 - e. Once search criteria returns zero results, display the results of the previous search criteria to the user and allow them to either select one found, or create a new person.
4. The data from Section 8 will be stored in the Employment History table
5. The data from Section 9 will be stored in the References table with Type=Attorney
6. The data from Section 10 will be stored in the References table with Type=Character
7. If the applicant selected multiple rule numbers on the application, AIS will create one application record for each rule number.
 - a. If one of the rule numbers is for a temporary license and one is for a permanent license, then only one application will be created.

- i. The temporary rule # will be stored in the Temporary Rule # field of the application record.
8. The layout and data requested on the application will change over time. AIS must support importing of multiple different application versions.

Primary Pathway:

1. User receives applications

Narrative Flow of events:

Primary Path:

1. User will open the Import Application Screen
2. User will enter the Application Number to import (this number will be printed on the hard-copy received with the check). The application number will also be encoded in a barcode and could be scanned with a barcode scanner to speed input.
3. The user will click the import button.
4. AIS will import the appropriate application from the NCBE.
 - a. The application will connect electronically to NCBE to download the data for the selected application.
 - b. The exact details of the communication and file layout can be customized to AIS, but the overall concept is similar to XML Web Services. All data is encrypted with SSL and uses a Username and Password to authenticate the application.
5. AIS will perform the search outlined above
6. The user will either select an existing person or create a new one for this application
7. All appropriate data outlined above will be imported into the application.

Use Case – Import Data

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of importing data into AIS. Numerous external groups send data to BLE

The Use Case begins when:

1. BLE receives the data from an external source.

Pre-Condition(s):

1. The file must be in the expected format.

Business Rules:

1. All import files will be in the ASCII format
2. It can be assumed that all file layouts will be different, but they will all be a standard file structure (delimited or fixed width).
3. An edit list must be provided for any imported data that does not match to an application.
4. Data from the import will be linked to data in AIS by Name, Previous Names, and SSN (where available), DOB.

Primary Pathway:

1. User selects "Import Data" from the Maintenance Menu

Narrative Flow of events:

Primary Path:

1. User clicks the Import Data menu option
2. User selects which type of data to import.
3. An Open File dialog will allow the user to navigate to the file to import.
4. AIS will process the data in the file.
5. Upon completion of the import, a report will be displayed to show any data that appeared in the file that could not be linked to an applicant in AIS.

Data Imports:

1. MBE Scores from ACT
2. MPRE Scores
3. Cross Reference data from NCBE
4. Law School Admission Council Data
5. Certificates of Graduation from Law Schools

Use Case – Import Index Card Data

Primary Actor: AIS User

Use Case Purpose:

The previous archive system used by BLE was an index card system. BLE has since had all of the index cards scanned electronically. An Excel file contains each attorney's name and an image of the index card. This use case is a one-time import of that data and images.

The Use Case begins when:

1. Deployment of AIS

Pre-Condition(s):

1. The file must be in the expected format.

Business Rules:

1. The file will be in Excel
2. The Name will be imported into AIS and the card image will be attached as a document.

Primary Pathway:

1. none

Narrative Flow of events:

Primary Path:

1. This is a one-time import that will be performed during deployment preparations.

Use Case – Maintain Master Addresses

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of maintaining Master Addresses in AIS. Master addresses are addresses for entities that BLE works with including: police departments, schools, government offices, etc.

The Use Case begins when:

1. User Selects “Maintain Master Addresses” from the Maintenance menu

Pre-Condition(s):

1. User must be logged into the system
2. User must have Admin rights to the system

Primary Pathway:

1. User Selects “Maintain Master Addresses” from the Maintenance menu

Narrative Flow of events:

Primary Path:

1. User selects the “Maintain Master Address” from the Maintenance menu
2. A list of the Master Addresses is maintained
3. The user will select the address to modify or select the Add New option
4. Desired changes are made
5. User saves the data.

Use Case – Merge Persons

Primary Actor:

Use Case Purpose:

This document describes the process of merging two person objects. If the user entering the applications does not search to see if the person exists, there is a possibility of duplication. This use case outlines the ability merge two persons into one.

The Use Case begins when:

1. The user selects the “Merge Persons” option from the Maintenance Menu

Pre-Condition(s):

1. User must be logged into the system
2. User must have Admin Rights.

Business Rules:

1. The user will select which record of the person to keep
2. All Applications filed for all persons being merged will be moved to the person to keep.
3. No person data will be modified.
4. An audit record must be stored documenting that a merge occurred.

Primary Pathway:

1. User discovers a duplicate person

Narrative Flow of events:

Primary Path:

1. User Selects “Merge Persons” from the Maintenance Menu
2. The Merge Persons screen is displayed.
3. The user selects the Persons to merge, and the Person to Keep.
4. All applications for the Person to merge will be moved to the Person to Keep.
5. The Person to merge will be sent to archive file .

Use Case – Person Search

Primary Actor:

Use Case Purpose:

This document describes the process of searching for a Person. With this Use Case, it is important to differentiate between a Person and an Application. Each Person will exist in the database once, but a given Person could have multiple applications, even under different rules.

The Use Case begins when:

1. The user selects "Person Search" from the Persons Menu

Pre-Condition(s):

1. The user must be logged into the application
2. The user must have rights to view Persons.

Post-Condition(s):

1. The selected Person will be displayed in the Person Maintenance screen in "View" mode.

Business Rules:

1. User must enter at least one search criterion
2. AIS will search the Persons and return all Persons that match the entered criteria.
3. Users will have the option to search using "Begins With" or "Contains" options for each search field.
4. Search should only bring back non-closed Persons unless the user has specified to include closed Persons.
 - a. A closed person is defined as a person with no non-closed applications.
5. Search Options should include a "Sounds-Like" option for the user to select if they want to include similar sounding names.
6. The First and Last Name searches should also search the applicant's previous names.
7. Any Rule # searches should include the Rule # and Temporary Rule # fields.

Primary Pathway:

1. User selects "Person Search" from the Persons Menu

Alternate Pathways:

1. User selects the Person Search button from the Persons Screen

Exception Pathways:

1. User closes the form
2. User doesn't enter any criteria

Narrative Flow of events:

Primary Path:

1. User clicks the Person Search menu option
2. The Person Search screen is opened
3. The user selects the type of search to perform for each field they enter
 - a. Begins With
 - b. Contains
4. The user enters one or many criteria
 - a. Person ID
 - b. First Name
 - c. Middle Name
 - d. Last Name
 - e. City
 - f. SSN
 - g. DOB
 - h. Rule #
 - i. Exam Date
 - j. C&F Status
 - k. Exam Status
 - l. Person Status
5. The user clicks the search button
6. The application returns a list of the matching Persons
7. If the desired Person is in the list
 - a. User Selects the Person
 - b. User clicks the View button
 - a. The user should have an option to go directly to the current application for the selected user.
 - c. The Person maintenance screen is opened
 - d. The application closes the Person search screen automatically
 - e. The application should remember the last search criteria and fill this in automatically each time the user opens the form
8. If the Person was not in the list
 - a. The user refines their criteria and searches again

Alternate Path 1:

1. The same process occurs as the primary pathway, except the user accesses the Screen from the Person Maintenance Screen.

Exception Path 1:

1. Application notifies the user that they must enter at least one criterion

Exception Path 2:

1. The application closes the window and takes them back to the main window or the screen they were on previously

Use Case – Print Buck Sheet

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of printing the Buck Sheet. In the current process, the Buck Sheet is the primary vehicle of information about a C&F investigation. This report will summarize important data about the person and current applications to aid in the transition between systems.

The Use Case begins when:

1. The user selects the "Print Buck Sheet" option from the Application Maintenance Screen.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to print Buck Sheets.

Business Rules:

1. The following Information will be printed:
 - a. Name
 - b. Application Date
 - c. Exam Date (if rule 6) or Rule number for other rules
 - d. Special Accommodations
 - e. Deficiencies
 - f. Notes
 - g. Class
2. User should have the option to include all Correspondence on the Buck Sheet Printout. This is similar to the current C&F Listing Report.
3. A preview option should be provided.

Primary Pathway:

1. User enters selects the "Print Buck Sheet" option from the Application Maintenance screen

Narrative Flow of events:

Primary Path:

1. User will perform the Person Search use case to find the desired person.
2. After they select the person, the user will select the appropriate Application.
3. With the desired application displayed in the Application Maintenance window, the user will select the "Print Buck Sheet" option
4. The Buck Sheet will be displayed in Print Preview mode
5. The user will have the option to view or print the Buck Sheet.

Use Case – Print Receipt

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of printing a receipt for payment of application and other fees.

The Use Case begins when:

1. The user selects the "Print Receipt" option from the Receipt Entry screen.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to print receipts.

Post-Condition(s):

1. Receipt must be successfully printed

Business Rules:

1. The receipt will print on letter size paper

Primary Pathway:

1. User enters a receipt

Narrative Flow of events:

Primary Path:

1. User completes the Enter Receipt use case.
2. User selects the "Print Receipt" option on the Enter Receipt screen
3. The application will print the receipt to a laser printer on letter sized paper.

Use Case – Print Refund Report

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of printing the refund report. This report is sent to the Finance department for processing and sending the refunds.

The Use Case begins when:

1. User enters all of the refunds processed on the current day

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to view this report

Business Rules:

1. The report will show all refunds for a user entered date range
2. The report will display the following fields
 - a. Person Name
 - b. Address
 - c. SSN
 - d. Refund Type
 - e. Amount

Primary Pathway:

1. The user selects the “Refund Report” option from the Accounting menu

Narrative Flow of events:

Primary Path:

1. User completes the entry of all refunds for the current day
2. User selects the “Refund Report” option from the accounting menu
3. User enters the desired date range (likely only today)
4. The report displays all refunds that were entered during that date range
5. User selects the print option to print the report.
6. The report is sent to the Finance department for processing.

Use Case – Print Deposit Report

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of printing the deposit report. This report is used to reconcile the payments received to the deposit to be sent to the Judicial Finance Center. The report is sent along with the deposit to describe what the deposit consists of.

The Use Case begins when:

1. User enters all of the payments received on the current day

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to view this report

Business Rules:

1. The report will show all receipts for a user entered date range
2. The report will display the following fields
 - a. Fee Type
 - b. Amount
 - c. Date Received
 - d. RSRC code
 - e. Receipt Number

Primary Pathway:

1. The user selects the "Deposit Report" option from the Accounting menu

Narrative Flow of events:

Primary Path:

1. User completes the entry of all payments for the current day
2. User selects the "Deposit Report" option from the accounting menu
3. User enters the desired date range (likely only today)
4. The report displays all receipts that were entered during that date range
5. User selects the print option to print the report.

Use Case – Print Reports

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of printing reports for the system. This is a broad use case that covers the printing of most of the reports in the system. Some specific reports are outlined in their own use cases.

The Use Case begins when:

1. The user selects the report to print from the Reports menu

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to print the selected report.

Comments:

1. In the reports list below, Parameters are items selected or entered by the user when they run the report. Filters are permanent data filters that are built into the report.
2. The list below is not a comprehensive list of reports. This is meant to give a good sampling of the types of reports in the system. It should be assumed that an additional 15 to 20 reports above and beyond those listed below will be needed when the system is developed. The primary uses for the additional reports will be for statistics and management usage.

Primary Pathway:

1. User selects a report to print

Narrative Flow of events:

Primary Path:

1. User select the report to print from the Reports menu
2. User enters the required criteria
3. The report is displayed in Print Preview mode
4. The user prints either the entire report or a selected set of pages
5. The user closes the report

Reports:

1. Missing Information Report
 - a. Parameters
 - i. Rule #
 1. Exam Date (if Rule 6) (default to current)
 - ii. Class
 - b. Filters

- i. Missing one or many items listed below
 - ii. Status = Open
 - c. Comments
 - i. Shows a list of applications that are missing required information in their applications. Including:
 - 1. MPRE Score
 - 2. Photo ID
 - 3. Fitness Date
 - 4. Deans Letter
 - 5. Law School Application
 - 6. Conferral of Degree
 - ii. Group by Application
 - iii. Landscape
- 2. No Conferral of Degree Report
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Filters
 - ii. No Conferral of Degree
 - iii. Status = Open
 - c. Comments
 - i. Shows a list of persons and the law school they attended that do not have a Conferral of Degree Certificate in the system.
 - ii. One Line per person
 - iii. Group by Law School
 - 1. Show Law School Name and Phone #
 - iv. Portrait
 - v. See Exhibit 1
- 3. Special Accommodations Report
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Filters
 - i. Special Accommodation Requested
 - ii. Special Accommodation Granted
 - 1. May include other statuses as needed.
 - iii. Status = Open
 - c. Comments
 - i. Shows a list of applications that have requested and those that have been granted a special accommodation.
 - ii. One Line per application
 - iii. Portrait
 - iv. See Exhibit 2
- 4. Admission Cards Report
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Filters

- i. Photo ID and Conferral of degree received
 - ii. Status = Open
 - c. Comments
 - i. Prints one card for each person attending the exam.
 - ii. Card contains Name, Address, City, State, and Zip.
 - iii. Printed using 3x5 card
 - iv. A Small barcode should be included that contains the internal Application ID for future option of scanning for card validity at the exam.
 - v. See Exhibit 3
- 5. Unqualified for Exam Report
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Filters
 - i. Rule 6 – Current Exam
 - ii. Everyone not on Qualified for Exam report
 - c. Comments
 - i. Shows a list of persons that are not qualified to take the exam.
 - ii. One Line per person
 - iii. Portrait
 - iv. See Exhibit 4
- 6. Qualified for Exam Report
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Filters
 - i. Status = Open
 - ii. Conferral of Degree and Photo ID Received
 - iii. Rule 6 – Current Exam
 - c. Comments
 - i. Shows a list of persons who are eligible to sit for the exam.
 - ii. One Line per person
 - iii. Portrait
 - iv. See Exhibit 5
- 7. Sign-In Sheet Report
 - a. Parameters
 - i. Exam Date (default to current)
 - ii. # of Registrars
 - b. Comments
 - i. Lists the persons names in alphabetical order by Last Name with a two blanks on the right for a signature for each day of the exam days
 - ii. Divide the pages by the number of registrars so each registrar has a similar number of people

1. Print a Banner sheet for each registrar listing the portion of the alphabet that each has. Used for posting as a sign in front of the registrar at the desk.
 - iii. Use same list of applicants from the Qualified for Exam Report
 - iv. One Line per person
 - v. Portrait
 - vi. See Exhibit 6
8. Applicant List Report
- a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Displays all persons for the selected Exam Date
 - ii. One Line per person
 - iii. Landscape
 - iv. See Exhibit 7
9. Exam Repeaters Report
- a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Shows a list of persons that have taken the exam at least once before.
 - ii. Groups the list by Law School and displays the number of previous attempts
 - iii. This is calculated by counting the number of other Rule 6 examinations completed for this person.
 - iv. One Line per person
 - v. Portrait
 - vi. See Exhibit 8
10. Calligraphers Report
- a. Parameters
 - i. Exam Date (default to current)
 - ii. Ceremony Date
 - iii. See Exhibit
 - b. Filters
 - i. Status = Open
 - c. Comments
 - i. Shows a list of persons who sat for the exam.
 - ii. One Line per person
 - iii. Double Spaced
 - iv. Portrait
 - v. See Exhibit 9
11. Report of Examination
- a. Parameters
 - i. Exam Date (default to current)
 - b. Filters

- i. Every Application with an exam score
 - c. Comments
 - i. Shows a list of examinees, their score for each question, the raw and scaled scores for the essay and MBE, and their total score.
 - ii. Need option for whether or not to include examinee names
 - iii. One Line per examinee
 - iv. Portrait
 - v. See Exhibit 10
- 12. Examinee Standing Report
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Shows a list of examinees and the following information for each examinee:
 - 1. Total Exam Score
 - 2. Total Exam Rank
 - 3. Raw Essay Score
 - 4. Scaled Essay Score
 - 5. Scaled MBE Score
 - ii. One Line per examinee
 - iii. Portrait
 - iv. See Exhibit 11
- 13. Successful Examinee Numbers Report
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Shows a list of examinee numbers that achieve a passing score.
 - ii. Multiple Examinee Numbers per line
 - iii. Portrait
 - iv. See Exhibit 12
- 14. Successful Report
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Shows a list of persons information for those that have passed the exam
 - 1. Person ID
 - 2. Exam #
 - 3. Name
 - 4. Address
 - 5. MPRE
 - 6. Fitness Date
 - 7. Law School
 - ii. One Examinee per line

- iii. Portrait
 - iv. See Exhibit 13
15. Unsuccessful Report
- a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Shows a list of examinee information for those that did not pass the exam
 - 1. Person ID
 - 2. Exam #
 - 3. Name
 - 4. Address
 - 5. MPRE
 - 6. Fitness Date
 - 7. Law School
 - ii. One Examinee per line
 - iii. Portrait
 - iv. See Exhibit 14
16. Disparity Report
- a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Shows a matrix of examinees and exam questions where the question scores varied by two or more points, but the scores were not consecutive. For Example: 1,2,3 is not a disparity, but 1,2,4 is.
 - 1. Examinee #
 - 2. Question
 - 3. Grader #
 - 4. Score
 - ii. One Examinee/Grader Score per line
 - iii. Portrait
 - iv. See Exhibit 15
17. Essay Averages Report
- a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Shows a list of exam question scores for questions that were re-graded.
 - ii. Including the following information
 - 1. Examinee Name
 - 2. Exam #
 - 3. Question
 - a. Original Score
 - b. Regrade 1
 - c. Regrade 2

- d. Average
 - 4. Essay Total
 - 5. MBE Total
 - 6. Exam Total
 - iii. Landscape
 - iv. See Exhibit 16
- 18. Law School Report
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Shows a list of examinees and their range (Low, Medium, High) and the result (Pass/Fail)
 - ii. Grouped By Law School
 - iii. Fields:
 - 1. Examinee Name
 - 2. Question Range (L,M,H)
 - 3. Essay Total Range
 - 4. MBE Range
 - 5. Exam Result (P/F)
 - 6. Repeat #
 - iv. One Examinee per line
 - v. Portrait
 - vi. See Exhibit 17
- 19. Law School Statistics Report
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Shows a list of Law Schools and their statistics
 - ii. Minnesota Schools are group together at the top, all others are alphabetical below.
 - iii. Fields:
 - 1. Law School Name
 - 2. First Timers
 - a. # of Examinees
 - b. # Passed
 - c. # Failed
 - 3. Repeaters
 - a. # of Examinees
 - b. # Passed
 - c. # Failed
 - 4. % Passed
 - 5. % Failed
 - iv. One Law School per line
 - v. Portrait
 - vi. See Exhibit 18
- 20. Recommended Report

- a. Parameters
 - i. Exam Date (default to current)
- b. Filter
 - i. Rule 6
 - ii. Status = Open
 - iii. Passed Exam
 - iv. Fitness Date filled in
 - v. Passing MPRE Score
- c. Comments
 - i. Shows a list of persons who are recommended for admittance
 - 1. Journal #
 - 2. Exam #
 - 3. Name
 - 4. Address
 - 5. MPRE
 - 6. Fitness Date
 - 7. Fitness Class
 - 8. Graduation Certificate (Y/N)
 - ii. Only shows those that have met all requirements
 - iii. Only Persons whose entire process is finished should be included on the report.
 - iv. Two lines per person
 - v. Landscape
 - vi. See Exhibit 19

21. Unrecommended Report

- a. Parameters
 - i. Exam Date (default to current)
- b. Filter
 - i. All examinees not on the recommended report.
- c. Comments
 - i. Shows a list of persons who are not recommended for admittance
 - 1. Journal #
 - 2. Exam #
 - 3. Name
 - 4. Address
 - 5. MPRE
 - 6. Fitness Date
 - 7. Fitness Class
 - 8. Graduation Certificate (Y/N)
 - 9. Exam Result (P/F)
 - ii. Persons who did not appear on the Recommended report should appear here
 - iii. Only persons whose entire process is finished should be included on the report.

- iv. Two lines per person
 - v. Landscape
 - vi. See Exhibit 20
22. Recommended Report for Supreme Court
- a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Shows a list of persons who are recommended for admittance
 - 1. Name
 - 2. Address
 - ii. Only shows those that have met all requirements
 - iii. Only Applicants whose entire process is finished should be included on the report.
 - iv. Landscape
23. Admission Ceremony List Report
- a. Parameters
 - i. Admission Ceremony Date (default to current)
 - ii. Prompt for Number of Registrars
 - b. Comments
 - i. Shows a list of persons who are attending the entered Admission Ceremony
 - 1. Name
 - 2. Blank line to the right of name for Phonetic Spelling of Name
 - 3. Grouped by Attorney Registration Fee due
 - 4. Used by Director to read names at the ceremony
 - ii. Only persons whose entire process is finished should be included on the report.
 - iii. Breakdown the pages by the number of registrars so each registrar has a similar number of people
 - 1. Print a Banner sheet for each registrar listing the portion of the alphabet that they have. Used for posting as a sign in front of the registrar at the desk.
 - 2. Also breakdown by MARS fee schedule so each registrar only has one fee amount to collect.
 - iv. Portrait
24. Admission Ceremony Program Report
- a. Parameters
 - i. Admission Ceremony Date (default to current)
 - b. Comments
 - i. Shows a list of persons who are attending the entered Admission Ceremony
 - 1. Name
 - ii. Printed on ½ sheet paper to be inserted into Ceremony Program

- iii. Only persons whose entire process is finished should be included on the report.

25. Print Recommended Labels

- a. Parameters
 - i. Admission Ceremony Date (default to current)
- b. Comments
 - i. Print labels used on packets handed out at the Admission Ceremony
 - 1. Name
 - 2. Address
 - ii. Only Applicants whose entire process is finished should be included on the report.
 - iii. Label

26. Print Oaths

- a. Parameters
 - i. Admission Ceremony Date (default to current)
- b. Comments
 - i. Print Oath/New Attorney Registration Form.
 - 1. Name
 - 2. Address
 - 3. Attorney Registration Fee due
 - 4. Scannable form used by MARS to update attorney information.
 - ii. Only persons whose entire process is finished should be included on the report.
 - iii. Portrait

27. Journal Report

- a. Parameters
 - i. Exam Date (default to current)
- b. Comments
 - i. Report that shows the applications in the current journal numbers.
 - 1. Name
 - ii. Only Applications whose status is closed, and they haven't appeared on a journal report yet should be included.
 - iii. Portrait

28. Memo to Clerk of Appellate Court Report

- a. Parameters
 - i. Admission Ceremony Date (default to current)
- b. Comments
 - i. Report that shows who were admitted.
 - 1. Name
 - ii. Only persons who were admitted since the last time this report was run.
 - iii. Portrait

29. Overdue Deficiencies Report

- a. Parameters
 - i. Rule # or All
 - 1. Exam Date (if Rule 6)
 - b. Comments
 - i. Report that shows any deficiencies that are overdue
 - 1. Application Name
 - 2. Deficiency Type
 - 3. Date Entered
 - 4. Due Date
 - ii. Portrait
30. Rule Summary Report
- a. Parameters
 - i. Rule #
 - b. Comments
 - i. This report will show a list of person's names that applied for the selected Rule #. Used primarily for Rules 8, 9, 10, & 11.
 - ii. Portrait
31. Monthly Admittance Report
- a. Parameters
 - i. Month
 - b. Comments
 - i. This report will show a list of person's names that were admitted in the specified Month.
 - ii. This is used to produce the wall certificates.
 - iii. Portrait
32. Laptop Usage Report
- a. Parameters
 - i. Exam Date
 - b. Comments
 - i. This report will be show the list of persons who are signed up to use a Laptop for the exam.
 - ii. Portrait
33. Grader Assignment Report
- a. Parameters
 - i. Exam Date
 - ii. Grader - optional
 - b. Comments
 - i. This report will show all examinee numbers assigned to a grader for grading.
 - ii. The fields should be:
 - 1. Grader
 - 2. Question Number
 - 3. Examinee Number
 - iii. Portrait
34. Alpha File Audit Report
- a. Parameters

- i. Rule #
 - ii. Exam Date
 - b. Comments
 - i. This report will show all entries in the alpha file that have a match (or “sounds-like” match) in the main applicant file.
 - ii. This will ensure that all appropriate alpha file info is attached to the applicants.
 - iii. Portrait
- 35. Examination Statistics Report
 - a. Parameters
 - i. Exam Date
 - b. Comments
 - i. This report will show detailed statistics for the specified exam. Please see the appendix for a sample report.
 - ii. Portrait
 - iii. See Exhibit 24

Use Case – Print Score Entry Forms

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of printing the score entry forms that graders will use to mark examinee scores. Currently there are 21 graders who grade questions of a randomly selected subset of the examinees. At present, each question is graded by 3 graders. This process should randomly assign the examinee numbers to a grader. After assigning the examinees to a grader, a Score Entry form will be printed with the Grader, Question number, and an entry box to enter the score (0-7) for the examinee.

This use case will also be used to print Score entry forms for Re-grades. Each exam that achieved a failing score is re-graded.

The Use Case begins when:

1. The user selects the "Print Score Entry Forms" option from the Scoring menu.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to print Score Entry Forms.

Business Rules:

1. The Scoring Entry Forms will be scannable forms that will allow fast scanning of the examinee scores.
2. Scores can range in value from 0 to 7
3. The Score Entry forms will only display the Examinee numbers assigned to that grader during the "Distribute Exam Books" use case.

Primary Pathway:

1. User enters selects the "Print Score Entry Forms" option from the Scoring menu

Alternate Pathways:

1. User enters selects the "Print Re-grade Score Entry Forms" option from the Scoring menu

Narrative Flow of events:

Primary Path:

1. User enters selects the "Print Score Entry Forms" option from the Scoring menu
2. AIS will prompt for the number of Examinees to grade
3. AIS will print a scannable form for score entry
 - a. A barcode will be printed with the Grader and Question # in it.
 - b. The examinee number will contain 2 boxes next to it, one for the temporary raw score and one for the final raw score.
 - c. NOTE: This form will not need to be scannable for Phase I. The scanning requirement is not needed until Phase II.
4. The application will print the form to a laser printer on letter sized paper.

Alternate Path:

1. User selects the "Print Re-grade Score Entry Forms" option from the Scoring menu
2. AIS will prompt for the Exam Date
3. AIS will automatically pull all examinees that did not get a passing score on the exam, and in addition it will randomly pull 3% of all passing exams.
4. The application will then assign the questions to the next grader.
 - a. Grader 1 examinees are assigned to Grader 2
 - b. Grader 2 examinees are assigned to Grader 3
 - c. Grader 3 examinees are assigned to Grader 1
 - d. NOTE: The actual number of graders may vary from exam to exam.
5. AIS will print a scannable form for score entry
 - a. A barcode will be printed with the Grader and Question # in it
 - b. The examinee number will contain 2 boxes next to it, one for the temporary raw score and one for the final raw score.
 - c. NOTE: This form will not need to be scannable for Phase I. The scanning requirement is not needed until Phase II.
6. The application will print the form to a laser printer on letter sized paper.

Use Case – Print Special Accommodation Instructions

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of printing the Special Accommodations Instructions. When a special accommodation is granted, this usually requires a special set of instructions to be given to that person.

The Use Case begins when:

1. The user selects the “Print Special Accommodation Instructions” option from the Maintenance Menu.

Pre-Condition(s):

1. User must be logged into the system

Business Rules:

1. The exam instructions are typically 20+ pages.

Primary Pathway:

1. User enters selects the “Print Special Accommodation Instructions” option from the Maintenance Menu

Narrative Flow of events:

Primary Path:

1. The user will select “Print Special Accommodation Instructions” from the Maintenance Menu
2. The system will print out the instructions for each application that has special accommodations that require special instructions.
3. The user should have the option to modify the instructions after the system generates them.
4. The user will print them out.

Use Case – Review for C&F Signoff

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of reviewing applications that are complete or nearing completion, but they have not yet been marked as completed.

The Use Case begins when:

1. An application meets all requirements

Pre-Condition(s):

1. User must be logged into the system

Business Rules:

1. An application will appear on this list when it meets the following criteria:
 - a. All Deficiencies are received and reviewed
 - b. All Action Items are completed and reviewed
 - c. Only 1 or 2 are outstanding
 - d. The application has not yet been reviewed for completion
2. The user will then review all aspects of the application and enter more action items, or mark the application as completed.
3. Only the BLE Director, or C&F Director can complete this use case.

Primary Pathway:

1. Select the "Review Completed Applications" from the Applications Menu

Narrative Flow of events:

Primary Path:

1. The Review Completed Applications Screen will be displayed
2. A user can select an application and click the view button to display that application.
3. Once the user has reviewed it and is satisfied with it, they will mark it as completed, and it will be removed from the list.
 - a. The application should prompt: "This is the final review, are you sure you want to mark this application as completed?"

Use Case – Review Documents

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of reviewing documents that have been scanned into the system.

The Use Case begins when:

1. A Document is scanned into the system.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to view documents

Business Rules:

1. All documents must be reviewed.

Primary Pathway:

1. Select the "Review Documents" menu option in the C&F Menu

Narrative Flow of events:

Primary Path:

1. The Review Document screen is displayed with the users last filter options
2. Users can filter by the following options:
 - a. Date Scanned
 - b. Document Type
3. A grid with all received documents is displayed
 - a. Document Type
 - b. Date Scanned
 - c. Scanned By
4. The user will select a document and click the view button
5. An image of the entire document is displayed for the user to view or print
6. The user will click on the Complete button to mark the document as reviewed.
7. The user can also reassign a document to another user.
 - a. This will put a task in the chron log for that user with high priority.

Use Case – Scale Scores

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of scaling the essay exam scores once the initial scores have been entered. This process calculates the essay scaled score for each examinee based on the standard deviation scaling using the MBE score range for this examinee group.

The Use Case begins when:

1. The initial exam scoring is completed

Pre-Condition(s):

1. User must be logged into the system
2. User must have Admin rights to the system

Business Rules:

1. The exam scores are scaled based on the following algorithm
 - a. Standard Deviation
2. After the scores are scaled and scaled scores added:
 - a. Exam Status is set to Passed or Failed

Primary Pathway:

1. User Selects "Scale Exam Scores" from the Maintenance menu

Narrative Flow of events:

Primary Path:

1. User selects the "Scale Exam Scores" from the Maintenance menu
2. The user selects the Exam date
3. AIS prompts the user to ensure they want to scale the scores
4. The Scores are scaled according to the algorithm outlined above
5. The scaled scores are stored for each examinee/question along with the entered score

Explanation on how the total scales score is calculated.

The MBE examination constitutes 50% of the total examination score; the essays constitute 37.5%; and the performance test constitutes 12.5%. To calculate the total scaled score, the raw scores for the essays and MPT are added together. Minnesota examinees' raw essay and MPT scores are then scaled to the distribution of the Minnesota MBE scores. The MBE scores are scaled by A.C.T. (based upon national results) using a statistical method called the standard deviation method. This process uses the average (mean) essay score and measures how far scores spread out from the mean (standard deviation). It converts the essay scores so that the average and spread of the essay and MPT

scores are equal to the average and spread of the MBE scores. Once the essay and MPT scores and MBE scores are placed on the same scale, they are added together to equal total scaled scores upon which the pass-fail decision is made. A total scaled score equal to or greater than 260 is a passing score.

EXAMPLE

This is an example of how the standard deviation method is used to convert raw essay scores to scaled essay scores. The Minnesota Bar Examination is made up of two parts: the MBE, which has a maximum raw score and a maximum-scaled score of 200, and the essay and MPT part, which has a maximum raw score of 56 (derived from six 7-point questions and one 14-point question (the MPT)).

Assume that for a particular examination the mean score and standard deviation are as follows:

the mean raw essay and MPT score is 31.85 (out of 56 possible raw points)

and

the standard deviation of the raw essay and MPT scores is 5.95

and

the mean scaled MBE score is 138.39 (out of 200 possible points)

and

the standard deviation of the scaled MBE scores is 16.34.

Pat (an examinee) achieves a raw essay and MPT score of 35 on this exam and a scaled MBE score of 136.0. To convert Pat's raw essay and MPT score to Pat's scaled essay and MPT score, the difference between Pat's raw essay and MPT score and the mean raw essay and MPT score ($35 - 31.85$) is divided by the standard deviation of the raw essay and MPT scores (5.95). This equals .529, which is multiplied by the standard deviation of the scaled MBE scores (16.34). This total (8.64) is added to the mean scaled MBE score (138.39) and gives Pat a scaled essay and MPT score of 147.03.

Pat's scaled essay and MPT score of 147.03 is then added to Pat's scaled MBE score of 136 for a total scaled score of 283.03 (which is rounded to 283). Because a minimum total scaled score of 260 is required to pass the Minnesota bar examination, Pat passes the bar examination.

Use Case – Scan Alpha File Info

Primary Actor:

Use Case Purpose:

This document describes the process of scanning in new Alpha file information. Periodically information will be received by BLE for persons that have not yet submitted an Application. This data is collectively referred to as the "Alpha File".

When this information comes in, a user will create a Person Record with a Rule of "Alpha". They will then use the scanning software to scan an image of the information submitted.

The Use Case begins when:

1. Information is received for a person that hasn't submitted an application.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to scan information

Post-Condition(s):

1. An image of the information should be stored to an image file and attached to the Person record.

Business Rules:

1. The user will search for an existing Person
2. If no person exists, the user will enter the name of the person with a Rule of "Alpha".
3. With this user displayed in the Person Maintenance screen, the user will use the scanning software to scan in the information and attach it to the person.

Primary Pathway:

1. User receives information for persons that have not yet submitted an application.

Narrative Flow of events:

Primary Path:

1. The user will search for an existing Person
2. If no person exists, the user will enter the name of the person with a Status of "Alpha".
3. With this user displayed in the Person Maintenance screen, the user will perform the "Scan Other Info" use case

Use Case – Scan Application Amendment Form

Primary Actor:

Use Case Purpose:

This document describes the process of scanning the Application Amendment Form. When an applicant needs to make a change to their application, they will submit a completed Amendment Form. This form will be scanned into AIS and update their application. The data from the form will be manually updated in AIS and an image of the form will be stored in the documents area of the application.

The Use Case begins when:

1. An Application Amendment Form is submitted to BLE

Pre-Condition(s):

1. User must be logged into the system
2. The application must exist in the system

Business Rules:

1. An image of the entire form should be attached to the Application.
2. A 2-sided self-feeding scanner will be used to scan the form
3. The user will manually update the application from the amendment form.

Primary Pathway:

1. User receives application amendments

Narrative Flow of events:

Primary Path:

1. User will search for the Application
2. User will make appropriate modifications
3. User will scan the amendment form using the Scan Document use case.

Use Case – Scan CQ Response

Primary Actor:

Use Case Purpose:

This document describes the process of scanning the Character Questionnaire (CQ) Responses. Each CQ will have the Application and Reference IDs encoded into a barcode to allow easy and automatic linking of the response to the Application and Reference.

The Use Case begins when:

1. A CQ response is returned to BLE

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to scan CQ Responses
3. The application and reference must exist in the system and have a pending CQ.

Business Rules:

1. The Scanning software should “read” the barcode that has the Application ID and Reference ID encode in it
 - a. This barcode will be used to link the response to the appropriate reference
2. The scanning software should “read” the section that contains the two additional references at the bottom of the 2nd page and store these to the references table
3. An image of the entire CQ should be attached to the Application.
4. The system will allow scanning of multiple CQ responses in one batch
5. A 2-sided self-feeding scanner will be used to scan the responses
6. Appropriate character recognition software will be used
7. A user will monitor the scanning process and will correct any scanning uncertainties as they occur

Primary Pathway:

1. User receives applications

Narrative Flow of events:

Primary Path:

1. User will use scanning software to scan in the
2. Scanning software will “read” appropriate data from the CQ and store it to the database for the Application on the response.
3. The scanning software should also store an image of the entire CQ and attach it to the Application Record
4. Users will monitor the process to correct any uncertainties the scanning software encounters.
5. AIS will prompt the user if they reviewed the CQ. If yes, then mark all scanned as reviewed.

Use Case – Send Acknowledgement Letters

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of sending Acknowledgement Letters. This letter basically notifies the person their application has been received and processed. A second Proof Letter will be sent to help verify the accuracy of the data entered into AIS. This second letter will show the person all critical data as it appears in AIS. They will be instructed to notify BLE of any errors. This eliminates the need for the current manual proofing process.

The Use Case begins when:

1. All application information has been entered.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to send letters

Business Rules:

1. Critical information will be printed on the acknowledgement letter to ask the person to double check their information is correct. This includes:
 - a. First, Middle, Last Name
 - b. Address, City, State, Zip
2. The remaining critical information will be included on the Proof Letter.
 - a. SSN
 - b. DOB
 - c. Law School
 - d. MPRE Score
 - e. JD Degree Date
 - f. Previous Application Dates
 - g. Request to use laptop
3. Letter will be printed for each application entered during the specified date range that hasn't been sent a letter.
4. User should have the option to only print a range to allow them to only print a subset of the letters
5. If the application asked for Laptop, a section should be inserted with information about Laptop usage
6. The 1st page should print on BLE letterhead, the rest on plain paper.
7. This letter is typically 2-3 pages long.
8. There is a different letter for each rule.

Primary Pathway:

1. User prints the Acknowledgement letter

Narrative Flow of events:

Primary Path:

1. User selects the "Print Acknowledgement Letters" option from the Application Menu
2. AIS prompts the user for a date range and rule #
3. AIS will display a print preview screen of the letter for all applications received during the specified date range that haven't been sent an acknowledgement letter.
4. The user prints the letters
5. Each letter will have the applicants name/address printed on it to allow the use of a windowed envelope.
6. Prompt User if Printed OK and update printed flag.

Use Case – Send Character Questionnaires

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of sending Character Questionnaires (CQ). CQ's are sent to references submitted by the person and other references as determined by the C&F Director. The recipients complete the form and send it back to BLE.

The Use Case begins when:

A reference flagged to send a CQ in the Investigation Plan.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to send letters

Business Rules:

1. A CQ is printed for each reference flagged
2. The process is run to include all attorneys in the system that have pending CQ's.
3. User should have the option to only print a page range to allow them to only print a subset of the letters
4. A barcode should be printed that includes the Application ID and Reference ID to allow for easy scanning and linking of the data
5. If a CQ response is not received within 30 days, a second CQ will be sent. 30-days later a third request is sent if not yet received.
6. A copy of the Authorization and Release form scanned with the application must be sent with each CQ.
7. This process should run as a batch and print all CQ's for all attorneys that are pending, unless the user specifies a specific attorney or CQ to print.
8. Automatically print C&F Directors signature on the letter.

Primary Pathway:

1. User selects "Print CQ's" from the Reports menu

Narrative Flow of events:

Primary Path:

1. The user selects the "Print CQ's" option from the Reports Menu
2. AIS prompts for which iteration (1st, 2nd, or 3rd) to print for.
3. AIS generates a scannable CQ form for each reference that is flagged to receive a CQ, but hasn't received one yet.
4. If the user selected the 2nd or 3rd iteration, the reference will receive a CQ if the previous one has not been received in 30 days.
5. The user prints the letters
6. Each letter will have the references address printed on it to allow the use of a windowed envelope.

Use Case – Send Deans Letters

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of sending Deans Letters. The Dean's letters are sent to all out of state law schools that have person's applying for admission in Minnesota. BLE has existing agreements with Minnesota Law Schools to get the needed information automatically.

The Use Case begins when:

1. A person attended an out of Minnesota Law School applies.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to send letters

Business Rules:

1. Letter will be printed for each application entered during the specified date range where the person attended an out of Minnesota Law School that hasn't been sent a letter.
2. User should have the option to only print a range to allow them to only print a subset of the letters]
3. Letter is sent to the Law School
4. Must Attach a copy of the Authorization and Release form
5. If a Law School Application has not been received yet, include a section in the letter requesting it.
6. There are two different variations of the report based on Rule #.

Primary Pathway:

1. User prints the Acknowledgement letter

Narrative Flow of events:

Primary Path:

2. User selects the "Print Deans Letters" option from the Applicants Menu
3. AIS prompts the user for a date range or a school name.
4. AIS displays a print preview screen of the letter for all applications received during the specified date range that haven't been sent an deans letter and have an out of Minnesota Law School specified.
5. The user prints the letters
6. Each letter will have the schools address printed on it to allow the use of a windowed envelope.

Use Case – Send Outstanding Item Letters

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of sending outstanding item letters. The deficiency letter will become an all-inclusive letter notifying the person of any areas where their application is deficient. This will include CQ's, Application Deficiencies, etc.

These letters will be sent in periodic batches. Each month, the person will get a letter notifying them of any deficiencies that are entered to-date, until all have been met. When this process is run, it will send deficiency letters for all active persons who have applications with deficiencies, and they have not received a deficiency letter for 30 days.

The Use Case begins when:

1. All application information has been entered and processed.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to send letters

Business Rules:

1. Letter will be printed for each application that has outstanding items.
2. User should have the option to only print a range to allow them to only print a subset of the letters
3. Numerous Sections of the letter will be displayed or hidden based on the application's deficiencies.
4. The 1st page should print on BLE letterhead, the rest on plain paper.
5. This letter is typically 2-3 pages long.
6. Some confidential or sensitive items will only appear on this letter (Chemical Dependency Eval, Psychological Eval, etc)

Primary Pathway:

1. User prints the Outstanding Item letter

Narrative Flow of events:

Primary Path:

1. User selects the "Print Outstanding Item Letters" option from the Application Menu
2. AIS displays a print preview screen of the letter.
3. The user prints the letters
4. Each letter will have the person's name/address printed on it to allow the use of a windowed envelope.

Use Case – Send Letters

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of sending letters to persons. This is a broad use case that covers the printing/sending of most of the letters in the system. Some specific letters are outlined in their own use cases.

The Use Case begins when:

1. The user selects the letter to print from the Reports menu

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to print the selected letter.

Business Rules:

1. A copy of the applicant's letter must be stored with the application for future reference.

Primary Pathway:

1. User selects a letter to send (sending to multiple applicants)

Alternate Pathways:

1. User selects a letter to send from the applicant maintenance screen (single applicant)

Narrative Flow of events:

Primary Path:

1. User selects the letter to print from the letters menu
2. User enters the required criteria
3. The letter is displayed in Print Preview mode
4. The user can modify the letter as needed.
5. The user prints either the entire letter or a selected set of pages
6. Once the letter is printed, a copy of the letter must be attached to each application that it was sent to for future viewing/printing
7. The user closes the letter

Alternative Path:

1. User performs the Edit Application use case
2. User selects the letter to print from the application maintenance form.
 - a. Data from the application currently open in the application maintenance form should automatically be pulled into the letter.
3. User enters the required criteria
4. The letter is displayed in Print Preview mode
5. The user can modify the letter as needed.

6. The user prints either the entire letter or a selected set of pages
7. Once the letter is printed, a copy of the letter must be attached to each application that it was sent to for future viewing/printing
8. The user closes the letter

Letters:

1. Exam Deficiency Letter
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Shows a list of persons that are missing required contents of their application including: Graduation Certificate and Photo ID or other item.
 - ii. One Page per person
 - iii. Address info should be placed to allow for usage of a windowed envelope.
 - iv. Portrait
2. Exam Instruction Letters
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Letter informing the person they are permitted to sit for the exam, and gives them all needed instructions including dates, times, map, etc.
 - ii. Notifies those without an MPRE score they need to submit it
 - iii. Portrait
3. Failed Exam Letters
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Letter informing the person they failed the exam.
 - ii. Portrait
4. Recommended Letters
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Letter informing the person they passed the exam (if rule 6) and they have been recommended.
 - ii. Portrait

5. Unrecommended Letters
 - a. Parameters
 - i. Exam Date (default to current)
 - b. Comments
 - i. Letter informing the person they have not been recommended (even though they passed the exam).
 - ii. Letter should tell person why they were not recommended
 - iii. Portrait
6. Delinquent CQ Letters
 - a. Parameters
 - i. None
 - b. Comments
 - i. Letter informing the person we have not yet received a CQ response from one of their references after 2 attempts.
 - ii. Letter should be printed once for each person and list all references that have not returned the CQ after 2 attempts.
 - iii. Portrait
7. Adverse Determination Letters
 - a. Parameters
 - i. Application ID
 - b. Comments
 - i. Letter informing the person that an Adverse Determination has been made with regards to fitness for their application.
 - ii. This letter is sent on an individual basis.
 - iii. Portrait
8. Pre-Hearing Letters
 - a. Parameters
 - i. Application ID
 - b. Comments
 - i. Letter informing the person about the pre-hearing conference regarding their Adverse Determination.
 - ii. This letter is sent on an individual basis.
 - iii. Portrait
9. Formal Hearing Letters
 - a. Parameters
 - i. Application ID
 - b. Comments
 - i. Letter informing the person about the Formal Hearing regarding their Adverse Determination.
 - ii. This letter is sent on an individual basis.
 - iii. Portrait

10. Special Accommodation Letters

- a. Parameters
 - i. Exam Date
- b. Comments
 - i. Letter informing the person about the status or outcome of their request for a special accommodation. This may include Confirmation, Modification, or Denial.
 - ii. This letter is sent on an individual basis.
 - iii. Portrait

11. ExamSoft Confirmation

- a. Parameters
 - i. Exam Date
- b. Comments
 - i. Letter confirming the applicants acceptance to use ExamSoft
 - ii. This letter will be sent in batches
 - iii. Portrait

12. ExamSoft Instructions

- a. Parameters
 - i. Exam Date
- b. Comments
 - i. Letter providing instructions on how to use ExamSoft
 - ii. This letter will be sent in batches
 - iii. Portrait

13. Other Letters

- a. Parameters
 - i. Application ID
 - 1. Letter is printed for the current Application.
- b. Comments
 - i. Currently there are approximately 100 to 150 various letters that are sent to persons. These are sent for various reasons and are customized to each situation.
 - ii. For these letters, the user will only use the Alternative path listed above.
 - iii. Only Name and Address information will be pulled from the database.
 - iv. Address info should be placed to allow for usage of a windowed envelope.
 - v. Portrait

Use Case – Set Current Exam Date

Primary Actor: AIS Administrator

Use Case Purpose:

This document describes the process of setting the current exam date. This date will be used to default the Exam date for all Rule 6 applications.

Business Rules:

1. All Rule 6 applications will default their exam date to the date set here.

Primary Pathway:

1. User selects the “Set Current Exam Date” menu option

Narrative Flow of events:

Primary Path:

1. User selects the “Set Current Exam Date” menu option under the maintenance menu
2. The Set Current Exam Date form opens with the current Exam date.
3. The user modifies the date as needed
4. The user clicks the Save button to save the date.
5. The Date is stored to the database and used as the new default.

Use Case – View CQ Response

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of viewing a CQ Response after it has been scanned into the system.

The Use Case begins when:

1. A CQ Response is scanned into the system.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to view

Business Rules:

1. User can either view the CQ received by a specific reference, or edit a list of all received.
2. Once a CQ has been reviewed, the Date Reviewed and Reviewed By fields should be populated.

Primary Pathway:

1. Select the "Review CQ's" menu option in the C&F Menu

Alternate Pathways:

1. Select the "View CQ" option on the Application Maintenance Screen, References Tab.

Narrative Flow of events:

Primary Path:

1. The Review screen is displayed with the users last filter options
2. Users can filter by the following options:
 - a. Date Received
 - b. Date Reviewed
3. A grid with all received is displayed
4. The user will select a CQ and click the view button
5. An image of the entire CQ is displayed for the user to view or print

Alternate Path:

1. The user performs the Edit Application Use Case
2. On the references tab, the user selects the desired reference
3. The user clicks the view CQ Response button for that reference
4. An image of the entire CQ is displayed for the user to view or print

5.1.42. Use Case – View/Edit Chronological Work Log

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of viewing and editing the Chronological Work Log. This work log is a list of all tasks that need to be performed in the system. It is based on the tasks entered in the “Enter Required Follow-Up” use case and document follow-up entered for newly scanned items. User should also be able to enter general tasks as needed.

The Use Case begins when:

1. An task is identified

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to view the work log

Business Rules:

1. The work log will allow the user to filter by the following fields:
 - a. Date Due
 - b. Assigned User
 - c. Current User
 - d. Rule #
 - e. Class
 - f. Status (completed, in-progress, not started)
2. The user will select the item they are going to work on
 - a. Their username will be stored in the Current User field
3. That item will be removed from the list so other users don't perform the same task
4. Upon completion of the task, the user will mark the task as completed, and the date/time will be stored with the task.
5. Users should be able to enter new tasks for any user
6. Each Task will have the following Fields
 - a. Applicant Name (required at time of entry)
 - b. Task Description
 - c. Date Entered (defaulted at time of entry)
 - d. Due Date (defaulted based on follow-up type)
 - e. Date Out (set when user selects the task)
 - f. Assigned User
 - g. Current User
 - h. Date Completed
7. Users should see their tasks first in the list then sorted chronologically with the oldest items first.
8. When a Schedule Task on the Litigation Tab comes due for a person, it should appear as a High Priority item in the Work Log.

Primary Pathway:

1. Select the "Work Log" menu option in the C&F Menu

Alternate Pathways:

1. Select the "Work Log" option on the Application Maintenance Screen

Narrative Flow of events:

Primary Path:

1. The Work Log screen is displayed with the users last filter options
2. A grid with all tasks meeting the users criteria are displayed
3. The user will select a task and click the Start button
4. The users username is stored in the Current User field and the task is removed from other users lists
5. AIS will display the appropriate screen/tab needed to complete that task.
6. When the task is complete, the user will mark the task as completed.

Alternate Path:

1. The Work Log screen is displayed with the Work Log items for the displayed application
2. A grid with all tasks for the current application is displayed.
3. The user will select a task and click the Start button
4. The users username is stored in the Current User field and the task is removed from other users lists
5. When the task is complete, the user will mark the task as completed.

5.1.43. Use Case – View Scanned Document

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of viewing a document after it has been scanned into the system.

The Use Case begins when:

1. A Document is scanned into the system.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to view documents

Primary Pathway:

1. Select the documents tab from the Application Maintenance Screen.

Narrative Flow of events:

Primary Path:

1. The Documents tab of the Application Maintenance Screen will display a list of documents for the current application.
2. The user will select the document to view
3. The user will click the "View Document" button to view the document
4. The document will be opened in a window for the user to view.

5.1.44. Use Case – View Receipt

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of viewing a receipt for payment of application and other fees.

The Use Case begins when:

1. The user selects the “View Receipts” option from the Accounting menu

Pre-Condition(s):

1. User must be logged into the system
2. User must have Add rights to the Receipts Screen.
3. The receipt must have been entered into the system.

Primary Pathway:

1. User Selects the “View Receipts” option from the accounting menu

Alternate Pathways:

1. User selects the “View Receipts” option from the Attorney Maintenance Screen.

Narrative Flow of events:

Primary Path:

1. User selects the “View Receipts” option from the Accounting Menu
2. The Receipt Search screen is displayed
3. The user searches for a receipt based on the following fields:
 - a. Date
 - b. Person’s Name
 - c. Amount
4. The user selects the receipt to view
5. The receipt is opened in the Receipt screen
6. The user can view, modify, or print the receipt as needed.

Alternate Path:

1. User selects the “View Receipts” option from the Person Maintenance Screen
2. The Receipt Search screen is displayed showing only the receipts for the selected person.
3. The user selects the receipt to view
4. The receipt is opened in the Receipt screen
5. The user can view, modify, or print the receipt as needed.

5.1.45. Use Case – View Refund

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of viewing a refund for payment of application and other fees.

The Use Case begins when:

1. The user selects the “View Refunds” option from the Accounting menu

Pre-Condition(s):

1. User must be logged into the system
2. User must have Add rights to the Receipts Screen.
3. The refund must have been entered into the system.

Primary Pathway:

1. User Selects the “View Refunds” option from the accounting menu

Alternate Pathways:

1. User selects the “View Refunds” option from the Person Maintenance Screen.

Narrative Flow of events:

Primary Path:

1. User selects the “View Refunds” option from the Accounting Menu
2. The Refund Search screen is displayed
3. The user searches for a refund based on the following fields:
 - a. Date
 - b. Person’s Name
 - c. Amount
4. The user selects the refund to view
5. The refund is opened in the Refund screen
6. The user can view, modify, or print the refund as needed.

Alternate Path:

1. User selects the “View Refunds” option from the Person Maintenance Screen
2. The Refund Search screen is displayed showing only the refunds for the selected person.
3. The user selects the refund to view
4. The refund is opened in the Refund screen
5. The user can view, modify, or print the refund as needed.

Phase II Use Cases

The functionality outlined in the use cases contained within this section have been identified to be rolled out as part of Phase II of the application. Although the functionality will not be rolled out until Phase II, consideration must be given during Phase I to ensure smooth integration of the functionality within the two identified phases.

5.2.1. Use Case – Archive Alpha File

Primary Actor: AIS User

Use Case Purpose:

After a period of time the data in the Alpha File should be archived.

The Use Case begins when:

1. Data in the Alpha File needs to be archived.

Pre-Condition(s):

2. User must have admin rights.

Business Rules:

1. Only data older than the entered age should be archived
2. The data should not be deleted, merely archived.

Primary Pathway:

1. User selects "Archive Alpha File" from the maintenance menu.

Narrative Flow of events:

Primary Path:

2. User selects "Archive Alpha File" from the maintenance menu.
3. The user enters the desired age of data to archive (usually 2 years)
4. All data older than the specified age is archived.

5.2.2. Use Case – Distribute Exam Books

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of distributing the exam books to the graders. Each examinee completes their answer to each question within a separate answer book. These books are then evenly distributed to the graders. There are 3 graders for each question, so each grader grades 1/3 of the examinees for a given question.

The Use Case begins when:

1. The exam is complete

Pre-Condition(s):

1. User must be logged into the system

Business Rules:

1. A barcode will be printed on the exam booklet covers.
 - a. This barcode will include the examinee number and question number.
2. The system should evenly distribute the exam books among the graders
3. The system must keep track of what examinee/question is given to each grader.
4. This process must be fast to ensure timely processing of the books.
5. This process must also accommodate re-grades.
 - a. Assign the book to the next appropriate grader if it failed
 - b. Tell the user if the book passed or failed.
 - c. Select random passing books within the topic to include with the failed books.
6. The number of graders may change from exam to exam, but generally there are 3 graders per question.

Primary Pathway:

1. The user selects the "Distribute Exam Books" option from the Exam menu

Narrative Flow of events:

Primary Path:

1. User will scan the barcode on the front of the exam book.
2. The system will tell the user what grader should get the exam
 - a. The books should be randomly but evenly distributed to the graders.
3. The system will store what grader that examinee/question was assigned to.
4. The user will scan the next barcode and repeat the process.

5.2.3. Use Case – Enter Investigation Plan

Primary Actor: C&F Director

Use Case Purpose:

This document describes the process of entering the investigation plan for Character and Fitness (C&F) evaluation. The C&F Director will evaluate each application and select what follow-up needs to be performed for each person.

The Use Case begins when:

1. An application is received, but additional follow-up is desired.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to edit applications
3. The application must exist in the system.

Business Rules:

1. The user will select the desired follow-up from a drop down list.
2. The user will view the application on the screen to determine the follow-up.
3. AIS must track the user that edited the application and date/time that the record was saved.
4. Each Follow-Up item will have the following Fields
 - a. Follow-up Type (required at time of entry)
 - b. Date Entered (defaulted at time of entry)
 - c. Due Date (defaulted based on follow-up type)
 - d. Date Request Sent (set when the follow-up letter is sent)
 - e. Request Sent By (set when the follow-up letter is sent)
 - f. Date Received (entered by user when the item was received)
 - g. Received By (set when the item was received)
5. A Grid with Issue Items will be provided to allow the C&F Director to specify which categories this application fits in. The system will automatically default a pre-defined set of follow-up items for each class selected. An application could have zero, one, or many categories.
6. The C&F Categories are as follows:
 - a. Academic misconduct – Undergraduate
 - b. Academic misconduct - Graduate
 - c. Criminal
 - d. Felony Criminal
 - e. Substance Abuse
 - f. Financial – Debts
 - g. Financial – Judgments
 - h. Financial - Liens
 - i. Tax issues - Federal
 - j. Tax issues - State
 - k. Civil litigation

- l. Employment Termination (involuntary)
 - m. Substance abuse
 - n. Mental health
 - o. Child support
 - p. Contempt of court
 - q. Professional misconduct
7. The user should be allowed to modify the list of default follow-up items as needed.
 8. In addition to the follow-up, the C&F Director will also assign the users class: Ia, I, II, III, MISC, RANDOM
 9. C&F Director will also select which references should be sent a CQ.
 10. C&F Director should have the ability to assign and revoke the C&F Status and change it back to "In Progress"
 11. C&F Director should be allowed to give "Contingent Fitness". This is Fitness Approval that is contingent on completion of deficiencies. The system should automatically assign the Fitness Date once the last deficiency is complete.

Primary Pathway:

1. Select the "Edit Application" option on the Person Maintenance Screen for the desired Application, then select the "Investigation Plan" tab.

Narrative Flow of events:

Primary Path:

1. The user will perform the Person Search use case to find the Person for the application to be entered.
2. If the Person doesn't exist, the user will perform the "Enter Person" use case to create a new person.
3. With the desired Person displayed in the Person Maintenance screen, the user will select the "Edit Application" option for the desired Application
4. The Application Maintenance screen will be displayed in Edit mode
5. The user will select the appropriate categories from a drop down list.
6. The application will populate the Required Follow-Up with the default follow-up for the selected categories.
7. The user will enter all Required Follow-Up directly into a grid of follow-up by selecting the appropriate item from a drop down list.
8. The user will select which references to send to.

5.2.4. Use Case – Enter State Records Barcode Number

Primary Actor: AIS User

Use Case Purpose:

When an application file is sent to State Records, it is assigned a Barcode Number. This number applies to multiple application files, and is used to retrieve a file in the future

The Use Case begins when:

1. A file is sent to State Records

Business Rules:

1. One barcode number could apply to multiple applicant files.

Primary Pathway:

1. User selects “Enter State Records Barcode Number” from the maintenance menu.

Narrative Flow of events:

Primary Path:

1. A report from State Records is received listing the barcode number for each application file.
2. The user enters the Barcode Number and Application File on the “State Records Barcode Number Maintenance Screen”.

5.2.5. Use Case – Receive Date Admitted From MARS

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of receiving the date admitted from the Minnesota Attorney Registration System (MARS). After a person is recommended, their data is sent to MARS. Once an attorney is fully admitted in MARS, MARS will send their date admitted back to AIS.

The Use Case begins when:

1. An applicant is admitted.

Business Rules:

1. Integration Broker is supported by the MN Supreme Court IT Department
2. Integration Broker supports numerous communication methods including XML Web Services.
3. The following info will be received from MARS:
 - a. Applicant # (used for MARS to send the Date Admitted back to AIS)
 - b. Date Admitted (MM/dd/yyyy)

Primary Pathway:

1. A person is admitted

Narrative Flow of events:

Primary Path:

1. An person is admitted
2. MARS will communicate the change to Integration Broker
3. Integration Broker will communicate the change to AIS
4. AIS will update the Date Admitted for that person.
5. An acknowledgement will be sent to Integration Broker signifying success or failure.

5.2.6. Use Case – Scan Bar Exam Card

Use Case Purpose:

This document describes the process of scanning in the exam cards. When a person arrives at the Bar exam, they are given a small exam card with a number on it. They Print and sign their name on the card and keep the stub of the card. BLE then uses the number and name from the card to link exam scores to the Person. The exam scores are kept completely separate from the Person information until after all grading is complete and final.

The Use Case begins when:

1. A Person fills out the Exam card at the Bar exam
2. The exam scoring is complete and final.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to scan bar exam cards
3. The Person must exist in the system and have an open application.

Post-Condition(s):

1. The Exam Number must be updated in the Application record for that Person.

Business Rules:

1. The Scanning software should “read” the Person’s name and Examinee Number from the card
 - a. The Examinee number can be printed as a barcode if needed
2. The application will use the Examinee Name read from the card to find the appropriate person, and it will update the examinee in the open Rule 6 application for that person.
3. An image of the entire card should be scanned and attached to the application for future viewing/printing.
4. The Scanning software should use ICR to “read” the handwritten name and store the appropriate data in the tables.
5. A 2-sided self-feeding scanner will be used to scan the cards
6. Appropriate character recognition software will be used
7. A user will monitor the scanning process and will correct any scanning uncertainties as they occur

Primary Pathway:

1. User receives applications

Narrative Flow of events:

Primary Path:

2. User will use scanning software to scan in the exam cards
3. Scanning software will “read” appropriate data from the exam card and store it to the database for the Person on the card.
4. If the system is unable to find a person for the card, the user must manually update the Examinee number for that Person. (This may occur if the applicant name is different or misspelled)
5. The scanning software should also store an image of the entire card and attach it to the Application Record
6. Users will monitor the process to correct any uncertainties the scanning software encounters.

5.2.7. Use Case – Scan Grades

Primary Actor:

Use Case Purpose:

This document describes the process of scanning the grades from the Essay and MPT exams. Each grader is assigned a subset of the examinees to grade a set of questions for. There are currently 21 graders, 3 graders are assigned to grade each question, so each grader will grade 1/3 of the examinees on their selected question.

The Use Case begins when:

1. Grading is completed.

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to scan scores

Post-Condition(s):

1. All applications should be saved into the database

Business Rules:

1. The Scanning software should “read” the Grader, Question number, Examinee #, Score, and Raw score from the Score Entry Form.
2. The Scanning software should use ICR to “read” the handwritten Score Entry Forms and store the appropriate data in the tables.
3. A 2-sided self-feeding scanner will be used to scan the forms
4. Appropriate character recognition software will be used
5. A user will monitor the scanning process and will correct any scanning uncertainties as they occur
6. The scanning process should be the same for re-grades.
7. All original and re-grade scores should be stored.
8. If a successful person is selected for the random re-grade, the re-grade must not affect their original score, but the re-grade should be stored to allow for future analysis of the data.

Primary Pathway:

1. User receives score entry forms

Narrative Flow of events:

Primary Path:

1. User will use scanning software to scan in the Score Entry Forms
2. Scanning software will “read” appropriate data from the form and store it to the database
3. If the scores are for re-grades, AIS will track these separately from the original scores.
4. Users will monitor the process to correct any uncertainties the scanning software encounters.

5.2.8. Use Case – Scan Other Info

Primary Actor:

Use Case Purpose:

This document describes the process of scanning documents into the AIS system. The documents covered by this use case include all documents that are not produced by AIS as scannable forms. This may include: Certificates of Graduation, letters, C&F Request responses, and any other document MBL E may receive for an application and/or person.

The Use Case begins when:

1. A document is received

Pre-Condition(s):

1. User must be logged into the system
2. User must have rights to scan documents

Post-Condition(s):

1. An electronic image of the scanned document should be stored and attached to the Application and/or Person.

Business Rules:

1. AIS will store an electronic image of the entire scanned document and attach it to the selected application and/or person.
2. A 2-sided self-feeding scanner will be used to scan the statements
3. When a Certificate of Graduation or Photo ID is scanned, the appropriate status should be updated.
4. When a document is received, it should update the date received in the deficiencies for any document type that is listed as a deficiency.

Primary Pathway:

1. User receives a document

Alternate Pathways:

1. User receives a batch of documents

Narrative Flow of events:

Primary Path:

1. User will use AIS to scan in the document
2. User will perform the Application and/or Person Search use case to find the desired application and/or person.
3. After they select the Applicant and/or Person, the user will select the appropriate Application to attach the document to.
4. With the desired application displayed in the Application Maintenance window, the user will select the documents tab.
5. The user will click the "Scan new document" option.
6. AIS will display the Scan New Document Screen which contains the following fields
 - a. Document Type
 - b. To Be Reviewed By (drop down of users in the system)
 - i. A record should be stored in the Chronological Work Log for the review.
 - ii. User should have the option to review the doc when they scan it.
7. The user will click the Scan button to scan the document
8. AIS will name the image file with a unique key and store it to the network.
9. The Document Record will be saved to the database.

Alternate Path:

1. User will open the Scan Documents maintenance screen
2. The user will select the Application and/or Person and Document Type.
3. The user will scan the document.
4. AIS will automatically assign any dates and mark the document for review.
5. The user will repeat the process for the next document.

5.2.9. Use Case – Send Data to MARS

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of sending new attorney recommendations and rescinding attorney recommendations to the Minnesota Attorney Registration System (MARS). When a new attorney is recommended, the information must be sent through Integration Broker to the MARS system. If a recommendation expires or needs to be rescinded, AIS will send this to MARS through Integration Broker as well.

The Use Case begins when:

1. An applicant is recommended, or a recommendation is rescinded.

Business Rules:

1. Integration Broker is supported by the MN Supreme Court IT Department
2. Integration Broker supports numerous communication methods including XML Web Services.
3. The following info will be sent to MARS:
 - a. Applicant # (used for MARS to send the Date Admitted back to AIS)
 - b. Prefix
 - c. First Name
 - d. Middle Name
 - e. Last Name
 - f. Full Address
 - g. Phone #
 - h. Rule #
 - i. Date Recommended
 - j. Recommendation Expiration Date

Primary Pathway:

1. A person is recommended

Alternate Pathways:

1. A recommendation is rescinded

Narrative Flow of events:

Primary Path:

1. A person is recommended
2. AIS will communicate the recommendation to Integration Broker
3. Integration Broker will handle communication with MARS.
4. An acknowledgement will be sent by Integration Broker signifying success or failure.

Alternate Path:

1. A person's recommendation is rescinded
2. AIS will communicate the change to Integration Broker
3. Integration Broker will handle communication with MARS.
4. An acknowledgement will be sent by Integration Broker signifying success or failure.

5.2.10. Use Case – Print Reports

Primary Actor: AIS User

Use Case Purpose:

This document describes the process of printing reports for the system. This is a broad use case that covers the printing of most of the reports in the system. Some specific reports are outlined in their own use cases.

The Use Case begins when:

2. The user selects the report to print from the Reports menu

Pre-Condition(s):

3. User must be logged into the system
4. User must have rights to print the selected report.

Comments:

3. In the reports list below, Parameters are items selected or entered by the user when they run the report. Filters are permanent data filters that are built into the report.
4. The list below is not a comprehensive list of reports. This is meant to give a good sampling of the types of reports in the system. It should be assumed that an additional 10-15 reports above and beyond those listed below will be needed when the system is developed. The primary uses for the additional reports will be for statistics and management usage.

Primary Pathway:

2. User selects a report to print

Narrative Flow of events:

Primary Path:

6. User select the report to print from the Reports menu
7. User enters the required criteria
8. The report is displayed in Print Preview mode
9. The user prints either the entire report or a selected set of pages
10. The user closes the report

Reports:

36. Conditional Admittance Report
 - a. Parameters
 - i. None
 - b. Comments
 - i. Report that shows any persons that are currently under Conditional Admittance
 1. Person's Name

- 2. Date of Conditional Admittance
 - 3. Terms of Conditional Admittance
 - 4. Conditional Admittance Schedule
 - ii. Portrait
- 37. Aging Report / Applicant Summary
 - a. Parameters
 - i. Rule # or All
 - 1. Exam Date (if Rule 6)
 - ii. Type (Litigation, 1-year from Application Date, etc)
 - b. Comments
 - i. Report that shows the person summary for all currently open C&F Investigations
 - 1. Person Name
 - 2. Application Received
 - 3. Previous MN Exams
 - 4. Law School
 - 5. C&F Issue Summary
 - 6. Action Items Completed
 - 7. Action Items Remaining
 - 8. Summary of Correspondence
 - 9. Next Actions
 - ii. Portrait
 - iii. Group by Class
 - iv. Overall statistics will also be displayed to show # of open investigations, # closed, # of CQs out, etc.
- 38. Tickler Report
 - a. Parameters
 - i. None
 - b. Comments
 - i. A list of Reminder items that require follow up. (Admissions, MPRE Score, Foreign Legal Consultants, etc)
 - 1. Applicant Name
 - 2. Expiration Date
 - ii. Portrait
- 39. Mail Poll Summary Report
 - a. Parameters
 - i. Rule #
 - b. Filters
 - i. C&F Complete
 - ii. Status = Open
 - c. Comments
 - i. Report that shows all persons for the specified Rule # that are ready to be presented to the board.
 - 1. Persons Name
 - 2. Date Application Received
 - 3. States of Admission and Year

- 4. Practice/Employment History
 - 5. MPRE (yes/no)
 - ii. This report will have a slightly varied layout and fields depending on the rule number.
 - iii. Display Applicant Summary with Instructions to board members
 - iv. Portrait
40. Board Poll Summary Report
- a. Parameters
 - i. Rule #
 - b. Comments
 - i. Report that shows all persons for the specified Rule # that are ready to be presented to the board.
 - 1. Persons Name
 - 2. Date Application Received
 - 3. States of Admission and Year
 - 4. Practice/Employment History
 - 5. MPRE (yes/no)
 - ii. This report will have a slightly varied layout and fields depending on the rule number.
 - iii. Should include ability to do a supplemental version to be included at board meetings. This will include any people who were not on the report at its last running.
 - iv. Portrait
 - v. See Exhibit 21
41. Board Recommendations Report
- a. Parameters
 - i. Rule #
 - b. Comments
 - i. Report that shows any persons that are recommended for admittance for the specified Rule #
 - 1. Persons Name
 - 2. Rule #
 - ii. This report will have a slightly varied layout and fields depending on the rule number.
 - iii. This report is used as a cover letter to the Board Poll Summary Report and will be run in conjunction with that report.
 - iv. Portrait
 - v. See Exhibit 22
42. Litigation Tracking Report
- a. Parameters
 - i. None
 - b. Comments
 - i. This report will be show a list of all persons currently in Litigation.

- ii. The fields are:
 - 1. Person's Name
 - 2. BLE Attorney
 - 3. Adverse Determination Date
 - 4. Req Hearing Date
 - 5. File to Attorney General Date
 - 6. Pre Hearing Date/Time
 - 7. Formal Hearing Date/Time
 - 8. Record Closed Date
 - 9. Decision Issued Date
 - 10. Appeal Filed Date
 - 11. Response Filed Date
 - 12. Comments

- iii. Portrait

43. C&F Statistics Report

- a. Parameters

- i. Date Range

- b. Comments

- i. This report will be display statistics for C&F Investigations for the specified Date Range

- ii. This includes:

- 1. Summary for each C&F Category
 - 2. Formal Hearings
 - 3. Withdrawn Applications
 - 4. Denials

- iii. Portrait

- iv. See Exhibit 23

6.2. Person Maintenance Screen Shot

Person Maintenance

Person ID: Name: Status: C&F Class:

Person Info Applications

Prefix: Overall Status: Previous Names:

Last Name: MARS Attorney ID: Name:

First Name: MPRE Date/Location:

Middle Name: MPRE Score:

Day Phone: Military Service:

Evening Phone: Drivers License:

Date of Birth: Drivers License #:

SSN: State:

Law School: Previous States:

JD Date:

Status:

Addresses

Address 1	Address 2	Address 3	Address 4	Address 5	Active Date
1234 Henry St	Appt 234	St Paul, MN 55433			05/01/2005

Created By: Last Modified By:

Date Created: Last Modified Date:

Person Maintenance

Person ID: Name: Status: C&F Class:

Person Info Applications

Applications

	Rule #	Date Received	Status	Outcome	Date Completed	Recommended	Admitted
Edit	6 - Exam	04/25/2005	In Progress				
Edit	7A - Years of Practice	01/23/2004	Closed	Insufficient Years	01/23/2005	01/23/2005	01/23/2005

Created By: Last Modified By:

Date Created: Last Modified Date:

6.3. Application Maintenance – Application Info Tab - Screen Shot

Application Maintenance

Application ID:
 Applicant ID:
 Name:
 Status:
 Rule #:
 Date:

Application Info
Education
Employment
References
Deficiencies
Investigation Plan
Accommodations
Documents
Correspondence
Litigation

Rule #: Date:

Temp Rule #:

Graduation Cert:

Photo ID:

Laptop:

Law School App:

Priority:

Date Recommended:

Date Admitted:

Expiration Date:

Status

In Progress

Application Status:

C&F Status:

Exam Status:

Litigation Status:

Accommodation Status:

Reason Closed:

Applications to Other Jurisdictions

Authority Name	Date of Application	Date of Bar Exam	Disposition	Date of Admission	Conditional
State of Wisconsin	06/01/2001	07/27/2001		NA	<input type="checkbox"/>

Created By:

Date Created:

Last Modified By:

Last Modified Date:

6.4. Application Maintenance – Education Tab - Screen Shot

Application Maintenance

Application ID: Applicant ID: Name: Status: Rule #: Date:

Application Info | **Education** | Employment | References | Deficiencies | Investigation Plan | Accommodations | Documents | Correspondence | Litigation

Education

Type	School Name	Address	Attend From	Attend To	Degree Type	Degree Date
Law	University of Minnesota	1234 Washington Ave, Minneapolis, MN 55101	07/27/1985	06/01/1990	JD	06/01/1990
Other	University of Minnesota, IT	1234 Washington Ave, Minneapolis, MN 55101	09/01/1980	06/01/1984	BS	06/01/1984

Created By: Last Modified By:
Date Created: Last Modified Date:

6.5. Application Maintenance – Employment Tab - Screen Shot

Application Maintenance

Application ID: Applicant ID: Name: Status: Rule #: Date:

Application Info | Education | **Employment** | References | Deficiencies | Investigation Plan | Accomodations | Documents | Correspondence | Litigation

Employment

Type	Company Name	From	To
Law	Target Corporation	07/27/1985	06/01/1990
Other	McDonalds	09/01/1980	06/01/1984

Type: Dates: To Employment Type: Relationship:

Title: Company Name: Address: City, State Zip: Supervisor: Daytime Phone #: Reason for Leaving:

Responsibilities:

Created By: Last Modified By: Date Created: Last Modified Date:

6.6. Application Maintenance – References Tab - Screen Shot

Application Maintenance

Application ID: Applicant ID: Name: Status: Rule #: Date:

Application Info | Education | Employment | **References** | Deficiencies | Investigation Plan | Accomodations | Documents | Correspondence | Litigation

References

Type	Name	City	Years Known
Attorney	Jane Smith	Woodbury	12
Character	Steve Hanson	Chicago	5

Type:

Name:

Address:

City, State Zip:

Daytime Phone #:

Years Known:

Created By: Last Modified By:

Date Created: Last Modified Date:

6.7. Application Maintenance – Deficiencies Tab - Screen Shot

Application Maintenance

Application ID: Applicant ID: Name: Status: Rule #: Date:

Application Info | Education | Employment | References | **Deficiencies** | Investigation Plan | Accommodations | Documents | Correspondence | Litigation

Deficiencies

Deficiency	Comments	Due Days	Notice Sent	Accepted
Sign and Date Page	Page 2	30	05/06/2005	05/15/2005
Photo ID Not Clear		15		05/04/2005
No Certified Copy of Application from other State	IA;WI;	60		
Section 6: Exam Answers		30		

Created By: Last Modified By:
 Date Created: Last Modified Date:

6.8. Application Maintenance – Investigation Plan Tab - Screen Shot

Application Maintenance

Application ID: Applicant ID: Name: Status: Rule #: Date:

Application Info | Education | Employment | References | Deficiencies | Investigation Plan | Accomodations | Documents | Correspondence | Litigation

C&F Class:

References
Select All: Attorney Character Employer

Type	Name	Send CQ
Attorney	Jane Smith	<input type="checkbox"/>
Character	Steve Hanson	<input type="checkbox"/>
Employer	McDonalds	<input checked="" type="checkbox"/>

C&F Issue Items

Item	Date	Description	Category
4.08	12/15/2003	Bankruptcy	Tax Issues - Federal
4.12	1/6/2001	Late Tax Payments	Financial Judgements

Action Items

High Priority	Type	Notes	Date Entered	Due Days	Request Sent	Sent By	Date Received	Received By
<input type="checkbox"/>	DL Check	MN	05/23/2005	30	05/23/2005	Carol	06/13/2005	Lynn
<input type="checkbox"/>	DL Check	WI	05/23/2005		05/23/2005	Carol		
<input checked="" type="checkbox"/>	IRS Tax Release	Federal	05/23/2005					

Created By: Last Modified By:
Date Created: Last Modified Date:

6.9. Application Maintenance – Accommodations Tab - Screen Shot

Application Maintenance

Application ID: Applicant ID: Name: Status: Rule #: Date:

Room Type: Requested: Doctor:
Disability Type: Granted: Reviewed By:
Accommodation Status: Description: Approved By:
Location:

Sessions

Exam	Proctor Arrive	Examinee Arrive	Instruction Start	Exam Start	Exam End	Title
MPT	T 7:15am	T 7:20am	T 7:25am	T 7:30am	T 12:30pm	MPT AM Session
MPT	T 1:15pm	T 1:20pm	T 1:25pm	T 1:30pm	T 4:30pm	MPT PM Session
Essay	W 7:15am	W 7:20am	W 7:25am	W 7:30am	W 12:30pm	Essay Q 1,2,3

Comments

Additional 90 minutes
Breaks every 30 minutes
Up to 60 minutes of total breaks

Instructions

You will have an additional 90 minutes to take the exam. You will be given breaks every 30 minutes, up to a total of 60 minutes of breaks.

Created By: Last Modified By:
Date Created: Last Modified Date:

6.10. Application Maintenance – Documents Tab - Screen Shot

Application Maintenance

Application ID: Applicant ID: Name: Status: Rule #: Date:

Application Info | Education | Employment | References | Deficiencies | Investigation Plan | Accomodations | Documents | Correspondence | Litigation

Deficiencies

Document	Date Scanned	Reviewed	Reviewed By	Comment	Assign To
Graduation Certificate	05/04/2005	05/10/2005	Carol	Fax Copy	
Photo ID	05/04/2005				C&F Group
CQ	05/06/2005			James J Smith	Jim Neves

Created By: Last Modified By:
 Date Created: Last Modified Date:

6.11. Application Maintenance – Correspondence Tab - Screen Shot

Application Maintenance

Application ID: Applicant ID: Name: Status: Rule #: Date:

Application Info | Education | Employment | References | Deficiencies | Investigation Plan | Accomodations | Documents | **Correspondence** | Litigation

Correspondence / Notes

Item	Date Occurred	By	Comments
Deficiency Letter	05/04/2005	Lynn	
Phone Call	05/04/2005	Carol	Answered Question about grad cert and discussed other...
CQ	05/06/2005	Carol	Sent to Jane Doe
Note	05/10/2005	Jim	This is a note.

Item:

Date Occurred:

By:

Comments:

Created By: Last Modified By:

Date Created: Last Modified Date:

6.12. Application Maintenance – Litigation Tab - Screen Shot

Application Maintenance

Application ID: Applicant ID: Name: Status: Rule #: Date:

Application Info | Education | Employment | References | Deficiencies | Investigation Plan | Accomodations | Documents | Correspondence | **Litigation**

Litigation Status: Pre-Hearing: Response Filed:

Adverse Determination: Formal Hearing:

BLE Attorney: Decision Issued:

Hearing: Appeal Filed:

File to Atty General:

Comments
Comments about Litigation Here.

Next Steps
Ready for upcoming Hearing

Conditional Admittance Schedule

Date	Task
09/21/2006	Drug Test
12/24/2006	Drug Test
1/1/2007	Proof of Child Support Payments

Conditional Admittance Terms:
Only used if Litigation Stats = "Conditional Admittance"

Created By: Last Modified By:

Date Created: Last Modified Date:

6.13. Application Processing Screen Shot

Application Processing			
Application ID:	78910	Applicant ID:	12345
Name:	Doe, John Albert		
Rule #:	6 - Exam	Date:	07/05
Lic. In Other St.	Yes/No	Class:	I
		Priority:	Normal
C&F Issue Items			
Item	Date	Description	Category
4.08	12/15/2003	Bankruptcy	Financial Judgements
4.12	01/16/2001	Late Tax Payments	Tax Issues - Federal
Deficiencies			
	Deficiency	Note	
<input type="checkbox"/>	Application not signed and/or notarized		
<input checked="" type="checkbox"/>	Sign and Date Page	Page 2	
<input type="checkbox"/>	Incomplete Narrative for Question		
<input type="checkbox"/>	AR Forms Not Signed		
<input type="checkbox"/>	No AR Forms Submitted		
<input type="checkbox"/>	Submit Passport Style Photo		
<input type="checkbox"/>	Photo ID Not Signed		
<input checked="" type="checkbox"/>	Photo ID Not Clear		
<input type="checkbox"/>	Submit 2 Affidavits		
<input type="checkbox"/>	Affidavits over 2 years old		
<input type="checkbox"/>	Affidavit Not Original		
<input type="checkbox"/>	Affidavit Not Notarized		
<input type="checkbox"/>	No Certified Copy of Application from other state		
<input checked="" type="checkbox"/>	No Cert. of Admission from other state	IA; WI;	
<input type="checkbox"/>	No Cert of Good Standing from other state		
<input type="checkbox"/>	No Cert of Disciplinary Charges from other state		
<input type="checkbox"/>	Section 2: Education Incomplete		
<input type="checkbox"/>	Section 3: Apps to an bar incomplete		
<input checked="" type="checkbox"/>	Section 6: Exam Answers		
Print Deficiency Letter			

MINNESOTA STATE BOARD OF LAW EXAMINERS

NO GRADUATION CERTIFICATE

23-Apr-99

7/98 EXAM

1

APPLICANT #	SURNAME	GIVEN NAME	LAW SCHOOL	STATUS
527	Gu	Y	1	W
507	Sal	Sos	1	U
684	Fl	Ey	3	U
120	Sp	Tin	130	W
232	Spil	M	130	W
228	Sal	Mid	149	W
604	Ar	Nich	255	U
521	D	Jeff	273	U

Number Listed 8

MINNESOTA STATE BOARD OF LAW EXAMINERS

SPECIAL ACCOMMODATIONS REPORT 7/98

23-Apr-99

1

APPLICANT #	SURNAME	GIVEN NAME	STATUS	SPEC ACCOM	TYPIST
130	[REDACTED]	Ch [REDACTED]	P	No	Yes
320	A [REDACTED]	K [REDACTED]	P	No	Yes
605	B [REDACTED]	Dus [REDACTED]	P	No	Yes
682	Bu [REDACTED]	Te [REDACTED]	A	Yes	No
569	Cu [REDACTED]	Je [REDACTED]	P	No	Yes
145	Da [REDACTED]	Alex [REDACTED]	P	No	Yes
187	Du [REDACTED]	Aa [REDACTED]	P	No	Yes
334	Ea [REDACTED]	Gal [REDACTED]	P	No	Yes
151	Gr [REDACTED]	Mi [REDACTED]	P	No	Yes
193	Ha [REDACTED]	Ch [REDACTED]	P	No	Yes
667	He [REDACTED]	Do [REDACTED]	F	Yes	No
530	Ho [REDACTED]	Li [REDACTED]	C	Yes	No
88	Jo [REDACTED]	An [REDACTED]	P	No	Yes
26	Ko [REDACTED]	Da [REDACTED]	P	No	Yes
104	Mc [REDACTED]	Ar [REDACTED]	P	Yes	No
300	Od [REDACTED]	Di [REDACTED]	P	No	Yes
707	Ok [REDACTED]	N [REDACTED]	F	No	Yes
549	Or [REDACTED]	Da [REDACTED]	P	Yes	No
285	Pe [REDACTED]	G [REDACTED]	P	No	Yes
539	Pi [REDACTED]	Er [REDACTED]	P	No	Yes
506	Re [REDACTED]	C [REDACTED]	P	No	Yes
110	Re [REDACTED]	Da [REDACTED]	P	Yes	No
33	Sch [REDACTED]	D [REDACTED]	P	No	Yes
467	Si [REDACTED]	K [REDACTED]	P	No	Yes
451	Si [REDACTED]	Me [REDACTED]	P	Yes	No
629	Sn [REDACTED]	K [REDACTED]	P	No	Yes
470	Sp [REDACTED]	M [REDACTED]	P	No	Yes
35	To [REDACTED]	Jo [REDACTED]	P	Yes	No
690	Wa [REDACTED]	Re [REDACTED]	W	Yes	Yes
66	Wo [REDACTED]	Ra [REDACTED]	F	No	Yes
316	Zac [REDACTED]	G [REDACTED]	F	Yes	No

Number of Applicants needing Special Accommodations: 31

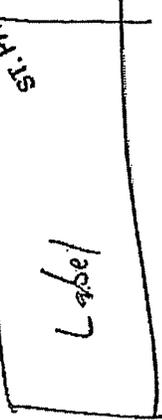
EXHIBIT 3

for envelope

ADMISSION CARD

MINNESOTA STATE BAR EXAMINATION
July 29 and 30, 2008

STATE BOARD OF LAW EXAMINERS
360 Jackson St., Box 103
St. Paul, Minnesota 55101



ADMISSION CARD
MINNESOTA STATE BAR EXAMINATION
July 24 and 25, 2007

MINNESOTA STATE BOARD OF LAW EXAMINERS

UNQUALIFIED FOR EXAMINATION 7

23-Apr-99

1

APPLICANT#	SURNAME	GIVEN NAME	STAT	C/G	ID	MPRE	FITNESS
635	An	Will	W	Y	No.		
604	An	Nic	U	N	Yes	119	
477	B	Job	W	Y	Yes	97	6/18/98
252	Ca	Ro	W	Y	Yes	75	
400	Co	Fran	W	Y	Yes		5/12/98
75	De	Pat	W	Y	Yes	81	
521	Di	Jef	U	N	Yes	121	6/5/98
188	Ed	D	W	Y	Yes	123	7/14/98
646	Fed	Ar	W	Y	Yes	114	
663	Fr	Ed	W	Y	Yes	105	
684	Fr	Eyv	U	N	Yes		
527	Gr	Yu	W	N	Yes	61	6/8/98
530	Ho	Lin	C	Y	Yes	66	
426	Le	Sh	W	Y	Yes		
675	Ma	Mar	W	Y	Yes	91	6/26/98
170	M	Jo	W	Y	Yes	121	
551	Pe	Kath	W	Y	Yes	109	6/9/98
228	Sal	Mic	W	N	Yes	105	
507	Sal	Sos	U	N	Yes		
652	Si	Ma	W	Y	Yes		
120	Sp	Tir	W	N	Yes	117	
232	Spin	Mic	W	N	Yes	89	
689	Va	Ric	W	Y	Yes		
690	Wal	Reb	W	Y	Yes	99	6/26/98
128	Yo	El	W	Y	Yes		

Number of Unqualified Applicants: 25

MINNESOTA STATE BOARD OF LAW EXAMINERS

QUALIFIED FOR EXAMINATION 7

23-Apr-99

1

APPLICANT #	SURNAME	GIVEN NAME	C/G	ID	MPRE	FITNESS
246	Ad	Dav	Y	Yes	101	8/14/98
457	Ad	Kat	Y	Yes	88	6/18/98
37	Ad	Mat	Y	Yes	114	6/18/98
458	Ad	Jen	Y	Yes	109	6/18/98
318	Al	Wil	Y	Yes	136	5/7/98
176	Al	Jod	Y	Yes	101	7/13/98
150	Al	Cha	Y	Yes	113	8/17/98
319	Ar	Jan	Y	Yes	115	5/7/98
177	An	Mat	Y	Yes	112	8/31/98
131	An	Rob	Y	Yes	125	8/17/98
132	An	Bri	Y	Yes	110	8/17/98
38	Ar	Bri	Y	Yes	105	5/26/98
320	Ar	Kri	Y	Yes	100	5/7/98
133	Ar	Jus	Y	Yes	87	8/17/98
59	Ar	Lat	Y	Yes	112	7/7/98
321	As	Jon	Y	Yes	121	5/7/98
134	Bar	And	Y	Yes	105	8/17/98
322	Bar	Jose	Y	Yes	110	5/15/98
517	Bair	Nia	Y	Yes	85	6/9/98
67	Bar	Fra	Y	Yes	95	7/17/98
68	Bar	Sha	Y	Yes	117	7/17/98
459	Bals	Mich	Y	Yes	106	6/18/98
323	Bar	San	Y	Yes	119	5/15/98
39	Bar	Stac	Y	Yes	87	4/28/98
135	Bau	Tod	Y	Yes	114	8/17/98
545	Baz	Ma	Y	Yes	109	6/5/98
324	Be	An	Y	Yes	137	5/15/98
40	Be	Kim	Y	Yes	117	4/28/98
136	Be	Jean	Y	Yes	112	8/17/98
638	Be	Mich	Y	Yes		
325	Be	Chris	Y	Yes	119	5/15/98
16	Be	And	Y	Yes	92	4/28/98
137	Be	Trav	Y	Yes	119	8/17/98
129	Be	Sha	Y	Yes	129	8/17/98
326	Be	Mich	Y	Yes	110	7/14/98
41	Be	Sc	Y	Yes	119	4/29/98
138	Ber	Yun	Y	Yes	97	8/17/98

MINNESOTA STATE BOARD OF LAW EXAMINERS

SIGN IN SHEET 7/98

23-Apr-99

1

WEDNESDAY

TUESDAY

NAME

Ad [redacted] Da [redacted]

Ad [redacted] Kat [redacted]

Ad [redacted] Mat [redacted]

Ad [redacted] Je [redacted]

NOTE THIS IS AN ALPHA BREAKDOWN REPORT. WHEN YOU CHOOSE THIS REPORT, IT WILL FIRST ASK:

Enter Starting Name:

[Empty rectangular box]

then,

Enter Ending Name:

[Empty rectangular box]

MINNESOTA STATE BOARD OF LAW EXAMINERS

APPLICANT LIST 7/98

23-Apr-99

APPLICANT #	NAME	EXAM #	JD	LAW SCHL	DEAN LTR	REF STAT	MPRE ID	FITNESS CLASS	PREVIOUS APPS DATE	OTHRDOCS JURISRECD SENT	NCBE RECD SPA
246	Ad [REDACTED]	338	5/98	2	Y	2	P 101	Y 8/14/98 III			
457	Ad [REDACTED]	296	5/98	3	Y	2	P 88	Y 6/18/98			
37	Ad [REDACTED]	4	5/98	2	Y	2	P 114	Y 6/18/98 M			
458	Ad [REDACTED]	582	5/98	1	Y	2	P 109	Y 6/18/98			
318	Ad [REDACTED]	183	5/98	2	Y	2	P 136	Y 5/7/98			
176	Ad [REDACTED]	229	5/98	3	Y	2	P 101	Y 7/13/98			
130	Ad [REDACTED]	181	5/98	1	Y	2	P 113	Y 8/17/98			
634	Ad [REDACTED]	5/94	3	Y	Y	4	A 89	Y	3 2/97		
635	Ad [REDACTED]	5/94	56	Y	Y	4	W	N	2 2/98	VA	
319	Ad [REDACTED]	441	5/98	2	Y	2	P 115	Y 5/7/98			
177	Ad [REDACTED]	245	5/98	1	Y	2	P 112	Y 8/31/98 M			
604	Ad [REDACTED]	5/98	255	N	N	2	U 119	Y			
131	Ad [REDACTED]	154	5/98	1	Y	2	P 125	Y 8/17/98			
132	Ad [REDACTED]	49	5/98	219	Y	2	P 110	Y 8/17/98			
38	Ad [REDACTED]	448	5/98	3	Y	2	P 105	Y 5/26/98 III			
320	Ad [REDACTED]	354	5/98	2	Y	2	P 100	Y 5/7/98			
133	Ad [REDACTED]	136	5/98	3	Y	2	P 87	Y 8/17/98			

MINNESOTA STATE BOARD OF LAW EXAMINERS

REPEATERS LIST

7/1999

23-Apr-99

1

SCHOOL	SURNAME	GIVEN NAME	PREV. APPS	DATE	STATUS
1	Re [REDACTED]	Fra [REDACTED]	2	2/98	P
1	W [REDACTED]	Day [REDACTED]	1	2/77	P
2	Bl [REDACTED]	An [REDACTED]	1	2/98	P
2	Bo [REDACTED]	Kri [REDACTED]	1	2/98	P
2	Ch [REDACTED]	Gil [REDACTED]	3	2/98	F
2	Dar [REDACTED]	Pat [REDACTED]	1	2/98	P
2	Do [REDACTED]	Da [REDACTED]	1	2/98	F
2	Eh [REDACTED]	Kat [REDACTED]	1	2/98	P
2	Ek [REDACTED]	Lo [REDACTED]	4	2/98	P
2	Esp [REDACTED]	Ale [REDACTED]	3	2/98	F
2	Fis [REDACTED]	Edw [REDACTED]	1	2/98	W
2	Flo [REDACTED]	He [REDACTED]	1	2/98	F
2	Gar [REDACTED]	Da [REDACTED]	1	2/98	P
2	Hag [REDACTED]	Car [REDACTED]	5	2/98	F
2	Hass [REDACTED]	Mat [REDACTED]	3	2/98	F
2	Her [REDACTED]	Mat [REDACTED]	1	2/98	P
2	Job [REDACTED]	Mic [REDACTED]	1	2/98	F
2	Mc [REDACTED]	Ja [REDACTED]	1	7/97	A
2	Mc [REDACTED]	Pe [REDACTED]	1	2/98	F
2	Ng [REDACTED]	Th [REDACTED]	2	2/97	F
2	Ok [REDACTED]	Nna [REDACTED]	4	2/98	F
2	Ow [REDACTED]	Fr [REDACTED]	5	2/98	P
2	Pe [REDACTED]	Kat [REDACTED]	1	7/97	W
2	Po [REDACTED]	Ann [REDACTED]	1	2/98	P
2	Ra [REDACTED]	Mar [REDACTED]	1	2/97	F
2	Ren [REDACTED]	Na [REDACTED]	1	2/98	P
2	Ron [REDACTED]	Kat [REDACTED]	2	2/98	F
2	She [REDACTED]	Mat [REDACTED]	2	2/98	F
2	Sw [REDACTED]	Am [REDACTED]	1	2/98	F
2	Ude [REDACTED]	Ign [REDACTED]	2	2/95	F
2	We [REDACTED]	Cat [REDACTED]	1	2/98	F
2	Wille [REDACTED]	Bre [REDACTED]	1	2/98	P
2	Win [REDACTED]	Be [REDACTED]	2	2/98	F
2	Win [REDACTED]	Mic [REDACTED]	5	2/98	F

MINNESOTA STATE BOARD OF LAW EXAMINERS
CALLIGRAPHER'S LIST

10/15/98

Page 1

St. E. A.

J. R. A.

R. K.

John C.

En. C.

John N.

A. M.

M. R.

S. L.

Ja. W.

A. D.

A. Da.

Ci.

K. Ra.

Ma. Ly.

Ka. Ar.

WHEN YOU SELECT THIS REPORT, A
SMALL WINDOW WILL APPEAR AND
ASK FOR:
Enter Ceremony Date:

BY NAME

4/12/ [REDACTED]

REPORT OF EXAMINATION

PAGE 1

EXAM DATE 02/05

APPLICANT'S NAME	EXAM NO.	MPT	QUESTION							MPT/ESSAY**		---MBE---		EXAM TOTAL	NUM REP
			2	3	4	5	6	7	RAW SCALE	RAW SCALE					
Ah [REDACTED], Ka [REDACTED]	089	4	6	4	4	3	3	4	32	133.8	100	119.6	253.4	1	
		2	3	4	4	2	2	4	23	111.9			231.5		
		5	4	4	4	3	4	4	33	136.2			255.8		
A [REDACTED], Dav [REDACTED]	024	3	6	5	4	5	4	5	35	141.0	137	152.7	293.7	0	
Bach [REDACTED], Har [REDACTED]	117	4	3	3	1	3	6	3	27	121.6	111	129.7	251.3	9	
		4	3	2	4	2	2	2	23	111.9			241.6		
		2	2	3	4	4	2	2	21	107.0			236.7		
Bar [REDACTED], Jer [REDACTED]	148	4	1	2	1	1	2	1	16	94.9	96	116.1	211.0	0	
		4	2	4	1	2	2	2	21	107.0			223.1		
		2	1	3	3	2	2	3	18	99.7			215.8		
Bar [REDACTED], Dav [REDACTED]	111	6	1	4	2	2	3	3	27	121.6	110	128.8	250.4	1	
		4	1	4	2	1	2	4	22	109.4			238.2		
		4	1	4	3	1	3	4	24	114.3			243.1		
Bas [REDACTED], [REDACTED]	150	3	4	4	3	4	4	5	30	128.9	115	133.4	262.3	0	
Bed [REDACTED], Ja [REDACTED]	064	3	7	4	3	3	3	6	32	133.8	106	125.1	258.9	3	
		4	3	4	3	4	3	4	29	126.5			251.6		
		3	5	4	2	3	4	5	29	126.5			251.6		
Ber [REDACTED], Iv [REDACTED]	023	3	2	2	4	1	4	3	22	109.4	110	128.8	238.2	1	
		2	1	4	5	3	4	1	22	109.4			238.2		
		3	3	3	4	3	2	3	24	114.3			243.1		
Ber [REDACTED], Ge [REDACTED]	112	2	2	4	4	4	5	5	28	124.0	132	148.5	272.5	0	
Ber [REDACTED], Ry [REDACTED]	151	5	6	4	7	7	7	4	45	165.4	137	152.7	318.1	0	
Big [REDACTED], Jac [REDACTED]	119	7	5	5	5	4	3	4	40	153.2	139	154.4	307.6	0	
Blo [REDACTED], Gi [REDACTED]	008	6	3	5	5	4	6	3	38	148.3	123	140.6	288.9	0	
Bo [REDACTED], Br [REDACTED]	113	7	4	6	4	4	3	6	41	155.6	145	159.2	314.8	0	
Bo [REDACTED], Da [REDACTED]	134	6	3	5	4	3	1	3	31	131.3	136	151.9	283.2	0	
Bra [REDACTED], He [REDACTED]	046	4	5	4	4	3	4	4	32	133.8	117	135.2	269.0	0	

* MPT question is weighted at 2 times other essay questions.

** Total raw score includes MPT raw score doubled.

area of content for questions

MPT
5 Criminal Procedure

2 Civil Procedure
6 Contracts

3 Taxation
7 Real Property

4 Ethics/Prof Respon

REPORT OF EXAMINATION

EXAM DATE 02/05

APPLICANT'S NAME	EXAM NO.	QUESTION							MPT/ESSAY**		MBE---		EXAM NUM TOTAL	REP
		MPT	2	3	4	5	6	7	RAW SCALE	RAW SCALE				
Phi [redacted], Jet [redacted]	001	4	4	6	7	4	4	4	37	145.9	135	151.0	296.9	0
Se [redacted], So [redacted]	002	4	6	7	6	5	7	6	45	165.4	130	146.8	312.2	0
O [redacted], Mar [redacted]	003	2	5	4	4	5	2	5	29	126.5	127	144.1	270.6	2
Fr [redacted], Mi [redacted]	004	5	4	5	4	6	4	5	38	148.3	158	169.2	317.5	0
Sm [redacted], Phi [redacted]	005	1	3	4	1	7	6	4	27	121.6	124	141.5	263.1	0
La [redacted], Da [redacted]	006	5	3	5	5	5	5	3	36	143.5	141	156.0	299.5	0
Co [redacted], Sa [redacted]	007	4	6	5	3	3	4	7	36	143.5	147	160.8	304.3	0
B [redacted], Gi [redacted]	008	6	3	5	5	4	6	3	38	148.3	123	140.6	288.9	0
De [redacted], Kam [redacted]	009	5	7	5	4	5	4	5	40	153.2	121	138.8	292.0	0
Fo [redacted], Sha [redacted]	010	4	6	7	6	4	5	1	37	145.9	127	144.1	290.0	0
Ro [redacted], Jos [redacted]	011	4	7	5	4	5	4	6	39	150.8	137	152.7	303.5	0
Ma [redacted], Ka [redacted]	012	7	2	5	4	5	4	4	38	148.3	108	126.9	275.2	0
De [redacted], Sy [redacted]	013	4	2	4	5	2	4	3	28	124.0	116	134.3	258.3	0
		2	2	4	3	4	5	5	27	121.6			255.9	
		3	2	3	4	3	4	4	26	119.2			253.5	
O [redacted], De [redacted]	014	1	3	4	3	4	6	2	24	114.3	121	138.8	253.1	0
		1	4	3	3	2	4	3	21	107.0			245.8	
		1	4	3	2	3	3	4	21	107.0			245.8	
To [redacted], Jenn [redacted]	015	7	4	4	4	4	4	5	39	150.8	89	110.0	260.8	1
L [redacted], Da [redacted]	016	5	6	5	4	4	5	6	40	153.2	155	166.9	320.1	0
Su [redacted], Ch [redacted]	017	3	6	6	6	5	5	5	39	150.8	147	160.8	311.6	0
Pr [redacted], Ke [redacted]	018	3	3	4	4	7	4	4	32	133.8	123	140.6	274.4	0
C [redacted], Sus [redacted]	019	3	7	4	4	4	4	4	33	136.2	117	135.2	271.4	0

* MPT question is weighted at 2 times other essay questions.

** Total raw score includes MPT raw score doubled.

area of content for questions

- MPT
- 2 Civil Procedure
- 3 Taxation
- 4 Ethics/Prof Respon
- 5 Criminal Procedure
- 6 Contracts
- 7 Real Property

EXAMINEE STANDING REPORT

page 1

EXAM DATE [REDACTED]

APPLICANT NUMBER	EXAM NUMBER	TOTAL EXAM SCORE	TOTAL EXAM RANK	RAW ESSAY SCORE	SCALED ESSAY SCORE	SCALED MBE SCORE
000	161	361	1	46.0	181	180
000	571	352	2	45.0	177	175
000	254	350	3	41.0	170	180
000	199	348	4	42.0	173	175
000	210	347	5	42.0	173	174
000	564	347	5	45.0	177	170
000	120	345	7	41.0	170	175
000	406	345	7	42.0	173	172
000	068	344	9	41.0	170	174
000	497	344	9	41.0	170	174
000	049	342	11	41.0	170	172
000	075	342	11	37.0	161	181
000	214	340	13	41.0	170	170
000	306	340	13	41.0	170	170
000	282	339	15	43.0	174	165
000	008	338	16	38.0	162	176
000	074	338	16	40.0	167	171
000	557	338	16	46.0	181	157
000	613	338	16	40.0	167	171
000	243	337	20	44.0	175	162
000	339	337	20	38.0	162	175
000	519	336	22	38.0	162	174
000	567	336	22	42.0	173	163
000	706	336	22	43.0	174	162
000	041	335	25	39.0	165	170
000	173	335	25	42.0	173	162
000	182	335	25	42.0	173	162
000	265	335	25	39.0	165	170
000	427	335	25	37.0	161	174
000	602	335	25	41.0	170	165
000	472	334	31	39.0	165	169
000	615	334	31	41.0	170	164
000	551	333	33	41.0	170	163
000	579	333	33	39.0	165	168
000	625	333	33	38.0	162	171
000	055	332	36	44.0	175	157
000	313	332	36	40.0	167	165
000	091	331	38	41.0	170	161
000	094	331	38	37.0	161	170
000	295	331	38	40.0	167	164
000	367	331	38	39.0	165	166
000	439	330	42	35.0	155	175
000	680	330	42	41.0	170	160
000	092	329	44	35.0	155	174
000	123	329	44	40.0	167	162
000	465	329	44	37.0	161	168
000	596	329	44	41.0	170	159
000	205	328	48	36.0	158	170
000	241	328	48	36.0	158	170

STATE BOARD OF LAW EXAMINERS
SUCCESSFUL EXAMINEE NUMBERS

DATE

EXAM DATE

001	062	005	006	007	008	009	010	011	012	014	015	016	018	019	020	021	022	023	024	025	026	027	028	031
035	036	037	038	039	040	041	042	043	044	045	046	048	049	050	051	052	053	054	055	057	058	059	060	061
062	063	064	065	066	067	068	069	070	071	072	073	074	075	076	077	078	079	080	081	082	083	085	086	087
089	090	091	092	093	094	095	096	098	099	100	103	104	105	106	107	108	109	110	111	112	113	115	116	117
119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143
144	145	146	147	148	149	152	153	154	156	157	158	159	161	163	165	166	167	168	169	170	171	172	173	174
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231	232	233	234	236	238	239	240	241	242	243	244	245	246	247	248	250	251	252	254	255	256	257	258	259
260	261	263	264	265	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	
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368	369	370	371	372	373	376	378	379	380	381	382	383	384	385	386	387	388	389	390	391	393	394	395	396
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424	425	426	427	428	429	430	431	433	434	435	436	437	438	439	440	442	443	444	445	446	447	448	449	450
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507	508	509	510	511	512	514	515	516	517	518	519	520	521	522	523	524	527	528	529	530	531	532	534	535
537	538	539	540	541	543	544	545	546	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563
564	565	566	567	568	569	570	571	573	574	575	576	577	578	579	581	582	583	584	585	586	587	588	589	590
591	592	593	594	595	596	597	599	600	601	602	603	604	605	606	607	609	610	611	612	613	614	615	616	618
619	620	621	622	623	624	625	626	628	629	630	631	632	633	634	635	636	637	638	639	640	641	643	644	645
646	647	648	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	672
673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697
698	699	700	701	702	704	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724
727	729	730																						

MINNESOTA STATE BOARD OF LAW EXAMINERS

SUCCESSFUL REPORT

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EXAM DATE	APPLICANT NAME EXAM #	ADDRESS	MPRE	FITNESS	LAW SCHOOL
	1422 040	[REDACTED] Fargo, ND 58104	Y	8/29/[REDACTED]	193
	1128 306	[REDACTED] Minneapolis, MN 55416	Y	6/3/[REDACTED]	19
	1129 540	[REDACTED] Eagan, MN 55123	Y	9/16/[REDACTED]	3
	0912 .288	[REDACTED] Minneapolis, MN 55403	Y	5/2/[REDACTED]	273
	1557 661	[REDACTED] Minneapolis, MN 55403	Y	8/16/[REDACTED]	106
	1423 724	[REDACTED] Des Moines, IA 50312	Y	6/12/[REDACTED]	102
	1009 347	[REDACTED] St. Paul, MN 55116	Y	9/16/[REDACTED]	2
	1542 464	[REDACTED] Bloomington, MN 55437	N		167
	1202 159	[REDACTED] St. Paul, MN 55116	Y	7/12/[REDACTED]	2
	1063 310	[REDACTED] Duluth, MN 55807	Y	8/20/[REDACTED]	3
	1363 683	[REDACTED] Minneapolis, MN 55404	Y	5/29/[REDACTED]	2
	1203 537	[REDACTED] Minneapolis, MN 55421	Y	7/12/[REDACTED]	2
	0952 122	[REDACTED] Fargo, ND 58103	Y	5/2/[REDACTED]	1
	1064 095	[REDACTED] Minneapolis, MN 55417	Y	6/4/[REDACTED]	1
	1008 326	[REDACTED] St. Louis Park, MN 55416	Y	5/10/[REDACTED]	3
	0851 352	[REDACTED] Minneapolis, MN 55403	Y	6/19/[REDACTED]	273

MINNESOTA STATE BOARD OF LAW EXAMINERS

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UNSUCCESSFUL REPORT

page 1

EXAM DATE [REDACTED]

APPLICANT EXAM	NAME	ADDRESS	MPRE	FITNESS	LAW SCHOOL
1093 366	Al Joh	[REDACTED] St. Paul, MN 55117	N		2
1201 304	Al Jan	[REDACTED] Brooklyn, NY 11216	Y	7/12/	2
1364 017	Ay Tif	[REDACTED] Owatonna, MN 55060	Y	5/29/	3
1113 377	Bar Joh	[REDACTED] St. Paul, MN 55106	N	5/16/	3
1458 101	Bar Luc	[REDACTED] Bloomington, MN 55438	Y	5/17/	2
1295 097	Bar Ka	[REDACTED] Duluth, MN 55812	N	6/18/	3
1528 151	Bar Jas	[REDACTED] Roseville, MN 55113	Y	6/20/	3
1489 029	Bar Eliz	[REDACTED] Ashby, MN 56309	N	6/ 5/	2
0916 536	Bar Li	[REDACTED] Moorhead, MN 56561	Y	5/ 2/	193
0955 189	Bar Ren	[REDACTED] Shakopee, MN 55379	N	7/10/	3
1067 728	Bar Er	[REDACTED] St. Paul, MN 55105	Y	7/23/	3
0858 419	Bur Mit	[REDACTED] Eagan, MN 55122	Y	4/17/	2
1544 533	Ca Ste	[REDACTED] Northfield, MN 55057	Y	8/ 2/	2
1014 501	Che Lo	[REDACTED] Minneapolis, MN 55419	Y	4/ 9/	2
1498 350	Co Do	[REDACTED] Minneapolis, MN 55414	Y		2
1499 547	Co Gar	[REDACTED] Falcon Heights, MN 55113	Y	8/27/96A	3

MINNESOTA STATE BOARD OF LAW EXAMINERS

DATE

DISPARITY REPORT

page 1

EXAM DATE	EXAM NUMBER	MPT	2	3	4	5	6	7
	014						18 6 16 4 17 3	
	023					15 1 13 3 14 3	17 4 18 4 16 2	20 3 21 1 19 3
	033	3 4 1 2 2 4	6 6 4 6 5 4	7 4 8 2 9 4				
	041	2 6 3 4 1 3				15 4 13 1 14 1		
	047							21 4 19 6 20 4
	052		4 4 5 2 6 2	7 3 8 1 9 3				
	058		5 1 6 3 4 3			15 3 13 1 14 4	17 4 18 4 16 2	
	062	3 2 1 2 2 4	5 5 6 2 4 4			14 3 15 1 13 3		
	064		5 7 6 3 4 5					
	065			9 6 7 6 8 4				
	066				10 4 11 2 12 4			20 1 21 3 19 1
	069		5 6 6 3 4 5					

MINNESOTA STATE BOARD OF LAW EXAMINERS

DATE

DISPARITY REPORT

EXAM DATE

page 2

EXAM NUMBER	MPT	QUESTION NUMBER						
		2	3	4	5	6	7	
076					15 6 13 3 14 5		19 5 20 5 21 3	
077	3 4 1 4 2 6				14 4 15 2 13 4			
078	2 6 3 4 1 3		7 3 8 3 9 1		14 4 15 2 13 2			
079				10 4 11 2 12 4				
080	3 2 1 4 2 4							
083		6 3 4 4 5 1						
089	3 4 1 2 2 5	5 6 6 3 4 4						
094		6 5 4 6 5 2	7 1 8 1 9 4		15 6 13 2 14 3	18 4 16 4 17 1		
095		4 6 5 1 6 4				17 2 18 4 16 2		
098		6 6 4 4 5 2						
106				10 2 11 2 12 4		16 6 17 4 18 4		
110		5 7 6 4 4 7		12 3 10 1 11 3				

MINNESOTA STATE BOARD OF LAW EXAMINERS

DATE

DISPARITY REPORT

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EXAM DATE

EXAM NUMBER	MPT	QUESTION NUMBER						
		2	3	4	5	6	7	
111	2 6 3 4 1 4							
114		4 6 5 6 6 3			13 6 14 6 15 4		21 3 19 1 20 5	
116				12 4 10 1 11 3			20 4 21 4 19 2	
117	2 4 3 4 1 2			11 1 12 4 10 4		18 6 16 2 17 2		
118		6 6 4 6 5 3						
120	1 5 2 5 3 3				14 4 15 2 13 2		20 4 21 3 19 1	
122	2 5 3 3 1 3				15 6 13 3 14 4			
124							21 5 19 5 20 7	
128					14 1 15 3		20 4 21 6	
131					13 6 14 4 15 4			
143		4 4 5 1 6 3						
144	1 1 2 3 3 3				13 4 14 4 15 2	17 4 18 2 16 4		

DISPARITY REPORT

EXAM DATE	EXAM NUMBER	MPT	2	3	4	5	6	7
	148	2 4 3 4 1 2			12 1 10 1 11 3			
	149		6 2 4 4			14 3 15 1		
	153	2 6 3 4 1 4	4 4 5 2 6 2					21 4 19 3 20 6
	158		6 4 4 2 5 1					
	166					14 3 15 1 13 3		
	169		5 2 6 1 4 5					
	170		4 5 5 5 6 3	7 3 8 1 9 3				17 1 18 4 16 2
	172	1 1 2 3 3 3		8 1 9 3 7 1				

DISPARITY REPORT

EXAM DATE [REDACTED]

EXAM NUMBER	MPT	QUESTION NUMBER						
		2	3	4	5	6	7	
TOTALS	15	24	7	7	16	9	12	

GRADER DISPARITIES

GRADER	EXAM NUMBER	MPT	DISPARITIES
[REDACTED]	1	6	} MPT
La [REDACTED]	2	7	
Jo [REDACTED]	3	2	
Hd [REDACTED]	4	5	} Question #2 - Civil Procedure
Mc [REDACTED]	5	10	
Es [REDACTED]	6	9	
Be [REDACTED]	7	0	} Question #3 - Taxation
But [REDACTED]	8	4	
Sa [REDACTED]	9	3	
Pl [REDACTED]	10	2	} Question #4 - Ethics & Prof. Responsibility
Ra [REDACTED]	11	4	
Or [REDACTED]	12	1	
Ry [REDACTED]	13	3	} Question #5 - Criminal Procedure
Be [REDACTED]	14	3	
Mo [REDACTED]	15	10	
Le [REDACTED]	16	3	} Question #6 - Contracts
Gl [REDACTED]	17	1	
Wa [REDACTED]	18	5	
Va [REDACTED]	19	4	} Question #7 - Real Property
Ra [REDACTED]	20	4	
Sc [REDACTED]	21	4	

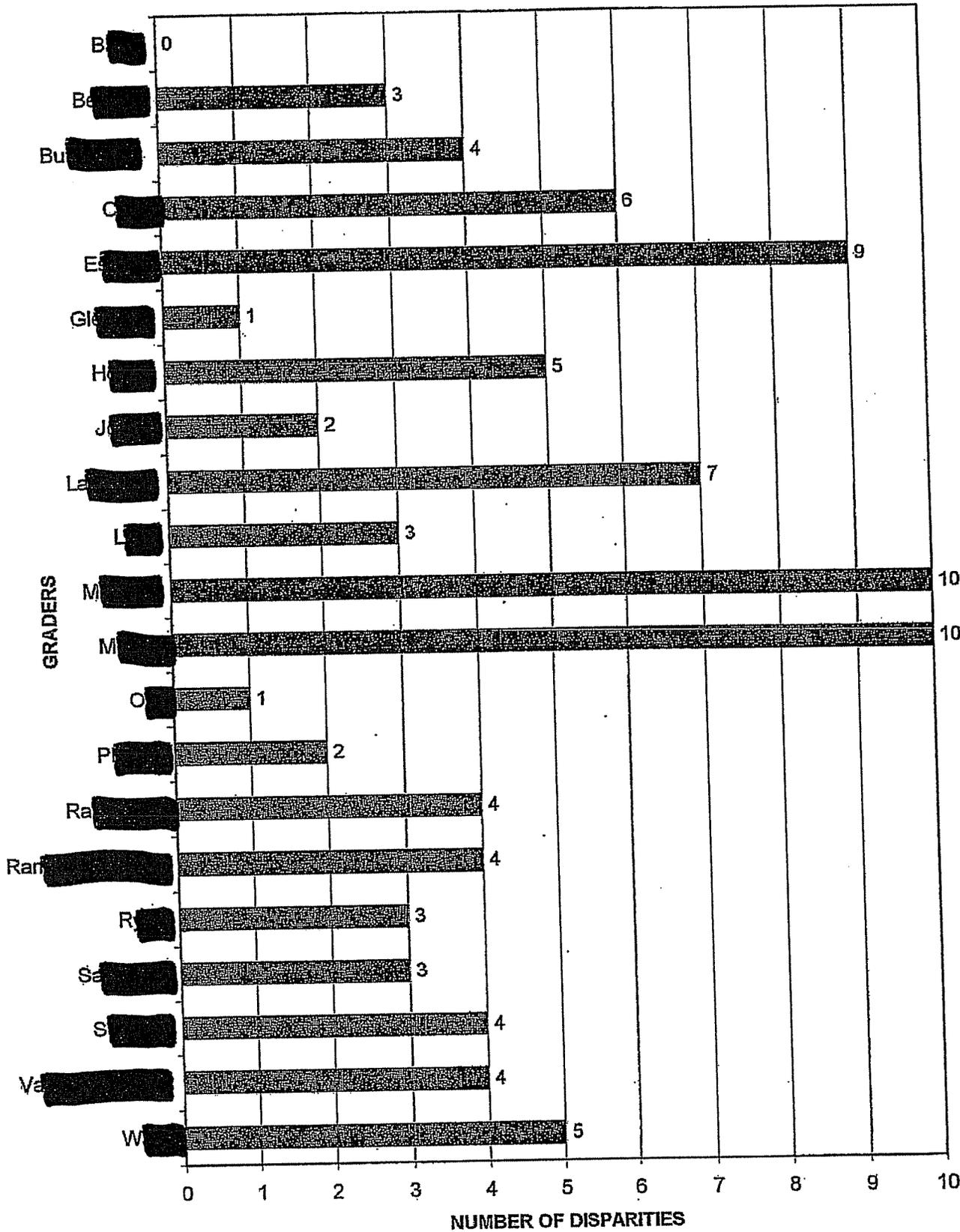
DISPARITY COMPARISON

Question #	2/02	7/02	2/03	7/03	2/04	7/04	2/05
1	20 MPT Evidence	9 MPT Evidence	11 MPT Real Property	16 MPT Torts	7 MPT Civil Procedure	18 MPT Wills	15 MPT Civil Procedure
2	7 MEE Corporations	16 Wills	12 Criminal Procedure	20 Criminal Law & Procedure	3 Criminal Law	11 Evidence	7 Taxation
3	4 Civil Procedure	11 Real Property	5 Wills	33 Constitutional Law	11 Wills	9 Prof Respon	7 Ethics & Prof Respon
4	14 Contracts	18 Constitutional Law	10 Constitutional Law	11 Evidence	15 Contracts	17 Torts	16 Criminal Procedure
5	6 Torts/ Partnership	19 Criminal Procedure	11 Family Law	24 Contracts	16 Real Property	9 Criminal Procedure	9 Contracts
6	10 Wills	9 Civil Procedure	1 Civil Procedure	3 Real Property	11 Taxation	9 Family Law	12 Real Property
7	65 (195 examinees) 65 of 1,701 grades = 3.82%	88 (652 examinees) 88 of 1,722 grades = 5.11%	55 (206 examinees) 55 of 1,155 grades = 4.76%	131 (679 examinees) 131 of 1,799 grades = 7.28%	67 (193 examinees) 67 of 1477 grades = 4.54%	98 (726 examinees) 98 of 1,932 grades = 5.07%	90 (172 examinees) 90 of 1,127 grades = 7.99%
TOTALS							

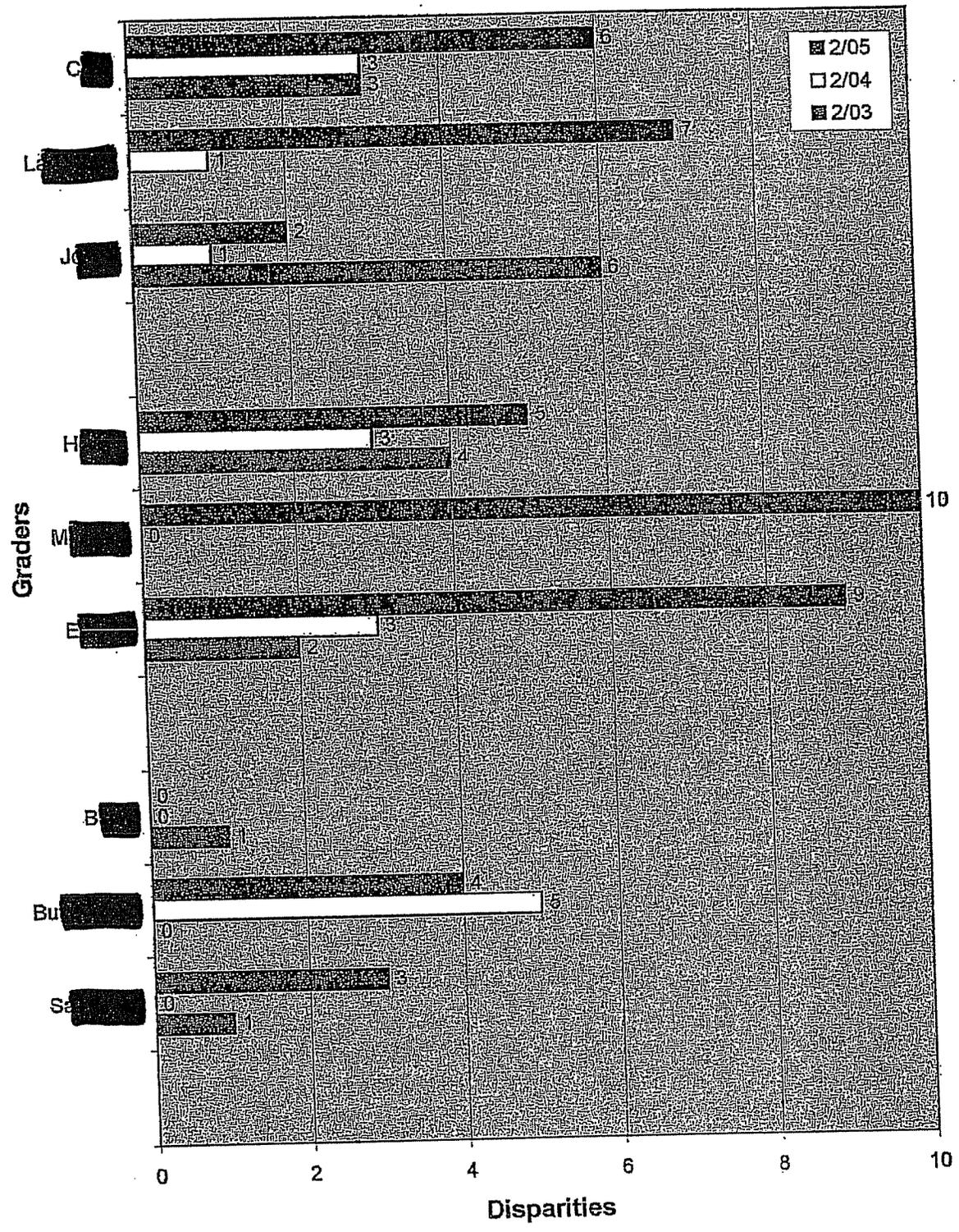
Disparity Comparison

DISPARITY BY GRADER

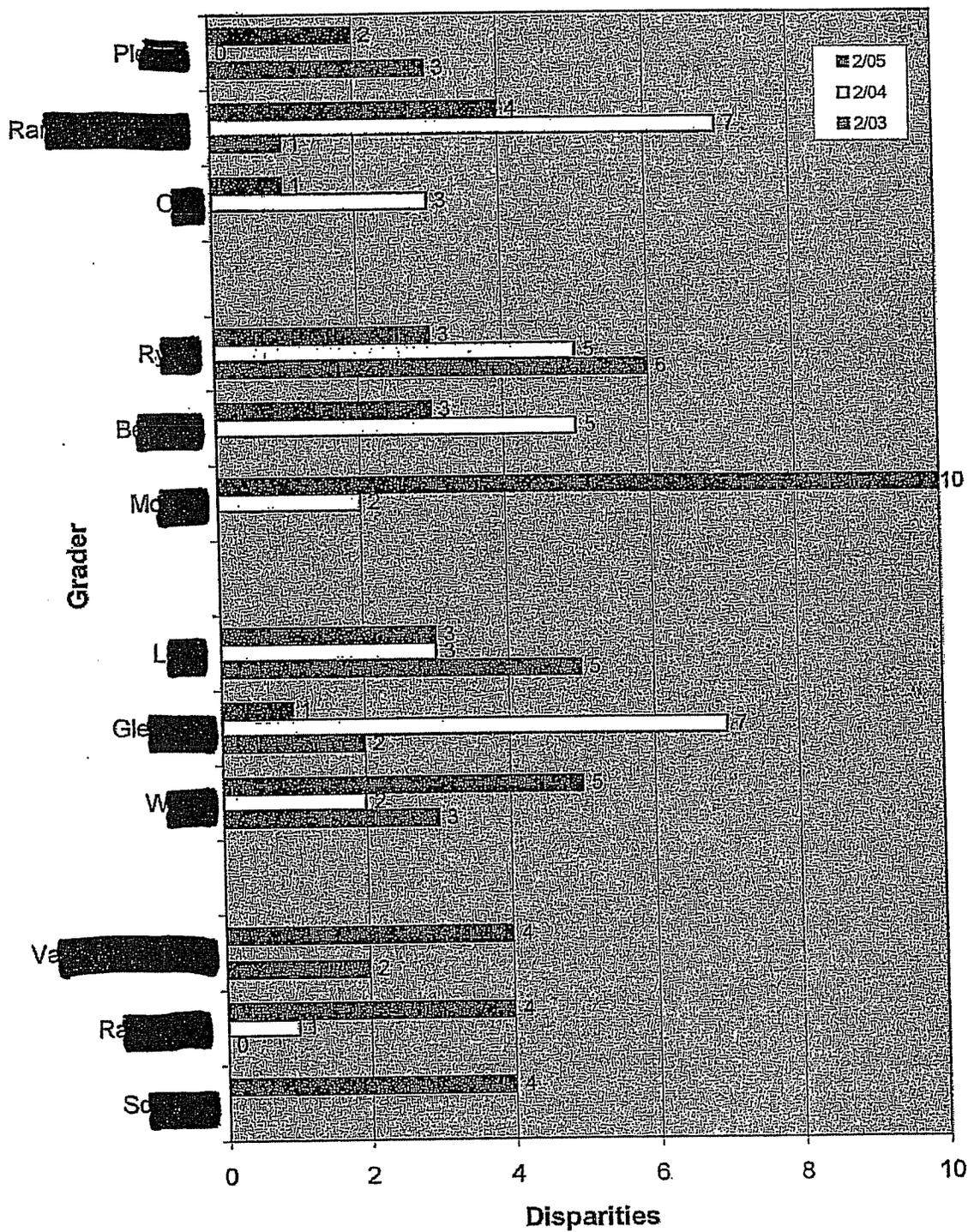
02/0



February 2004 Disparity by Grader MPT - Question #3



February 2003 Disparity by Grader Question #4 - Question #7



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ESSAY AVERAGES REPORT

EXAM DATE 02

APPLICANT'S NAME	EXAM NO.	QUESTION							MPT/ESSAY**		--MBE-- SCALE	-EXAM- TOTAL	
		MPT	2	3	4	5	6	7	RAW	SCALE			
Ah Kaf	089	OR	4	6	4	4	3	3	4	32	133.8	119.6	253.4
		R1	2	3	4	4	2	2	4	23	111.9	119.6	231.5
		R2	5	4	4	4	3	4	4	33	136.2	119.6	255.8
		AVG	3.67	4.33	4	4	2.67	3	4	0	127.3	119.6	246.9
Ba Har	117	OR	4	3	3	1	3	6	3	27	121.6	129.7	251.3
		R1	4	3	2	4	2	2	2	23	111.9	129.7	241.6
		R2	2	2	3	4	4	2	2	21	107.	129.7	236.7
		AVG	3.33	2.67	2.67	3	3	3.33	2.33	0	113.5	129.7	243.2
Ba Jef	148	OR	4	1	2	1	1	2	1	16	94.9	116.1	211.
		R1	4	2	4	1	2	2	2	21	107.	116.1	223.1
		R2	2	1	3	3	2	2	3	18	99.7	116.1	215.8
		AVG	3.33	1.33	3	1.67	1.67	2	2	0	100.5	116.1	216.6
Bar Dav	111	OR	6	1	4	2	2	3	3	27	121.6	128.8	250.4
		R1	4	1	4	2	1	2	4	22	109.4	128.8	238.2
		R2	4	1	4	3	1	3	4	24	114.3	128.8	243.1
		AVG	4.67	1	4	2.33	1.33	2.67	3.67	0	115.1	128.8	243.9
Bec Jam	064	OR	3	7	4	3	3	3	6	32	133.8	125.1	258.9
		R1	4	3	4	3	4	3	4	29	126.5	125.1	251.6
		R2	3	5	4	2	3	4	5	29	126.5	125.1	251.6
		AVG	3.33	5	4	2.67	3.33	3.33	5	0	128.9	125.1	254.
Be Iv	023	OR	3	2	2	4	1	4	3	22	109.4	128.8	238.2
		R1	2	1	4	5	3	4	1	22	109.4	128.8	238.2
		R2	3	3	3	4	3	2	3	24	114.3	128.8	243.1
		AVG	2.67	2	3	4.33	2.33	3.33	2.33	0	111.	128.8	239.8
B Am	131	OR	6	1	5	3	6	4	1	32	133.8	113.4	247.2
		R1	5	1	5	3	4	4	2	29	126.5	113.4	239.9
		R2	5	2	5	4	4	4	1	30	128.9	113.4	242.3
		AVG	5.33	1.33	5	3.33	4.67	4	1.33	0	129.7	113.4	243.1
B Mon	122	OR	5	2	2	2	6	5	3	30	128.9	119.6	248.5
		R1	3	1	2	2	3	4	4	22	109.4	119.6	229.
		R2	3	2	1	3	4	4	4	24	114.3	119.6	233.9
		AVG	3.67	1.67	1.67	2.33	4.33	4.33	3.67	0	117.5	119.6	237.1

* MPT question is weighted at 2 times other essay questions.

** Total raw score includes MPT raw score doubled.

area of content for questions

MPT	2 Civil Procedure	3 Taxation	4 Ethics/Prof Respon
5 Criminal Procedure	6 Contracts	7 Real Property	

MINNESOTA STATE BOARD OF LAW EXAMINERS

41 [REDACTED]

APPLICANT REPORT BY LAW SCHOOL

EXAM DATE 02 [REDACTED]

U. OF MINNESOTA

PAGE 1

APPLICANT'S NAME

APPLICANT'S NAME	* ----- QUESTION -----							MPT/ESSAY TOTAL	MBE TOTAL	EXAM RESULT	NUM REP
	MPT	2	3	4	5	6	7				
Ad, Da [REDACTED]	M	H	M	M	M	M	M	M	H	P	0
Bi, Jac [REDACTED]	H	M	M	M	M	M	M	H	H	P	0
Do, Ka [REDACTED]	M	H	M	M	M	M	M	H	M	P	0
Ec, Jon [REDACTED]	H	H	H	M	H	M	M	H	M	P	0
F, Ha [REDACTED]	L	H	M	M	M	H	M	M	H	P	0
Ku, Ni [REDACTED]	H	H	H	H	M	M	M	H	M	P	0
La, Da [REDACTED]	M	M	M	M	M	M	M	M	H	P	0
L, Dan [REDACTED]	M	H	M	M	M	M	H	H	H	P	0
Ov, Ma [REDACTED]	L	M	M	M	M	L	M	L	M	P	2
Ro, Jo [REDACTED]	M	H	M	M	M	M	H	H	H	P	0

Grade key M = MID-RANGE
L = LOWER THAN MID-RANGE
H = HIGHER THAN MID-RANGE

Result key P = PASSED
F = FAILED

* MPT question is weighted at 2 times other essay questions.

Area of content for questions: MPT 2 Civil Procedure 3 Taxation
4 Ethics/Prof Respon 5 Criminal Procedure 6 Contracts 7 Real Property

MINNESOTA STATE BOARD OF LAW EXAMINERS

10/

LAW SCHOOL STATISTICS

PAGE 1

EXAM DATE 07/

SCHOOL	FIRST TIMERS			REPEATERS			PERCENTAGES	
	SAT	PASS	FAIL	SAT	PASS	FAIL	% PASS	% FAIL
U. OF MINNESOTA	174	170	4	4	3	1	97.19	2.81
WILLIAM MITCHELL	176	152	24	26	15	11	82.67	17.33
HAMLIN UNIVERSITY	132	115	17	13	4	9	82.07	17.93
*** MINN. SCHOOLS ***	482	437	45	43	22	21	87.43	12.57
U. OF ARIZONA	1	1	0	0	0	0	100.00	0.00
U. OF CALIF. - BOALT HALL-BERK.	2	2	0	0	0	0	100.00	0.00
U. OF PACIFIC - McGEORGE	1	0	1	0	0	0	0.00	100.00
PEPPERDINE U.	1	1	0	0	0	0	100.00	0.00
U. OF DENVER	2	2	0	0	0	0	100.00	0.00
YALE U.	2	2	0	0	0	0	100.00	0.00
AMERICAN U. - D.C.	2	2	0	0	0	0	100.00	0.00
CATHOLIC U. - D.C.	2	1	1	0	0	0	50.00	50.00
GEORGETOWN U. - D.C.	5	5	0	0	0	0	100.00	0.00
GEORGE WASHINGTON U.	2	2	0	0	0	0	100.00	0.00
EMORY U.	2	2	0	0	0	0	100.00	0.00
U. OF CHICAGO	4	4	0	0	0	0	100.00	0.00
DEPAUL U.	2	2	0	0	0	0	100.00	0.00
U. OF IL. - CHAMPAIGN	4	4	0	0	0	0	100.00	0.00
IIT CHICAGO - KENT	1	1	0	0	0	0	100.00	0.00
LOYOLA U. - CHICAGO	4	3	1	0	0	0	75.00	25.00
NORTHWESTERN U.	5	5	0	0	0	0	100.00	0.00
NORTHERN ILLINOIS U.	2	2	0	0	0	0	100.00	0.00
U. OF NOTRE DAME	2	2	0	0	0	0	100.00	0.00

The only change is that some schools have been added.

MINNESOTA STATE BOARD OF LAW EXAMINERS
RECOMMENDED REPORT

23-4p

JOURNAL	EXAM #	NAME	ADDRESS	MPRE	FITNESS CLASS	GRAD CERT
39823	338	Dav [REDACTED]	[REDACTED] Omaha	101	8/12 [REDACTED]	III Y
39824	296	Kan [REDACTED]	[REDACTED] Woodbury	88	6/18 [REDACTED]	Y
39825	4	Mat [REDACTED]	[REDACTED] St. Louis Park	114	6/18 [REDACTED]	M Y
39826	582	Jen [REDACTED]	[REDACTED] Minneapolis	109	6/18 [REDACTED]	Y
39827	183	Will [REDACTED]	[REDACTED] Hastings	136	5/7 [REDACTED]	Y
39828	229	Jod [REDACTED]	[REDACTED] Mound	101	7/1 [REDACTED]	Y
39829	181	Cha [REDACTED]	[REDACTED] Owatonna	113	8/1 [REDACTED]	Y
39832	441	Jan [REDACTED]	[REDACTED] Howard Lake	115	5 [REDACTED]	Y
39833	245	Mar [REDACTED]	[REDACTED] Golden Valley	112	8/3 [REDACTED]	M Y

MINNESOTA STATE BOARD OF LAW EXAMINERS
UNRECOMMENDED REPORT

23-Apr

JOURNAL #	EXAM.#	NAME	ADDRESS	MPRE	FITNESS CLASS	GRAD CERT	PASS FAIL
39844	581	[REDACTED]	[REDACTED] Silver Spring MD 20906	85	6/9	Y	F
39848	352	[REDACTED]	[REDACTED] St. Paul MN 55108	119	5/15	Y	F
39855	68	[REDACTED]	[REDACTED] Geneseo IL 61254			Y	F
39863	47	[REDACTED]	[REDACTED] Eagan MN 55122	116	7/13	Y	F
39868	340	[REDACTED]	[REDACTED] Minneapolis MN 55408	72		Y	P
39875	248	[REDACTED]	[REDACTED] St. Cloud MN 56301	117	8/19	Y	F
39876	470	[REDACTED]	[REDACTED] Apple Valley MN 55124	77	6/9	Y	F
39882	413	[REDACTED]	[REDACTED] Duluth MN 55804	125	8/26	Y	F



**BOARD POLL SUMMARY
RULE 7A (5 OUT OF 7 YEARS)**

NAME: _____ City: _____

Date Application Received: January 6, _____

State(s) of Admission and Year Indiana 11 _____
DC 7 _____

PRACTICE/EMPLOYMENT HISTORY:

_____/04 - Present Associate

Minneapolis, MN
(Does not count toward Rule 7A)

9/02 - _____ Counsel

Washington, DC
(25 mos.)

11/00 - 8 _____ Associate

Washington, DC
(13 mos.)

11/99 - 9 _____ Law Clerk

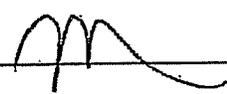
Los Angeles, CA
(10 mos.)

11/98 - 1 _____ Law Clerk

Indianapolis, IN
(12 mos.)

TOTAL: 70 months

MPRE: 92 Yes No

Character & Fitness Administrator's Recommendation: _____ 

Board Member's Decision: _____ Yes _____ No

Board Member's Signature: _____

Other: _____



BOARD POLL SUMMARY
RULE 10 PERMANENT HOUSE COUNSEL (3 OUT OF 5 YEARS)

NAME: Bre [REDACTED]

Date Application Received: March 30, [REDACTED]

State(s) of Admission and Year Iowa 7 [REDACTED]

PRACTICE/EMPLOYMENT HISTORY:

[REDACTED] 04 to Present *Counsel*
[REDACTED]
Minneapolis, MN
(7 mos.)

5 [REDACTED] 8 [REDACTED] *Senior Counsel*
[REDACTED]
Minneapolis, MN
(39 mos.)

9 [REDACTED] - 5 [REDACTED] *Consultant*
[REDACTED]
Des Moines, IA
(14 mos.)

TOTAL: 60 months

MPRE: _____ Yes No

Character & Fitness Administrator's Recommendation: [Signature]

Board Member's Decision: _____ Yes _____ No

Board Member's Signature: _____

Other: _____

MLJ
Board Poll Rule 10

RULE 10 RECOMMENDATIONS

JUNE 24, [REDACTED] BOARD OF LAW EXAMINERS' MEETING

Bie [REDACTED] Da [REDACTED]

MLJ
Board Poll Rule 10

RULE 10 RECOMMENDATIONS
SUPPLEMENTAL AGENDA
JUNE 24, [REDACTED] BOARD OF LAW EXAMINERS' MEETING

Ag [REDACTED], Br [REDACTED] (No MPRE)

MLJ:mj
5/10
supagnda.doc

RULE 7 RECOMMENDATIONS
JUNE 24, [REDACTED] BOARD OF LAW EXAMINERS' MEETING
SUPPLEMENTAL AGENDA

Bar [REDACTED], All [REDACTED], 7B
De [REDACTED], Jef [REDACTED], 7B
Joh [REDACTED], Eliza [REDACTED], 7B
Sh [REDACTED], Da [REDACTED], 7A (No MPRE)
Sze [REDACTED], Dav [REDACTED], 7A

MLJ
Board Poll Summary Rule 7

RULE 7 RECOMMENDATIONS

JUNE 24, [REDACTED] BOARD OF LAW EXAMINERS' MEETING

Bailey, Cy [REDACTED], 7A
Blair, B [REDACTED], 7A
Br [REDACTED], Kath [REDACTED], 7A
Bru [REDACTED], Ch [REDACTED], 7A
Ea [REDACTED], R [REDACTED], 7B
Jo [REDACTED], Joh [REDACTED], 7B
Ma [REDACTED], Cha [REDACTED], 7A
Ma [REDACTED], Dav [REDACTED], 7B
McC [REDACTED], Mat [REDACTED], 7B
N [REDACTED], Ar [REDACTED], 7B
Ran [REDACTED], Gin [REDACTED], a, 7B
Re [REDACTED], Me [REDACTED], e, 7B
Wa [REDACTED], Re [REDACTED], n, 7A

Character and Fitness Statistics for BLE Annual Report

Character and Fitness Committee Meetings	
Date of Meeting	Appearances
Re [redacted] Lyr [redacted] S [redacted]	January 23, [redacted] (3/19 [redacted] BLE voted to recommend; 3/23 [redacted] - Determination issued to recommend.
Mich [redacted] St [redacted] E [redacted], 7/0 [redacted]	9/8 [redacted] (informal with JPN)
TOTAL: 2	

Chemical Dependency Evaluations Requested	
Applicant	Exam Date
Davi [redacted]	2/ [redacted]
Jon [redacted]	7/0 [redacted]
Ben [redacted]	7/0 [redacted]
Lyr [redacted]	7/0 [redacted]
Jac [redacted]	7B [redacted]
Pat [redacted]	7/0 [redacted]
Mich [redacted]	7/0 [redacted]
Jam [redacted]	7/0 [redacted]
Jo [redacted]	7/0 [redacted]
Kr [redacted]	7/0 [redacted]
TOTAL: 10	

Psychological Evaluations Requested	
Applicant	Exam Date
Mich [redacted]	7/ [redacted]
Jam [redacted]	7/ [redacted]
TOTAL: 2	

Credit Conferences	
Applicant	Exam Date
Ar [REDACTED]	2/ [REDACTED]
Ra [REDACTED]	2/ [REDACTED]
Zac [REDACTED]	2/ [REDACTED]
Am [REDACTED]	2/ [REDACTED]
Kath [REDACTED]	2/ [REDACTED]
Tiffa [REDACTED]	7/ [REDACTED]
And [REDACTED]	7/ [REDACTED] (2 nd credit conference)
Cha [REDACTED]	7/ [REDACTED]
Jen [REDACTED]	7/ [REDACTED]
Mich [REDACTED]	7/ [REDACTED]
Pic [REDACTED]	7/ [REDACTED]
Tob [REDACTED]	7/ [REDACTED] (DNS)
TOTAL: 12	

Adverse Determinations	
Applicant	Date of Adverse Determination/Denial
Bre [REDACTED], 7/0 [REDACTED]	2/2 [REDACTED] (failure to cooperate) No appeal.
Key [REDACTED], 7/0 [REDACTED]	1/12 [REDACTED] (No appeal).
Marc [REDACTED], 7/0 [REDACTED]	3/24 [REDACTED] (failure to cooperate) No appeal.
Bet [REDACTED] 7B	4/16 [REDACTED] - BLE denied - did not file MBE score within time required under Rule 7B
Be [REDACTED], 7/0 [REDACTED]	5/19 [REDACTED] Adverse reissued 9/15/0 [REDACTED]
Da [REDACTED], 7/0 [REDACTED]	11/22 [REDACTED] Adverse issued
Pat [REDACTED] 7/0 [REDACTED]	11/29 [REDACTED] Adverse issued
TOTAL: 7	

Formal Hearings	
Applicant	Date of Formal Hearing
Ken [REDACTED], 2/08	March 19, 20 [REDACTED] (Determination issued to recommend on 3/23 [REDACTED])
Mar [REDACTED], 7/02	May 14, 2 [REDACTED] & May 25, 2 [REDACTED]
Dav [REDACTED], 7/02	June 25, [REDACTED] (Findings issued to deny on 10/6 [REDACTED])
Be [REDACTED], 7/02	September 29, 2 [REDACTED] (Determination issued to recommend on 9/30 [REDACTED])
TOTAL: 4	

Withdrawn Applications	
Applicant	Date Application Withdrawn/Circumstance
Tha [REDACTED], 7A	9/27 [REDACTED] - Advised application withdrawn (applicant advised that she did not want to sit for 2 [REDACTED] exam - has applied for admission in MO where she has accepted employment) Application voluntarily withdrawn.
Mar [REDACTED], 7A	9/27 [REDACTED] - Applicant voluntarily withdrew application; Advised in 10/8 [REDACTED] letter to applicant that application has been withdrawn (employment in another state).
Edw [REDACTED], Reapplication filed 12/10 [REDACTED]	12/9 [REDACTED] - Applicant voluntarily withdrew application; Advised in 12/14 [REDACTED] letter to applicant that BLE has withdrawn his application. Advised 2 [REDACTED] MN bar exam score is considered stale.
TOTAL: 3	

Rule 7 Denials	
Applicant	Date of Board Meeting
Tim ██████████, 7A	1/16 ██████████ (denial due to ineligibility – ltr sent 2/2 ██████████)
Rob ██████████, 7A	4/16 ██████████ (denial due to ineligibility – letter to applicant sent 4/21 ██████████ 5/14 ██████████ – Reconsideration Request – BLE denied – letter to applicant sent 5/19 ██████████ – transferred application to 7 ██████████ exam)
Ga ██████████, 7A	4/16 ██████████ (denial due to ineligibility – letter to applicant sent 4/21 ██████████, Sitting for 7 ██████████ exam. Recommended for Rule 10 license on 11-19 ██████████)
Dan ██████████, 7A	9/29 ██████████ – BLE determined ineligible under Rule 7A, however, may qualify for Rule 10 House Counsel License – Applicant advised in letter dated 10/5 ██████████ Recommended for Rule 10 license on 11-19 ██████████
Van ██████████, 7A	9/29 ██████████ – BLE determined ineligible under Rule 7A, however, may qualify for Rule 10 House Counsel License – Applicant advised in letter dated 10/6 ██████████
Kat ██████████, 7A	11/2 ██████████ – Application returned. Ineligible under Rule 7A.
Rob ██████████, 7A	11/22 ██████████ – Applicant advised ineligible under Rule 7A – only 13 months of practice – other time spent in MN.
TOTAL: 7	

Miscellaneous	
Applicant	Action
Gu [REDACTED], 2/04	3/19 [REDACTED] - BLE denied request for additional refund of application fee - Letter to applicant on March 24, 2 [REDACTED]
Jos [REDACTED], 2/04	5/19 [REDACTED] - Option for Postponement & Reconsideration issued to applicant (financial). Reconsideration at November 20 [REDACTED] BLE meeting. 11/12 [REDACTED] - BLE recommended admission.
And [REDACTED], 7A	Applied 10 [REDACTED] 1/17 [REDACTED] - BLE denied - only 57 months of practice, 1/31 [REDACTED] - Denial letter to applicant, 5/8 [REDACTED] - BLE determined to continue formal hearing and allow her to supplement bar application for reconsideration in September 2 [REDACTED] March 20 [REDACTED] - BLE determined to recommend admission per Rule 7A.
Mich [REDACTED], 7/02	3/29 [REDACTED] - Findings of Facts, etc. issued to deny - no appeal filed by applicant.

Cam
10/13 [REDACTED]

Statistics for the [REDACTED] Examination

Overall Data		
	Total	Percent
Successful Applicants *Combined MBE and Scaled Essay/MPT Scores of 260 or greater	119	69.19%
Unsuccessful Applicants *Combined MBE and Scaled Essay/MPT scores of 260 or less	53	30.81%
Total Number of Applicants Tested	172	

MBE Scaled Score Data	
Mean MBE Scaled Score for Applicants Testing in Minnesota	137.34
Mean MBE Scaled Score for the Total Population (National)	137.66
Range of MBE Scaled Scores for Applicants Testing in Minnesota	103 – 170
Range of MBE Scaled Scores for the Total Population (National)	77 – 183
Minimum Successful MBE Scaled Score in Minnesota	110
Maximum Successful MBE Scaled Score in Minnesota	170
Minimum Unsuccessful MBE Scaled Score in Minnesota	103
Maximum Unsuccessful MBE Scaled Score in Minnesota	144

Essay/MPT Scaled Score Data	
Mean Essay/MPT Scaled Score	137.96
Minimum Successful Essay/MPT Scaled Score	122
Maximum Successful Essay/MPT Scaled Score	178
Minimum Unsuccessful Essay/MPT Scaled Score	107
Maximum Unsuccessful Essay/MPT Scaled Score	146

Passing Rates for Specific Attempts				
	Successful	Unsuccessful	Total	Pass Rate
1st Attempt	94	16	110	85.45%
2nd Attempt	19	15	34	55.88%
3rd Attempt	5	8	13	38.46%
4+ Attempts	1	14	15	6.67%
Total	119	53	172	69.19

Passing Rates for Minnesota Law Schools

School	Successful	Unsuccessful	Total	Pass Rate
University of Minnesota	10	0	10	100.00%
William Mitchell	44	19	63	69.84%
Hamline University	20	15	35	57.14%
University of St. Thomas	4	4	8	50.00%

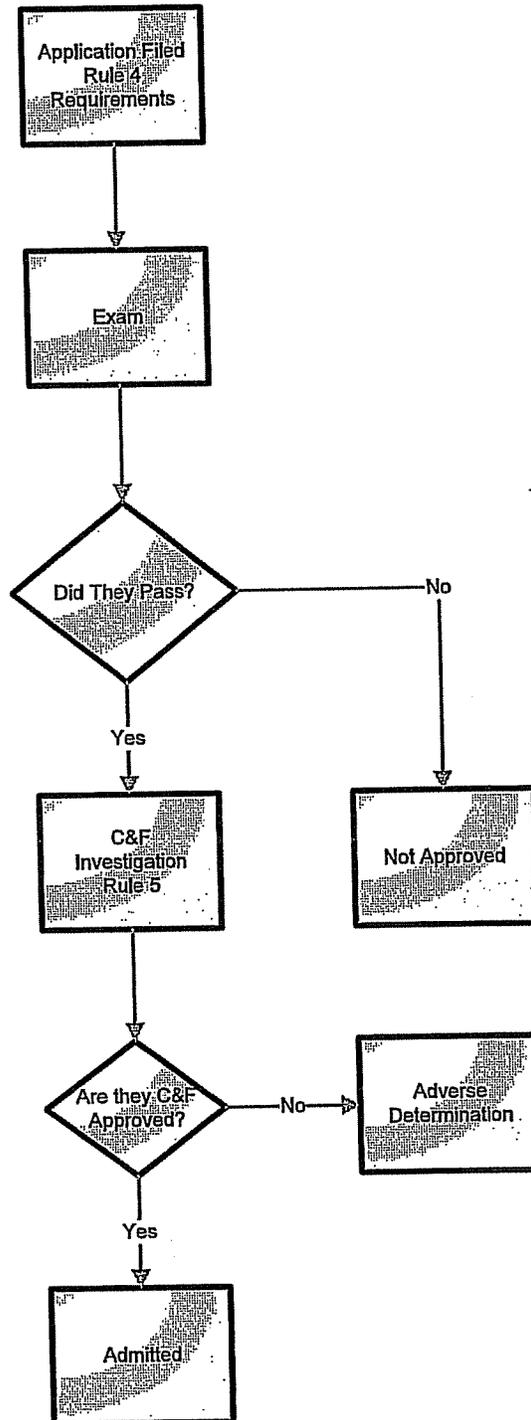
Passing Rates for Specific Attempts for Minnesota Law Schools

	Attempts	Successful	Unsuccessful	Total	Pass Rate
Hamline University	1 st	15	5	20	75.00%
	2 nd	5	4	9	55.56%
	3 rd	0	2	2	0.00%
	4 th or More	0	4	4	0.00%
University of Minnesota	1 st	9	0	9	100.00%
	2 nd	0	0	0	
	3 rd	0	0	1	100.00%
	4 th or More	0	0	0	
William Mitchell	1 st	32	8	40	80.00%
	2 nd	7	1	8	87.50%
	3 rd	4	2	6	66.67%
	4 th or More	1	8	9	11.11%
University of St. Thomas	1 st	0	0	0	
	2 nd	4	4	8	50.00%
	3 rd	0	0	0	
	4 th or More	0	0	0	

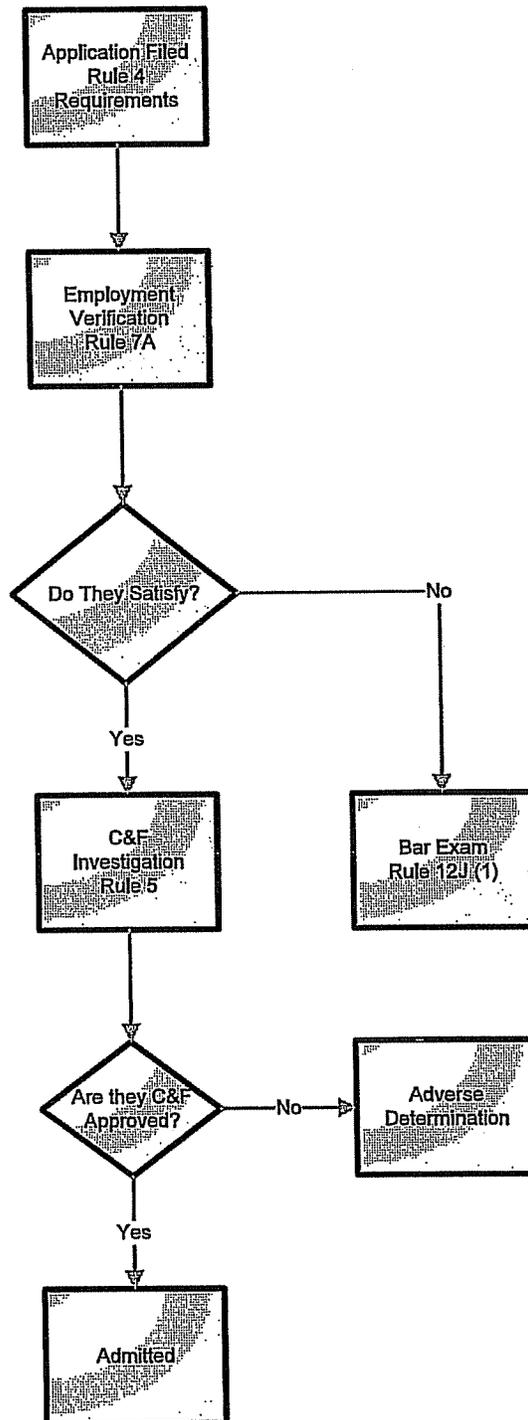
Law School Comparison (In-State and Out-of-State)

	Examinees	Percent of Total Applicants
Minnesota Law School Graduates	116	67.44%
Out-of-State Law School Graduates	56	32.56%
Total	172	100%

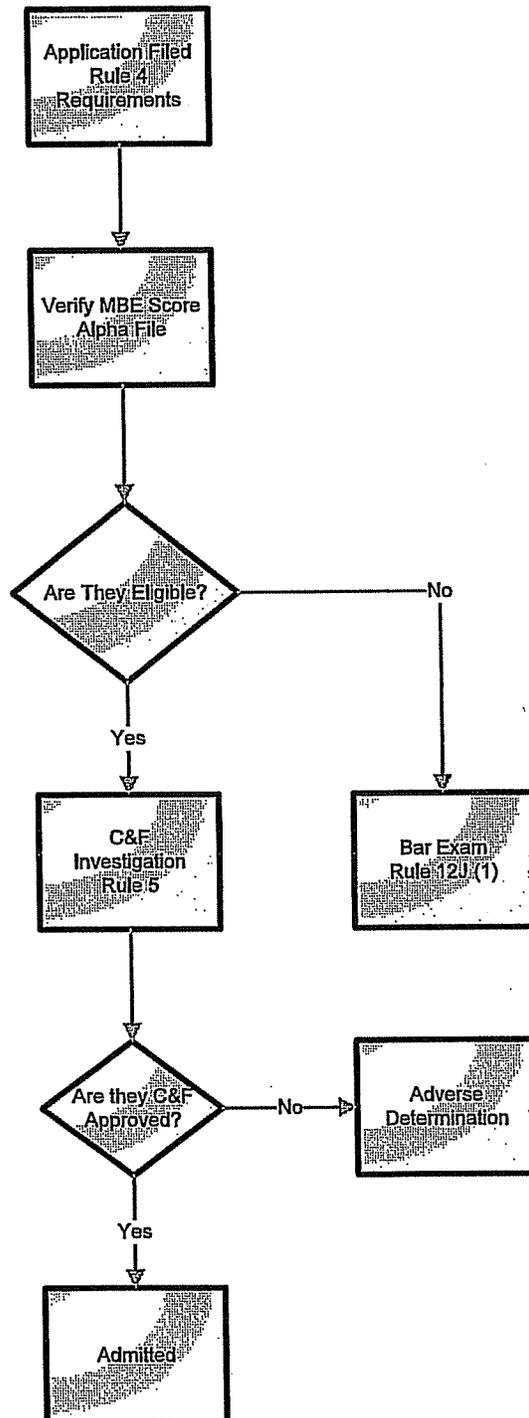
Appendix B: Rule 6 – Admission By Examination



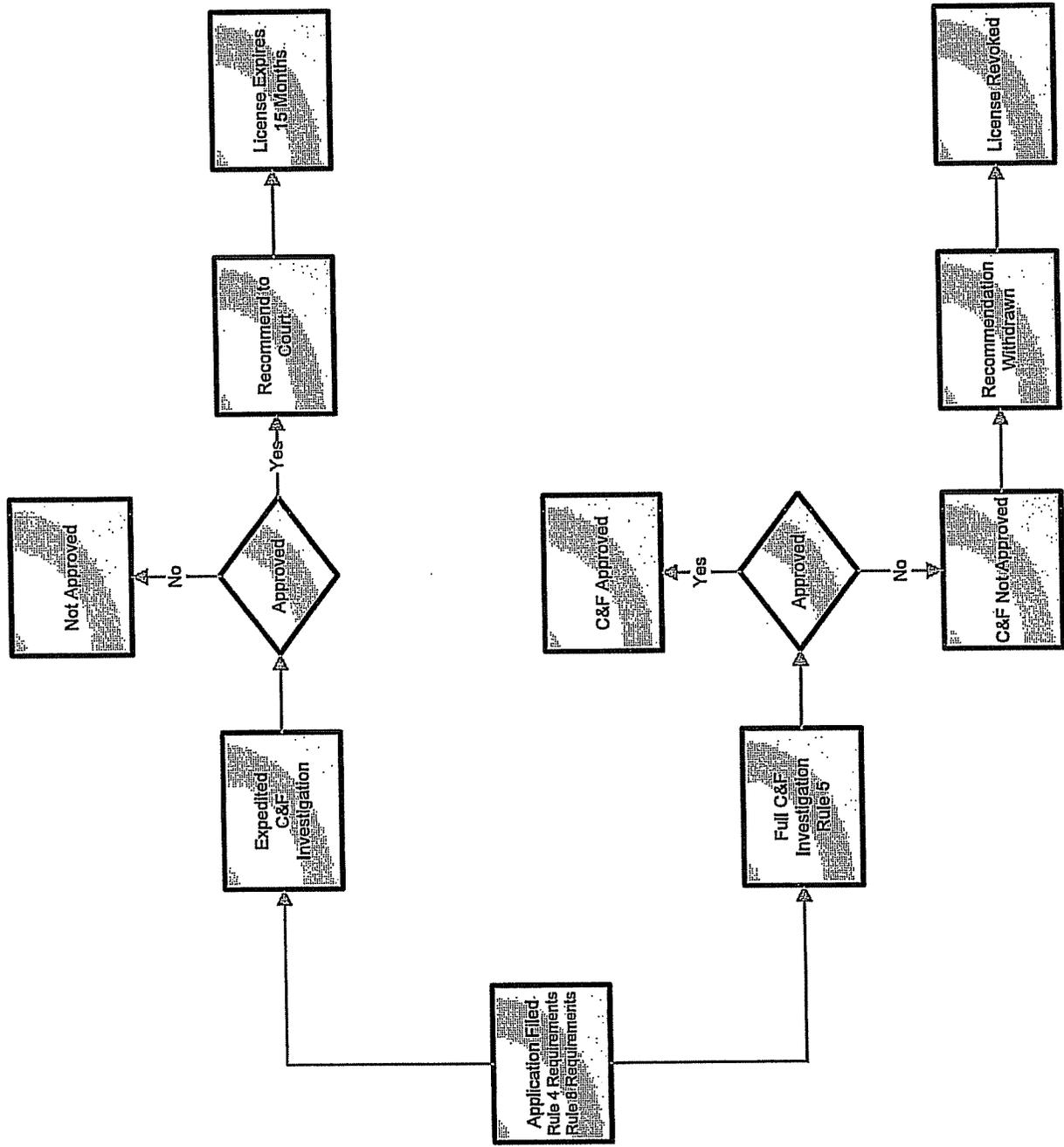
Appendix C: Rule 7A – Admission on Years of Practice



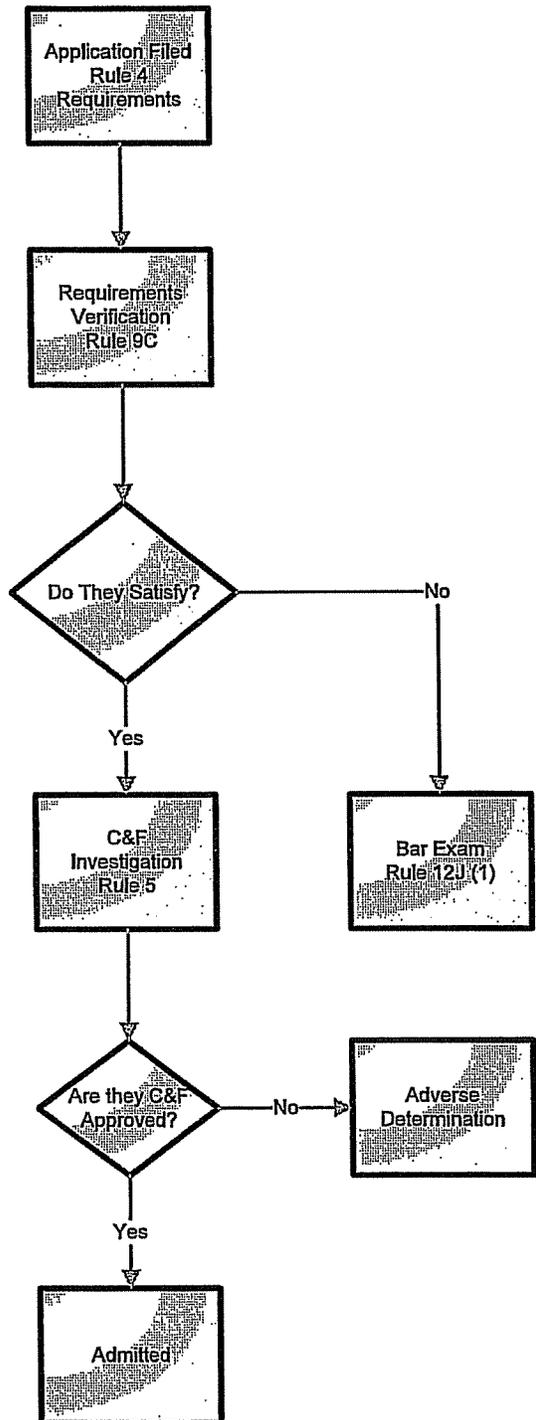
Appendix D: Rule 7B – Admission on MBE Score



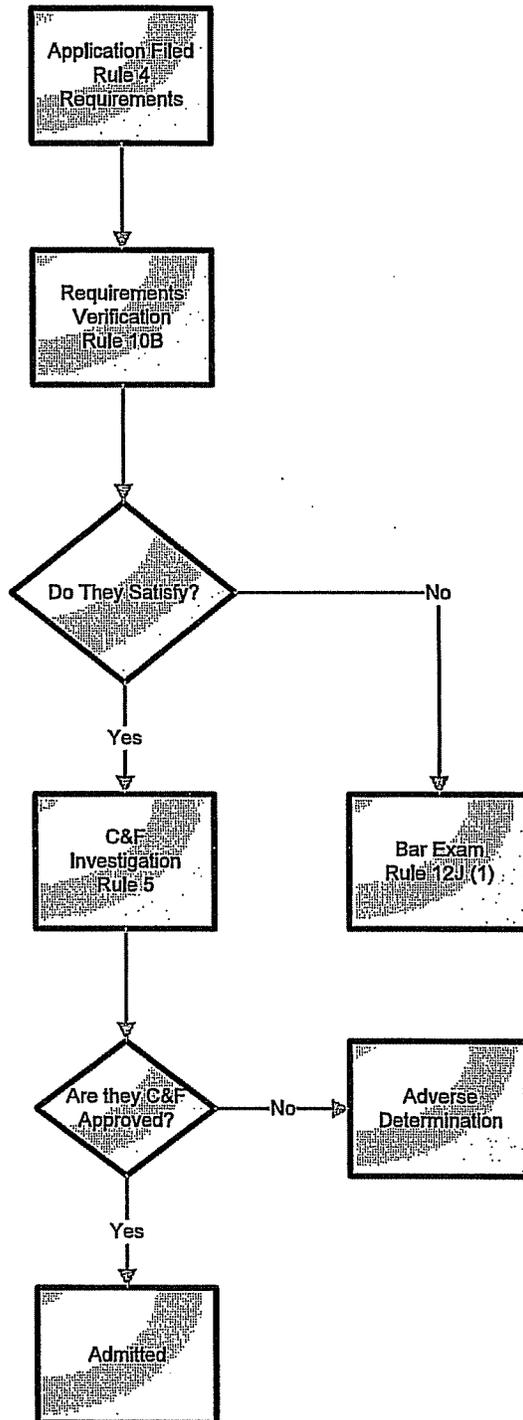
Appendix E: Rule 8 Temporary License Legal Services



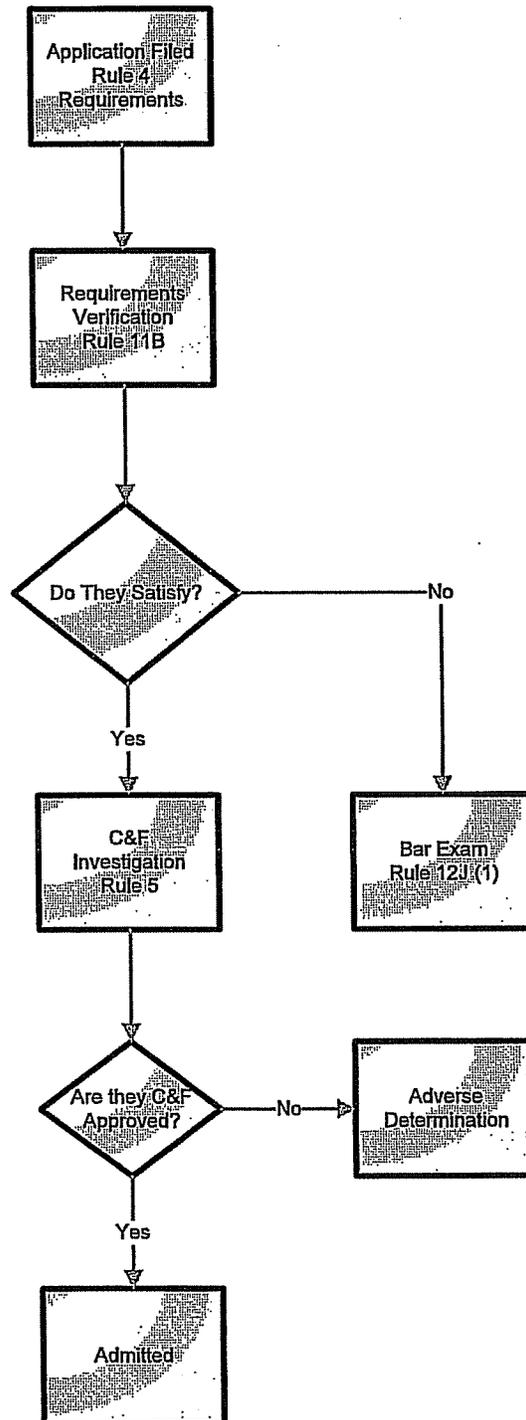
Appendix F: Rule 9 – Admission By Temporary House Counsel License



Appendix G: Rule 10 – Admission By House Counsel License



Appendix H: Rule 11 – License for Foreign Consultants



GLOSSARY OF TERMS

Minnesota Board of Law Examiners (BLE)
180 East 5th Street, Suite 950
St. Paul, MN 55101

GLOSSARY OF TERMS & ABBREVIATIONS

- Admission Ceremony** Semiannual ceremonial session of the Minnesota Supreme Court during which recent successful examinees in compliance with all BLE requirements are admitted to the Bar of Minnesota after publicly taking the oath of attorney, signing the oath form and paying their initial lawyer registration fee. Monthly admission ceremonies are conducted to admit successful applicants who did not attend semi-annual session.
- Admission in Absentia ..** Examinees may be admitted without attending an admission ceremony. BLE sends the oath to the Lawyer Registration office which is then sent to the recommended candidate who arranges to have a judge administer the oath to him/her. Candidate sends the signed oath back to Lawyer Registration Office along with his/her registration fee. The admission is complete when the Chief Justice signs the oath and when Lawyer Registration enters the data.
- Alpha File.....** Information concerning a potential bar applicant that may be relevant to the character and fitness investigation that is received in the BLE office and kept alphabetically and moved to the application file when the person applies for admission. .
- ABA** American Bar Association. National professional association of lawyers that is recognized by the US Dept of Education and by the Minnesota Supreme Court as having authority to accredit law schools.
- ACT.....** **American College Testing**
Sub contractor of NCBE; source of test score information for MPRE & MBE examinations.
- AA.....** **Application Analyst**
An employee of the BLE office responsible for reviewing and accepting applications, applicant data, data from 3rd parties; also provides customer service to applicants and inputs information into BLE databases.
- Applicant.....** A person whose application has been accepted under one of the BLE application rules.

- Application Sections.....** Numbered sections of the Minnesota Bar Application form.
- Bar Application.....** An 18-page sworn, signed and notarized questionnaire that is completed by each applicant to the Minnesota bar; source of initial information about an applicant.
- BLE** **Board of Law Examiners**
A Board of the Supreme Court that investigates applicants, administers the bar exam and recommends applicants to become members of the bar of Minnesota.
- Carry-Over** Permission granted to applicants so that an application fee paid at a given time may be carried-over to a future application. See Rule 12J of the BLE Rules.
- C & F.....** **Character & Fitness**
Department within BLE that conducts a background investigation on each applicant; gathers information upon which a decision to certify the applicant's good character and fitness for admission to the bar is made.
- Class.....** **System of classifying character and fitness** issues disclosed on the application or discovered in the investigation; applicants' files are designated **Class IA (most severe problems), Class I, Class II, Class III, Class "Miscellaneous", or Class "Random"**. Designation of a class results in certain types of investigation, in addition to standard investigation and verification..
- CLE** **Continuing Legal Education**
A Board of the Supreme Court co-located with BLE; CLE tracks legal education attended by attorneys after admission to the bar.
- Closed Application.....** An application that is no longer in process because the applicant withdrew, failed the bar exam, the Board issued an adverse determination denying admission for lack of good character or lack of eligibility, or other reasons. Once a file is closed, an applicant must refile and pay the application fee in order to have an active application.
- Conferral Of Degree** Action taken by ABA approved law school indicating that a person has completed a course of study, has paid all fees, and is qualified to be graduated at the

law school's next graduation ceremony. Essential to qualify for admission to the bar.

CQ..... Character Questionnaire

Questionnaire inquiring about good character traits and employment history sent by BLE office to employers and character references listed on bar application form.

Dean's Letter –MN law schools

Letter received from Minnesota law schools (University of Minnesota School of Law, Hamline University Law School, William Mitchell College of Law, and the University of St. Thomas Law School) stating that the student met the "conferral of degree" requirements or will do so within 120 days following the examination for which the applicant has applied. See Rule 4 D. The letter also has information on the students character and fitness during law school.

Dean's Letter –out of state law school:

Same as local law school letter except sent from BLE to applicant's law school requesting information and return it to BLE.

Dean's Letter Rule 7 Applications:

Requests same information as out-of-state law school Dean's letter; also verifies graduation date.

Deficiencies Documents required but not submitted with the application; applicant permitted to submit deficiencies after application is accepted by BLE.

Disparity.....Essay grades on the 7 point (raw) scale that are 2 or more points apart submitted by 2nd or 3rd graders assigned to grade an essay answer; sequential grades (2,3,4) are **not** considered to be disparities.

DMV **Department of Motor Vehicles** in Minnesota or other states..

Essay Exam One of seven essay questions comprising 50% of the Minnesota bar exam score; includes the MPT and 6 other essay questions.

ExamSoft Blocking software used by examinees who take the essay portion of the exam using laptop computers; requires pre-registration with software vendor.

- Fitness Date**..... The date on which the Character & Fitness Administrator or Director approves the applicant's good character & fitness, clearing the way for admission, if all other requirements are met; an essential requirement for admission.
- From Diploma to License** A BLE-published brochure describing many of BLE's processes for testing, grading, and listing prerequisites for admission.
- Index Card**..... Historical card file record of Minnesota bar applicants since early 1920's. Includes applicant's full name, test (or application) month & year, and pass/fail information, Journal number, Rule #, MPRE score, recommended date, admission date, law school # and name, month & year of JD degree, admission in other states. As of 2008, all card file information has been converted to electronic format and is searchable using Alchemy™ and Excel.
- Journal Report**..... Report of sequential numbering system used to track and archive closed application files.
- Law School** One of 198 law schools in the US that are accredited by the American Bar Association; schools are added to and deleted from this list.
- LSAC** **Law School Admission Council**
National entity that administers the LSAT exam and with a signed release, will transmit data to BLE concerning irregularities in an applicant's LSAT exam. Lists of BLE records are transmitted periodically on disk to LSAC to cross check for test administration irregularities.
- LSAT**..... **Law School Admission Test**
Exam taken by applicants prior to admission to law school.
- MARS**..... **Minnesota Attorney Registration System**
Master database of licensed Minnesota attorneys; source of annual invoices for Lawyer registration Fee; tracks demographic and other professional information concerning MN attorneys and judges. Maintained by the Lawyer Registration office, headed by the Clerk of the Appellate Courts, a department of the Minnesota Supreme Court. BLE hands off admission information to MARS.
- MBE** **Multistate Bar Exam**

400-question nationally produced standardized multiple choice exam that constitutes 50% of total Minnesota bar exam score.

MBLE Minnesota Board of Law Examiners. Same as BLE.

MPRE **Multistate Professional Responsibility Exam**
50-question multiple choice test administered by ACT (not by BLE). MPRE scores are received by BLE from ACT by disk. A passing score of 85 is a requirement for admission to the Minnesota bar. NOT combined with Minnesota bar exam score.

MPT **Multistate Performance Test**
A 90 minute essay question that is drafted by the National Conference of Bar Examiners, purchased by BLE and combined with MN's 6 essay questions to constitute the essay portion of the MN Bar Exam. At this time, the MPT question constitutes 12.5% of the total exam score in MN. The MPT is combined with scores for the other essay question and scaled to the MBE.

NCBE **National Conference of Bar Examiners**
National organization of bar examiners that drafts and sells the MBE, MPT and MPRE questions and provides other products and services related to bar admissions.

Oath **An Oath of Admission** sworn to and signed by a new attorney and also signed by the Chief Justice of the Minnesota Supreme Court.

Open Application An application for admission to the bar of an applicant who is still being investigated, tested, or whose qualifications have not yet been verified; an application that is not closed.

Raw Score Essay score of 1 through 7 assigned by graders to individual essays as part of the grading process for the Minnesota Bar exam; raw scores are converted to scaled scores; scaled scores are combined with MBE scaled score to determine the final exam score.

Recommended The Board of Law Examiners "recommends" to the Supreme Court of Minnesota that the court admit to the MN bar those persons who have successfully completed the bar examination and/or have completed

all requirements; recommended applicants are ready to take the oath of admission.

- Regrade**.....Process by which all 7 essays are regraded for those examinees whose total exam score is less than 259.5. Essays are regraded a second time if first regrade did not result in a successful score.
- Repeater**.....Applicant who has taken the Minnesota bar exam in the past, was unsuccessful and has applied to take the exam again.
- Rules** The Minnesota Rules for Admission to the Bar are the rules by which the Board carries out its bar admission authority. The Rules are adopted by the Minnesota Supreme Court, and are not changed or modified except by order of the Supreme Court. The Rules define the admission requirements for each type of application. See Rules below.
- Rule 6** Applicant type who sits for the Minnesota Bar exam and if successful, and compliant with other requirements, is recommended to the Minnesota Supreme Court to be admitted as an attorney.
- Rule 7A**..... Attorney applicant who is admitted in another state and who seeks admission in Minnesota based on his years of practice in another state.
- Rule 7B**..... Attorney applicant who has taken a bar exam in another state in the past 24 months, achieved a scaled score of 145 or higher on the MBE portion of that state's exam, transferred that score to Minnesota and if all character and fitness issues are resolved will be admitted in Minnesota without sitting for or passing the Minnesota Bar Exam.
- Rule 8** Attorney applicant who seeks admission by temporary license for the purpose of working for a legal services program in Minnesota. Minnesota license is valid for 15 months, affording the Rule 8 lawyer to qualify for full admission either by taking the exam or applying based on years of practice..
- Rule 9** Attorney applicant who seeks a temporary house counsel license for the purpose of working solely for a corporate employer or business entity. License is valid for 12 months.

Rule 10 Attorney applicant who seeks admission as house counsel license. This is a permanent license so long as the attorney practices solely as house counsel for a single corporate employer.

Rule 11 **Foreign Legal Consultant (FLC)**
Applicant who is licensed to practice law in a foreign country who is not eligible for a Minnesota license (usually because his law school degree is not ABA-accredited) but who seeks a license to advise in Minnesota on the law of the home country. License is renewable every 24 months.

Scaled Score..... Process by which raw essays scores are converted from a 7 point scale to a 200 point scale, equivalent to the 200 point scale of the MBE. Also, process by which the MBE raw scores are converted by ACT to ensure that MBE test difficulty does not vary from administration to administration.

Status Codes (Exam) Codes that describe Rule 6 (Examination) open applications and include the following:
P = Passed the Exam
F = Failed the Exam
W = Withdrawn from the exam
A = Absent or did not appear for the exam
U = Unqualified – did not provide required documentation to sit for the exam (usually did not graduate in time to sit)
D = Denied – Applicant was denied permission to sit for the exam
C = Carryover – transferred fee to next bar exam
T = Transfer – Transferred fee to Rule 7A or 7B
E = Expired or passed away
X = Abandoned – Left the exam without completing all sessions; exam is not graded.
O = Open

Subsequent Ceremony . A monthly ceremony held at the Supreme Court courtroom to swear in those persons who could either not attend the admission ceremony following their successful bar exam; or for those persons that are being sworn in under other non-exam rules.

Successful Applicant.... One who achieves a score of 259.5 or higher on a combination of the essay and MBE portions of the Minnesota Bar Exam.

Unrecommended..... Person who has scored a passing score on the Minnesota bar exam but has not been recommended

for admission because of a deficiency of some kind in the application.

Unsuccessful Applicant One who fails the bar exam.

Withdrawal Process by which an applicant is permitted to withdraw his/her application before the Board denies the application either for character and fitness reasons or because he/she failed the bar exam; also, an applicant is deemed by the Board to have withdrawn his/her application when applicant fails to comply with the Board's requests for information.

SUMMARY OF APPLICANT CATEGORIES

<p>POTENTIAL APPLICANTS: Persons about whom we have received data who may or may not apply at a later date.</p>	<p>APPLICANTS: Persons who have applied for admission to the MN bar - Rule 6, 7, 8, 9, 10 or 11</p>	<p>RECOMMENDED APPLICANTS: Persons who are recommended to Attorney Registration to be admitted to the Minnesota Bar; they have 12 months from the recommendation date to pay fee and to be sworn in by Attorney Registration office.</p>	<p>ADMITTED ATTORNEYS: Applicants who have fulfilled all BLEL requirements, signed the oath of Admission and paid the fees to the Attorney Registration Office.</p>	<p>CLOSED FILES: Applicants were not admitted either because they voluntarily or involuntarily failed to fulfill admission requirements; no further action can occur until they reapply.</p>
<p>Information associated with potential applications: (Alpha File)</p> <ul style="list-style-type: none"> Misc. correspondence about people who have not yet applied for admission in MN. Letters to the Board advising the Board to investigate and/or not admit the person because of misconduct. Copies of newspaper articles on potential applicants with date and name of the publication Letters from non-ABA graduates requesting information about Minnesota's application process MBE scores of people who have not yet applied for admission in Minnesota Information is marked either with a "K" for keep or "P" for purge. Information marked with a "P" is purged every 24 months MPRE Files Cert. of Grad Files 	<p>The following information is received with the application or during its pendency:</p> <ul style="list-style-type: none"> Name Address Law School information Affidavits received Conferral of Degree from Law School Dean's Letter Fee paid, receipt information Other jurisdictional documents received Photo (if exam applicant) MPRE date and score MBE score received (if Rule 7B) Response from third parties to C&F investigation requests. C & F sign-off date Passing Exam Score (Rule 6 applicants) Test Accommodation information (Rule 6 applicants) Responses to testing accommodation & follow-up requests. 	<p>There are two types of recommended applicants:</p> <ol style="list-style-type: none"> Applicants who have satisfied all requirements for admission and have only to pay the fee to the Attorney Registration office and be sworn in. (A recommendation notice is sent to the Attorney Registration office for each person who has fulfilled all requirements.) Applicants who have satisfied all requirements for admission except a successful MPRE score. (Once evidence of a successful MPRE score is received, a notice is sent to Attorney Registration clearing them for admission) 	<p>The Board does two things with admitted attorneys:</p> <ul style="list-style-type: none"> Issue personalized wall certificate; Enters admission date in attorney's record. 	<ul style="list-style-type: none"> Application is withdrawn Applicant does not show up for the examination Applicant is unqualified (missing required documents) Applicant failed the bar examination Applicant is ineligible for rule applied.

APPENDIX IV-K: APPLICATION FORM

Rev. 08/07

MINNESOTA STATE BOARD OF LAW EXAMINERS

Galtier Plaza
380 Jackson Street, Suite 201
Saint Paul, Minnesota 55101

APPLICATION
For Admission to the Bar of Minnesota

When completing the application you must:

- read the Minnesota Rules for Admission to the Bar (Rules) – available with the application packet or on the web site of the Minnesota State Board of Law Examiners;
• complete answers on the form provided - use separate sheets of paper only if necessary;
• keep a copy of your completed application for future reference.

Your application must be:

- typewritten, signed and notarized;
• filed in the office of the Board with the items required by the Rules;
• complete – provide answers for all questions and leave no questions blank.

Once you submit this application, you are under a continuing obligation to inform the Board, in writing, of any changes to your answers on this application. This obligation will continue until you are admitted to the practice of law in Minnesota, or until your application is withdrawn or denied by the Minnesota Supreme Court.

Your answers and all the information submitted or gathered in connection with your application are confidential and will not be released except as provided in Rule 14 of the Rules for Admission to the Bar.

1.00 Applying for Admission:

- By Examination (Date _____), Rule 6
Without Examination by Years of Practice, Rule 7A
Without Examination by MBE Score, Rule 7B
Temporary License Legal Services, Rule 8
Temporary License In-House Counsel, Rule 9
House Counsel License, Rule 10
Foreign Legal Consultant, Rule 11

1.01 Full Name: [Mr./Ms. Last Name First Name Middle Name]

1.02 Mailing address and day and evening telephone numbers:
[Street Address]
[City State Zip Code]
Day Telephone [Evening Telephone]

1.03 Date of Birth []

1.04 Soc. Security No. []

1.05 Current Driver License: [(Driver License #) (State of Issuance)]

1.06 Previous driver license(s) held [List state(s) where held]

1.07 I graduated/expect to graduate from [(law school)] law school on: [(date)]

1.08 If you have ever been known by any other names, list all names, dates of use, and circumstances: []

2.00 EDUCATION

List all Law Schools attended and provide information requested below. Attach additional pages as necessary.

2.01 Law School:

Name	Address

Dates of Attendance:

From	To

Degree:

Type	Date Received or Expected

2.02 Law School:

Name	Address

Dates of Attendance:

From	To

Degree:

Type	Date Received or Expected

A CERTIFICATE OF GRADUATION MUST BE FORWARDED FROM YOUR LAW SCHOOL AND MUST BE RECEIVED IN THE OFFICE OF THE MINNESOTA BOARD OF LAW EXAMINERS AT LEAST 30 DAYS PRIOR TO THE DATE OF THE BAR EXAMINATION. This certificate must state that you have graduated, or have fulfilled all requirements for graduation and will be graduated within 120 days of the date of the Minnesota Bar Examination you plan to take.

College or university other than law study:

2.03 School:

Name	Address

Dates of Attendance:

From	To

Degree:

Type	Date Received or Expected

2.04 School:

Name	Address

Dates of Attendance:

From	To

Degree:

Type	Date Received or Expected

2.05 School:

Name	Address

Dates of Attendance:

From	To

Degree:

Type	Date Received or Expected

3.00 APPLICATIONS TO ANY BAR

You must complete the information requested below if you have:

- applied previously for admission to the Bar of Minnesota;
- applied previously for admission to any other state or foreign jurisdiction;
- taken a bar exam in any other state or jurisdiction;
- pre-registered for a bar exam in any other state or jurisdiction.

If you have never applied in any jurisdiction, please write "NOT APPLICABLE" in the space below:

<u>Name of Licensing or Examining Authority</u>	<u>Date of Application</u>	<u>Date of Bar Examination</u> <i>(If Applicable)</i>	<u>Disposition</u>	<u>Date of Admission</u> <i>(If Applicable)</i>	<u>Is Admission Conditional?</u> <i>Yes/No</i>

Attach copies of each application filed in other jurisdictions, including unsuccessful applications and applications which are pending, withdrawn or denied. (Do not include copies of previous applications filed in Minnesota.) If conditionally admitted, attach a copy of the conditional admission documentation.

This application must be accompanied by the following additional documents from each jurisdiction in which you have ever been licensed or admitted to practice law. You should include state courts, District of Columbia Court of Appeals and foreign jurisdictions. You should not include Federal District Court admissions:

- a **certified** copy of your original application for admission in each jurisdiction;
- a certification from each jurisdiction verifying your admission;
- a certification from the proper authority in each other jurisdiction indicating that you are in good standing;
- a certificate from each jurisdiction stating that there are no pending charges of misconduct against you. (This may or may not be included in the certificate of good standing. You may have to contact the agency responsible for attorney discipline in your jurisdiction to obtain this document.)

If you are unable to comply, you must request a waiver of the requirement in a cover letter accompanying your application, stating with specificity why the documents cannot be provided. Include any verifying documentation from the relevant jurisdiction.

3.01 Have you taken the Multistate Professional Responsibility Exam (MPRE) ? Yes No
 Date of exam: Location:

Rule 4A(5) states that applicants must submit a MPRE score report showing a scaled score of 85 or higher. If you have not already done so, you must request that an MPRE score report be sent to the Minnesota State Board of Law Examiners. Contact: NCBE, MPRE Records Dept., P.O. Box 451, Iowa City, IA 52243, (319) 337-1304.

4.00 APPLICANT INFORMATION

Information for the Character and Fitness Investigation

Truthful Disclosures

Your application is a sworn statement filed with the Board, an agency of the Minnesota Supreme Court. The failure to disclose an act or event can be more significant, and may lead to more serious consequences, than the act or event itself. Failure to provide truthful answers, or failure to inform the Board of any changes to your answers, may result in denial of admission to practice law.

Explaining "YES" Answers

You must explain each "YES" answer by providing a complete narrative statement describing the incident or circumstances. The statement must include names and addresses of courts, counsel of record, authorities holding the record of the matter, creditors, physicians, and any other person or authority referred to in your statement. **For each "YES" answer you must obtain and attach the appropriate documentation requested by the question. Attach these additional pages at the end of the application.** If official documentation is not available, a letter of verification from the appropriate agency or attorney of record is required.

Explaining Rehabilitation Efforts

If applicable, your statement explaining a "YES" answer should also include a description of any rehabilitative steps you have taken and/or positive social contributions you have made in your occupation, community, or civic service since the occurrence of the conduct. Please refer to Rule 5A and Rule 5B(4) for the Board's Essential Eligibility Requirements and the factors it considers when assessing prior conduct.

Conditional Admission

Under Rule 16, the Board may conditionally admit an applicant whose record raises serious questions about character and fitness but who presently appears to have a commitment to rehabilitation and the ability to meet the Board's Essential Eligibility Requirements for the practice of law found in Rule 5A.

Confidentiality

Information disclosed on the bar application is confidential under Rule 14, subject to certain exceptions. The Board will not release your confidential application information to current or prospective employers without your written authorization.

- 4.01 Have you ever been charged with, arrested for, pleaded guilty to, or been convicted of a felony or gross misdemeanor or the equivalent? If yes, please explain. Attach copies of records relative to the incident(s), including police reports and court records. **YOU MUST DISCLOSE THIS REQUESTED INFORMATION EVEN IF THE CHARGES WERE DISMISSED OR YOU WERE ACQUITTED, THE CONVICTION WAS STAYED OR VACATED, THE RECORD SEALED OR EXPUNGED, OR YOU WERE TOLD YOU NEED NOT DISCLOSE THIS INFORMATION.** Yes No
- 4.02 Have you ever been charged with, or arrested for, the violation of any law, including traffic laws? (Exclude felonies, gross misdemeanors, and paid parking violations.) If yes, please explain each incident, including speeding violations. With the exception of records for speeding violations, attach copies of police reports and court records **for each incident.** **YOU MUST DISCLOSE THIS REQUESTED INFORMATION EVEN IF THE CHARGES WERE DISMISSED OR YOU WERE ACQUITTED, THE CONVICTION WAS STAYED OR VACATED, THE RECORD SEALED OR EXPUNGED, OR YOU WERE TOLD YOU NEED NOT DISCLOSE THIS INFORMATION.** Yes No
- 4.03 Has your driver's license ever been canceled, suspended, or revoked for any reason? If yes, please explain and attach copies of records relative to the incident(s). Yes No

- 4.04 Have you individually, or as an officer or director of a corporation, as a member of a partnership, or as a fiduciary of a trust ever been accused of or charged with civil fraud, criminal fraud, misconduct, or dishonorable conduct in any legal, administrative, or military proceeding? If yes, please explain and attach copies of records relative to the incident(s). Yes No
- 4.05 Have you ever been a party to any legal proceeding? This includes any civil, criminal, administrative, family law or domestic abuse proceeding, or arbitration. If yes, please explain and attach copies of records relative to the matter(s). Yes No
- 4.06 Have you ever been a witness in any legal proceeding? This includes any civil, criminal, administrative, family law or domestic abuse proceeding, or arbitration. If yes, please explain and attach copies of records relative to the matters. If your witness appearances were part of your employment obligations, summarize the type of testimony you provided. Yes No
- 4.07 As an officer or director of a corporation, as a member of a partnership, or as a fiduciary of a trust, have you ever been a party to or a witness in any legal proceeding? This includes any civil, criminal, administrative, family law or domestic abuse proceeding, or arbitration. If yes, please explain and attach copies of records relative to the circumstances. Yes No
- 4.08 Have you ever been found in contempt by any court, tribunal, or legislative body? If yes, please explain and attach copies of records relative to the incident(s). Yes No
- 4.09 Have you ever failed to comply with any court order directed against you, including child support and other family law orders? If yes, please explain and attach copies of records relative to the incident(s). Yes No
- 4.10 Have you ever been ordered by a court to pay or otherwise agreed to pay child support? If yes, please explain and provide copies of relevant documents, including court orders, and provide the name, current mailing address, and telephone number of the payee or the office receiving your payments. Yes No
- 4.11 Have you ever been ordered by a court to pay or otherwise agreed to pay spousal maintenance or alimony? If yes, please explain and provide legible copies of relevant documents, including court orders, and provide the name, mailing address, and telephone number of the payee or the office receiving your payments. Yes No
- 4.12 Have you ever been discharged or terminated from employment for any reason? If yes, please explain, including the date(s) of the discharge or termination and the name and address of the employer(s). Yes No
- 4.13 Have you ever been suspended, disciplined, reprimanded from employment, or permitted to resign in lieu of termination, for any act of misconduct? If yes, please explain. Yes No
- 4.14 Have you ever been requested (formally or informally) to resign from or terminate any employment? If yes, please explain. Yes No
- 4.15 Have you ever been denied an employment-related or occupational license or bond? If yes, please explain. Yes No

- 4.16 Has a report of misconduct or irregularity or a written charge of alleged misconduct or irregularity ever been issued against you by the Law School Admission Council in connection with the admission process to law school? The admission process includes but is not limited to: application for admission to law school; application to take the LSAT; the taking of the LSAT; submission of information for LSDAS (Law School Data Assembly Service); reporting of LSAT score; and transfer from one law school to another. If yes, please explain and include copies of all documents relative to the matter(s). Yes No
- 4.17 Have you ever been placed on probation, disciplined, dropped, suspended, requested to discontinue your studies, allowed to discontinue your studies in lieu of discipline, or expelled from a post-secondary school, college, university, or law school for academic or non-academic reasons? If yes, please explain and attach copies of records relative to the matter(s). Yes No
- 4.18 Have allegations, complaints, or charges, (formal or informal) ever been made against you during your enrollment in a post-secondary school, college, university, or law school alleging academic or personal misconduct, including plagiarism? If yes, please explain and attach copies of records relative to the incident(s). **You must disclose any allegations, complaints, or charges even if no disciplinary action was taken or if you were told that no permanent record would be made of the incident or allegation or if you were told that your record would be expunged.** Yes No
- 4.19 Have you ever been warned, placed on probation, disciplined, dropped, suspended, requested to discontinue your studies, allowed to discontinue your studies in lieu of discipline, or expelled by any educational institution for the use of any drug, including alcohol? If yes, please explain. Yes No
- 4.20 Do you have any debts which are 120 days or more past due? If yes, please explain and state the creditors' names, addresses, amount past due, length of time past due, and the nature and status of payment arrangements. If you are currently making payments on these debts, submit documentation of payments made in the past 12 months. Yes No
- 4.21 Have you ever failed to file any local, state or federal tax return, or failed to pay any taxes due including employers' withholding taxes, or entered into any repayment agreement with a taxing authority? If yes, please explain. Yes No
- 4.22 Have any liens ever been filed against you? If yes, please explain and include the location(s) of the court(s) holding records. Yes No
- 4.23 Do you have now, or have you ever had any student loans in default, or student loans alleged to have been in default? If yes, please explain and include the dates of default, your efforts to avoid default, and your efforts to bring the loan(s) current. Include the following information for each student loan ever in default or alleged to be in default: Yes No
a. Original lender's name and address
b. Servicer's name and address
c. Account number
d. Date incurred
e. Balance
f. Status, i.e., paid, current, deferred, in default.
- 4.24 Are there any unsatisfied judgments against you? If yes, please explain and attach copies of court records. Yes No

- 4.25 Have you ever filed a voluntary petition for relief under the U.S. Bankruptcy Code or been the subject of an involuntary petition? If yes, please specify the U.S. Bankruptcy Court in which the petition was filed, the chapter under which it was filed, and the case number. Please describe the circumstances leading to the petition for bankruptcy relief and answer the questions below:
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Were allegations of fraud or misappropriation of funds raised? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Were adversary proceedings instituted? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Were any of your debts determined to be nondischargeable? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Has a bankruptcy court ever converted your Chapter 7 case to a Chapter 13 case? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Has a bankruptcy court ever dismissed your bankruptcy case for cause? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Were you ever denied a discharge or was your discharge ever revoked? | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Have you ever been convicted of a bankruptcy crime? | <input type="checkbox"/> | <input type="checkbox"/> |
- Attach copies of bankruptcy petitions, schedules, motions, objections, docket history and orders of discharge.
- 4.26 Have you ever held a license, other than as an attorney, the issuance of which required proof of good character (e.g., certified public accountant, teacher, real estate broker, law enforcement officer)? If yes, please explain and give the name(s) and address(es) of the licensing authority and your current standing with respect to the license(s).
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
- 4.27 Have any charges or complaints ever been filed, or are any charges or complaints presently pending concerning your conduct as an attorney, as a member of any other profession, or as a holder of a public office? If yes, please explain and give the name(s) and address(es) of the agency holding the record(s), the date(s) of the charges/complaints, and the disposition(s) of the matter(s).
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
- 4.28 Have you ever been disciplined, suspended, reprimanded, censured, or disbarred as an attorney, as a member of any other profession, or as a holder of a public office? If yes, please explain and give the name(s) and address(es) of the agency holding the record(s), the date(s) of the incident(s) and the disposition(s) of the matter(s).
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
- 4.29 Have you ever been sanctioned in a legal matter or have you ever been disqualified from participating in any legal matter? If yes, please explain and list the case name(s) and number(s) and the name of the court(s).
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
- 4.30 Have you ever failed to fulfill the obligations of a professional license, including but not limited to maintaining records of accounts, complying with continuing education, or paying required fees? If yes, please explain and give the name(s) and address(es) of the agency holding the record(s), the date(s) of the incident(s), and the disposition(s) of the matter(s).
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
- 4.31 Have you ever filed an application for a professional, occupational, or business license or certificate that was denied, that was withdrawn by you after questions about your character or qualifications arose, or that otherwise was unfavorably acted upon by the licensing authority? If yes, please explain and describe the circumstances irrespective of any advice from any source (including legal counsel) that such information need not be disclosed.
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Purpose of Questions

The following questions address mental health and chemical dependency matters. The Board asks these questions because of its responsibility to protect the public by determining the current fitness of an applicant to practice law. The Board regularly recommends licensing of applicants who have sought treatment for mental health and chemical dependency issues. The Board strongly encourages applicants who have mental health and chemical dependency issues to seek treatment. The Board views mental health and chemical dependency treatment as a positive factor in evaluating an application.

In answering the questions below you need not report situational counseling such as stress, victim, or grief counseling.

Applicant's Burden

You bear the burden of demonstrating that you possess the qualifications necessary to practice law. Your response to a question may include information as to why, in your opinion or that of your treatment provider, your condition will not affect your ability to practice law in a competent and professional manner. Please refer to Rule 5A and Rule 5B(4) for additional information.

Conditional Admission

Under Rule 16, the Board may conditionally admit an applicant whose record raises serious questions about character and fitness but who presently appears to have a commitment to rehabilitation and the ability to meet the Board's Essential Eligibility Requirements for the practice of law found in Rule 5A.

Confidentiality

Information disclosed on the bar application is confidential under Rule 14, subject to certain exceptions. The Board will not release your confidential application information to current or prospective employers without your written authorization.

- 4.32 Have you ever raised the issue of consumption of drugs or alcohol, or the issue of a mental, emotional, or behavioral disorder or condition, or the issue of compulsive gambling as a defense, in mitigation, or as an explanation for your actions in any administrative or judicial proceeding or investigation? This includes, but is not limited to any proceeding or investigation by an educational institution, employer, government agency, professional organization, or licensing authority. If yes, please explain and attach copies of records relative to the matter(s). Yes No

- 4.33 Since the age of eighteen, have you ever been declared legally incompetent, been placed under conservatorship or guardianship, been involuntarily hospitalized, or been placed under an involuntary hold? If yes, please explain and attach copies of court documents. Yes No

- 4.34 Have you ever been diagnosed with and/or received treatment for pedophilia, exhibitionism, voyeurism, kleptomania, pyromania, or compulsive gambling? If yes, please explain. Yes No

- 4.35 Do you have, or have you had, any condition including, but not limited to the following: Yes No
 - a) alcohol, drug or chemical abuse or dependency condition;
 - b) mental, emotional, or behavioral illness or condition;
 - c) compulsive gambling condition;

that impairs or, within the last two years, has impaired your ability to meet the Essential Eligibility Requirements for the practice of law listed in Rule 5A of the Rules for Admission to the Bar? If yes, please explain.

4.36 If your answer to Question 4.35 is yes, is the condition that impairs or has impaired your ability to meet the Essential Eligibility Requirements for the practice of law listed in Rule 5A reduced or ameliorated because you have had treatment, are receiving ongoing treatment, are taking medication, or are participating in a support program (such as Alcoholics Anonymous), counseling, or therapy? If yes, please explain. If not applicable, answer "N/A." Yes No

For purposes of Questions 4.37, 4.38, 4.39 and 4.40 the word "professional" includes a physician, psychiatrist, psychologist, psychiatric mental health clinical nurse specialist, psychiatric mental health nurse practitioner, marriage and family therapist, social worker, mental health counselor, or licensed alcohol and drug counselor.

4.37 Within the past two years, have you continued to use drugs or alcohol after a professional advised you to discontinue use? If yes, please explain. Yes No

4.38 Within the past two years, have you continued to gamble after a professional advised you to discontinue gambling? If yes, please explain. Yes No

4.39 Within the past two years, have you discontinued treatment or medication for a condition that at any time impaired your ability to meet the Essential Eligibility Requirements for the practice of law listed in Rule 5A? Yes No

4.40 Within the past two years, have you otherwise failed to comply with professional recommendations that treatment or medication was necessary to avoid negatively affecting your ability to meet the Essential Eligibility Requirements for the practice of law listed in Rule 5A? If yes, please explain. Yes No

4.41 Notwithstanding the answers to Questions 4.01 through 4.40, are there any other incidents or circumstances that may relate to your character and fitness for admission to the bar? If yes, please explain. Yes No

4.42 If you answered "yes" to any of the above questions, have you provided an explanation and attached supplemental records as required? Yes No

I swear or affirm that the answers to questions 4.01 through 4.42 and supplemental statements are complete, true and correct. I have not altered the wording of any question.

Date: _____

Signature of Applicant: _____

5.00 BAR EXAM ACCOMMODATIONS

Applicants completing an application for Admission on Motion do not need to complete 5.01, 5.02 & 6.00.

5.01 Do you have a medical or physical condition for which you request a testing accommodation at the bar examination? If yes, you must complete the necessary forms listed below and submit them along with your application on or before the filing deadline. Attach necessary documentation. (The testing accommodation forms are included in the packet or are on the Board's web site.)

Yes No

- **Form A: Reasonable Testing Accommodations Questionnaire**
- **Form B: Disability Documentation**
- **Form B-LD: Supplemental Documentation for Learning Disabilities (Complete this form only if request is for a learning disability other than AD/HD.)**
- **Form B-AD/HD: Supplemental Documentation for AD/HD. (Complete this form only if request is for a disability of AD/HD.)**
- **Form C: Law School Statement Regarding Testing Accommodations Granted**

5.02 Do you intend to use your laptop computer to write the MPT and Essay portion of the bar examination?
(Please note: You must complete the laptop registration form and send in the correct fee for your name to be placed on the computer list. Simply checking the "yes" box does not reserve a place for you to use your laptop on the bar exam. Please refer the SofTest Laptop computer instruction for more information.)

Yes No

6.00 USE OF EXAM ANSWERS

I authorize the Minnesota Board of Law Examiners to reproduce and publish my essay answers for the benefit of future examinees.

Yes No

(If yes, sign & date)

Date Signature of Applicant

7.00 APPLICANT STATEMENT - All Applicants must complete this.

Provide a handwriting sample by copying the following paragraph into the space provided below.

This is a continuing application. I will submit additional documents, records or information if my situation changes or if I am requested to do so. I recognize that this obligation continues until such time as I become a member of the Bar of Minnesota or until I withdraw my application.

Date Signature of Applicant

8.00 EMPLOYMENT HISTORY

Legal Employment. In chronological order, make a complete statement of the general character of your practice of law since first being admitted to practice in any jurisdiction. Include temporary or part-time work. **Account for all periods of unemployment.** You must complete your answers on this form—attach additional sheets only if necessary..

8.01

[]		Title	
Dates of Employment	Was this position:		
[]	Full-time	<input type="checkbox"/>	Part-time
Name of Firm/Company	Paid	<input type="checkbox"/>	Volunteer
[]	Were you:		
Street Address	Solo	<input type="checkbox"/>	Partner
[]	Shareholder	<input type="checkbox"/>	Associate
[]	[]		
City	State	Zip Code	
[]	[]		
Immediate Supervisor	Daytime Telephone		
[]			
Nature and extent of your duties and/or practice			
[]	[]		
Reason for Leaving	Date Employment Ceased		

8.02

[]		Title	
Dates of Employment	Was this position:		
[]	Full-time	<input type="checkbox"/>	Part-time
Name of Firm/Company	Paid	<input type="checkbox"/>	Volunteer
[]	Were you:		
Street Address	Solo	<input type="checkbox"/>	Partner
[]	Shareholder	<input type="checkbox"/>	Associate
[]	[]		
City	State	Zip Code	
[]	[]		
Immediate Supervisor	Daytime Telephone		
[]			
Nature and extent of your duties and/or practice			
[]	[]		
Reason for Leaving	Date Employment Ceased		

Legal Employment (Continued)

8.03

[]					
Dates of Employment	Title				
[]	Was this position:	Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
Name of Firm/Company		Paid	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
[]	Were you:	Solo	<input type="checkbox"/>	Partner	<input type="checkbox"/>
Street Address		Shareholder	<input type="checkbox"/>	Associate	<input type="checkbox"/>
[]					
City	State	Zip Code			
[]		[]			
Immediate Supervisor	Daytime Telephone				
[]					
Nature and extent of your duties and/or practice					
[]					
Reason for Leaving			Date Employment Ceased		

8.04

[]					
Dates of Employment	Title				
[]	Was this position:	Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
Name of Firm/Company		Paid	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
[]	Were you:	Solo	<input type="checkbox"/>	Partner	<input type="checkbox"/>
Street Address		Shareholder	<input type="checkbox"/>	Associate	<input type="checkbox"/>
[]					
City	State	Zip Code			
[]		[]			
Immediate Supervisor	Daytime Telephone				
[]					
Nature and extent of your duties and/or practice					
[]					
Reason for Leaving			Date Employment Ceased		

8.05

[]					
Dates of Employment	Title				
[]	Was this position:	Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
Name of Firm/Company		Paid	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
[]	Were you:	Solo	<input type="checkbox"/>	Partner	<input type="checkbox"/>
Street Address		Shareholder	<input type="checkbox"/>	Associate	<input type="checkbox"/>
[]					
City	State	Zip Code			
[]		[]			
Immediate Supervisor	Daytime Telephone				
[]					
Nature and extent of your duties and/or practice					
[]					
Reason for Leaving			Date Employment Ceased		

Other Employment. Chronologically list any other employment in the past 10 years, including temporary and part-time work, self-employment, or military service. **Account for all periods of unemployment.** You must complete your answers on this form—attach additional sheets only if necessary.

8.06

Dates of Employment _____ Title _____

_____ Was this position: Full-time Part-time
 Name of Firm/Company Paid Volunteer

Street Address _____

City _____ State _____ Zip Code _____

Immediate Supervisor _____ Daytime Telephone _____

Nature and extent of your duties and/or practice _____

Reason for Leaving _____ Date Employment Ceased _____

8.07

Dates of Employment _____ Title _____

_____ Was this position: Full-time Part-time
 Name of Firm/Company Paid Volunteer

Street Address _____

City _____ State _____ Zip Code _____

Immediate Supervisor _____ Daytime Telephone _____

Nature and extent of your duties and/or practice _____

Reason for Leaving _____ Date Employment Ceased _____

8.08

Dates of Employment _____ Title _____

_____ Was this position: Full-time Part-time
 Name of Firm/Company Paid Volunteer

Street Address _____

City _____ State _____ Zip Code _____

Immediate Supervisor _____ Daytime Telephone _____

Nature and extent of your duties and/or practice _____

Reason for Leaving _____ Date Employment Ceased _____

Other Employment (Continued)

8.09

[]					
Dates of Employment	Title				
[]	Was this position:	Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
Name of Firm/Company		Paid	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
[]					
Street Address					
[]					
City	State	Zip Code			
[]			[]		
Immediate Supervisor			Daytime Telephone		
[]					
Nature and extent of your duties and/or practice					
[]					
Reason for Leaving			Date Employment Ceased		

8.10

[]					
Dates of Employment	Title				
[]	Was this position:	Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
Name of Firm/Company		Paid	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
[]					
Street Address					
[]					
City	State	Zip Code			
[]			[]		
Immediate Supervisor			Daytime Telephone		
[]					
Nature and extent of your duties and/or practice					
[]					
Reason for Leaving			Date Employment Ceased		

9.00 ATTORNEY REFERENCES

To be completed only by attorneys admitted in another jurisdiction for more than 6 months.

List names and addresses of five attorneys in each locality where you have practiced who can provide information about your practice. Do not list your supervising attorney if you listed him/her in the employment section. You must complete your answers on this form—attach additional sheets only if necessary.

Name
Mailing address
City, State, Zip
Day Phone
Years Known

Name
Mailing address
City, State, Zip
Day Phone
Years Known

Name
Mailing address
City, State, Zip
Day Phone
Years Known

Name
Mailing address
City, State, Zip
Day Phone
Years Known

Name
Mailing address
City, State, Zip
Day Phone
Years Known

10.00 CHARACTER REFERENCES (To be completed by all applicants.)

List as character references 5 persons who have known you at least 3 years.

Do not list:

- a. your current or former employers or supervisors;
- b. your relatives (by blood or marriage);
- c. your law school professors;
- d. anyone who executed an affidavit in support of your application;
- e. individuals attending your law school during your period of enrollment; or
- f. anyone you listed as an attorney reference in Section 9.00, if you were required to complete that section.

You must complete your answers on this form—attach additional sheets only if necessary.

NO MORE THAN THREE REFERENCES MAY BE CURRENT LAW PARTNERS OR ASSOCIATES.

Name
Mailing Address
City, State, Zip
Day Phone
Occupation
Nature & Length of Acquaintance

Name
Mailing Address
City, State, Zip
Day Phone
Occupation
Nature & Length of Acquaintance

Name
Mailing Address
City, State, Zip
Day Phone
Occupation
Nature & Length of Acquaintance

Name
Mailing Address
City, State, Zip
Day Phone
Occupation
Nature & Length of Acquaintance

Name
Mailing Address
City, State, Zip
Day Phone
Occupation
Nature & Length of Acquaintance

THE FOLLOWING SECTIONS MUST BE COMPLETED BY ALL APPLICANTS

11.00 RESIDENCE HISTORY

List every residence (both school and home) that you have had during the last 10 years. You must complete your answers on this form—attach additional sheets only if necessary.

<u>City & State</u>	<u>Street Number</u>	<u>Zip Code</u>	<u>From (Mo. & Yr.)</u>	<u>To (Mo. & Yr.)</u>

12.00 MILITARY SERVICE

Have you ever been in the military service?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If you are or have been in the military service, state the branch of service, the dates of service, date and type of discharge received, if applicable, and your serial number. Attach a copy of your DD214.

13.00 APPLICANT'S OBLIGATION

I will inform the Minnesota Board of Law Examiners in writing of any changes or additions to answers which I have made on this application. I understand that this obligation shall continue until I am admitted to the practice of law in Minnesota, or until such time as my application is withdrawn or denied by the Minnesota Supreme Court.

I swear or affirm that the answers and statements on this application are complete, true and correct. I have not altered the wording on any question. I acknowledge that any false, misleading or evasive response on the foregoing application may be grounds for the Board to deny my application for admission to the Minnesota Bar. I further acknowledge that I am aware that false or misleading answers discovered subsequent to my admission to the Minnesota Bar, may result in revocation of my license to practice law in Minnesota.

I certify that my purpose in taking the Minnesota Bar Examination is for admission only. I further certify that I will not disclose the content of the Multistate Bar Exam (MBE) with any individual, organization or agency.

Under penalties of perjury, I declare that I have read the foregoing application and that the statements are true and complete.

I swear or affirm that I have read the Rules for Admission to the Bar.

Dated: _____ Signature of Applicant _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public _____

NOTARY
SEAL

State of _____ County of _____

My Commission expires _____

**AUTHORIZATION AND RELEASE OF INFORMATION AND RECORDS
AND CONSENT TO DISCLOSURE OF SOCIAL SECURITY NUMBER**

Authorization and Release

I, _____, born on _____
Name Date of Birth
at _____
City of Birth State of Birth Country of Birth

an applicant for admission to the Bar of Minnesota, hereby authorize, release, and consent to the following:

I hereby AUTHORIZE all persons, institutions and entities having knowledge or records pertaining to me, including creditors and consumer credit reporting services, to release to the Minnesota State Board of Law Examiners (MBLE), its representatives, employees, and agents, any information, records or consumer credit reports requested by the MBLE in furtherance of the character and fitness investigation. I hereby AUTHORIZE the MBLE to RELEASE to my law school(s) my name and summary data, including pass/fail data, regarding my performance on the Minnesota Bar Exam. I hereby AUTHORIZE the MBLE to release all information provided by this application, and all other information received by the MBLE and believed by it to have a bearing upon my character and fitness to practice law, including the fact that I may have been admitted conditionally, to any investigatory or regulatory body or agency having jurisdiction over admission to the bar or the discipline of lawyers. I hereby RELEASE AND DISCHARGE the MBLE and any person, institution, or entity furnishing information pursuant to this release from any and all liability of every nature and kind arising out of the furnishing of information or inspection of records or documents related to my application to the bar.

For Veterans Only: Authorization for Release of Military Records

I hereby REQUEST and AUTHORIZE the Department of the _____ (Army, Navy, Air Force, Coast Guard) to release to the MBLE, the record of each period of my service therein, and to furnish the character of service rendered for each period.

Consent to Disclosure of Social Security Number

I hereby acknowledge and understand that pursuant to the Federal Privacy Act of 1974 and the Tax Reform Act of 1976, disclosure of my Social Security number for State tax administration purposes is mandatory and that Minnesota Statutes § 270.72(4) authorizes the MBLE to report the Social Security number of each applicant seeking admission to the Minnesota bar to the Minnesota Commissioner of Revenue (Commissioner) so that the Commissioner may make a determination of failure to fulfill tax return or payment obligations. I hereby acknowledge and understand that disclosure of my Social Security number for the purpose of expediting completion of the character and fitness investigation required by the Rules for Admission to the Bar (Rules) is voluntary. Disclosure of my Social Security number for this purpose helps the Board and its employees and agents, including the National Conference of Bar Examiners (NCBE), avoid errors of identity that may cause problems and delay in admission to the Minnesota bar or the bar of other jurisdictions. Declining to authorize the disclosure of my Social Security number for character and fitness investigation purposes may delay the MBLE's review of my application for admission to the Minnesota bar and will prevent the transfer of my Multistate Bar Examination scores to another state. The MBLE will treat my Social Security number as confidential information pursuant to Rule 14.

I hereby CONSENT to the use of my Social Security number for purposes of the character and fitness investigation and AUTHORIZE the MBLE, its employees, and its agents to disclose my Social Security number to the NCBE and any person, agency, and entity having control of any documents, records, or other information, including credit records, pertaining to me. I hereby AUTHORIZE the MBLE, its employees, and its agents to disclose my Social Security number to the NCBE's national cross-reference database of applicant information, accessible by bar admission authorities in other jurisdictions.

State of _____ }
County of _____ } SS
Signature of Applicant _____ Date _____

On this ____ day of _____, 20____, before me personally appeared _____ to me known as the person described herein, and who executed, the foregoing instrument, and acknowledged that (s)he executed same as his/her free act and deed.

Notary Public _____

NOTARY SEAL

State of _____ County of _____
My Commission expires _____

Seal or stamp must be affixed to each original.

