



STATE OF RHODE ISLAND

SUPREME COURT – CLERK’S OFFICE

Licht Judicial Complex
250 Benefit Street
Providence, RI 02903

INSTRUCTIONS ON HOW TO APPLY FOR ADMISSION TO THE RHODE ISLAND BAR

ARTICLE II, RULES 1, 1B AND 2(A)

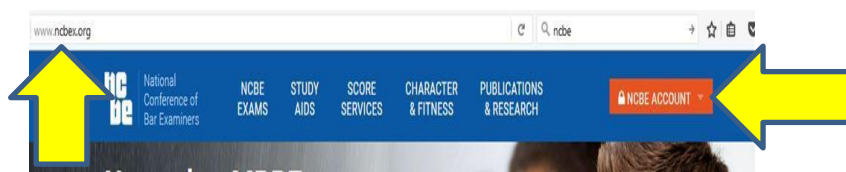
All bar admission filings must be submitted electronically using the Rhode Island Supreme Court Attorney Portal (RISCAP). While the application process varies slightly for Rule 1, Rule 1B, and Rule 2(a) applicants, the process consists primarily of two (2) steps:

1. Applicants must first complete the National Conference of Bar Examiners (NCBE) Application to the Bar of Rhode Island; and
2. Applicants must then submit the *Petition for Admission to the Rhode Island Bar* (Petition) available electronically on RISCAP by the application deadline. Petitions for Admission to the Rhode Island Bar by Transferred Uniform Bar Examination Score filed pursuant to Rule 1B may be filed on a rolling basis.

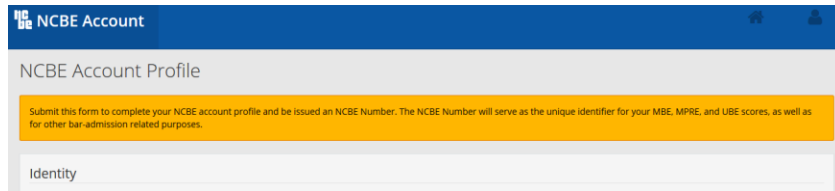
Please read carefully the following step-by-step instructions on how to complete the application process for admission to the Rhode Island Bar pursuant to Article II, Rules 1, 1B and 2(a), and are directed to the Article II of the Supreme Court Rules and the Board Rules of Practice for information on eligibility for admission under Rules 1, 1B and Rule 2(a).

Complete NCBE Electronic Application to the Bar of Rhode Island

1. Create an account on the NCBE website (www.ncbex.org) and obtain a NCBE Number if you do not already have one.
 - a. Create a NCBE Account.



- b. Complete a NCBE Account Profile to obtain a NCBE Number.



2. Complete the NCBE Application to the Bar of Rhode Island (NCBE Application).

- a. Rule 1 and Rule 1B applicants must complete the NCBE Application which is a form fillable .pdf available [here](#) and follow the instructions and checklist at the end of the form on how to complete and submit the NCBE Application.

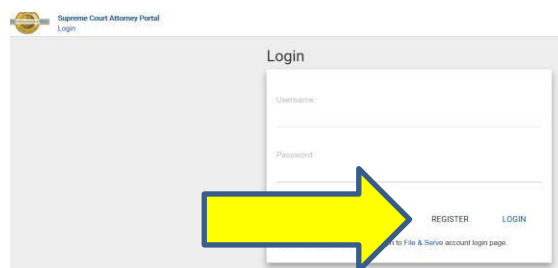
Please note that the completed NCBE Application must be submitted to the Rhode Island Supreme Court as part of the Petition for Admission to the Rhode Island Bar on RISCAP. Rule 1 and Rule 1B applicants do not submit the completed NCBE Application to the NCBE.

- b. Rule 2(a) Applicants must complete the NCBE Application which is a form fillable .pdf available [here](#) and follow instructions and checklists at the end of the form how to complete and submit the NCBE Application.

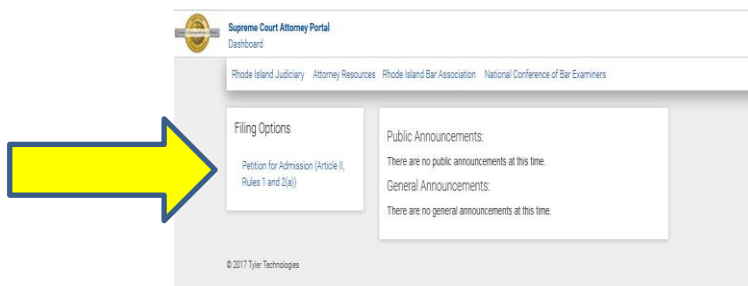
Please note that the completed NCBE Application must be submitted to the Rhode Island Supreme Court as part of the Petition for Admission to the Rhode Island Bar on RISCAP and to the NCBE as part of the character and fitness investigation conducted by the NCBE.

Submit a Petition for Admission to the Rhode Island Bar

1. Create an account on [RISCAP](#) by clicking REGISTER.



2. Complete the *Petition for Admission to the Rhode Island Bar*.



3. Portable Document Format (PDF) versions of the following items will be required when completing the *Petition for Admission to the Rhode Island Bar* on RISCAP.

Rules 1 and 1B	Rule 2(a)
1. Completed NCBE Application (See Rhode Island Specific Instructions)	1. Completed NCBE Application (See Rhode Island Specific Instructions)
2. Photograph Identification (Color copy of current driver's license or other valid photo identification)	2. Photograph Identification (Color copy of current driver's license or other valid photo identification)
3. Proof of United States Citizenship or Legal Residency (United States Passport, Birth Certificate, Certificate of Naturalization, or Permanent Resident Card)	3. Proof of United States Citizenship or Legal Residency (United States Passport, Birth Certificate, Certificate of Naturalization, or Permanent Resident Card)
4. Credit Report (Full credit report from Experian, TransUnion, or Equifax)	4. Credit Report (Full credit report from Experian, TransUnion, or Equifax)
5. Criminal Background Reports Information (All required background checks should be uploaded as a single document.)	5. Rule 2(a) Notarized Affidavit
6. Request for Law School Documentation (If you attended more than one (1) law school, you must submit the requests to each law school. All requests should be uploaded as a single document.)	6. If applicable, Certificate(s) of Good Standing - State and Federal (Multiple Certificates of Good Standing should be uploaded as a single document.)
7. Copies of two (2) Certificates of Good Moral Character sent to references for completion (All certificates should be uploaded as a single document.) (Note: References shall send original, completed forms directly to the Bar Admissions office)	7. Copies of two (2) Certificates of Good Moral Character sent to references for completion (All certificates should be uploaded as a single document.) (Note: References shall send original, completed forms directly to the Bar Admissions office)
8. Copies of Employment Verification Forms sent to employers for completion (All verification forms should be uploaded as a single document.) (Note: References shall send original, completed forms directly to the Bar Admissions office)	8. Handwriting Sample Form
9. If applicable, Certificate(s) of Good Standing - State and Federal (Multiple Certificates of Good Standing should be uploaded as a single document.)	9. Criminal Background Reports Information (All required background checks should be uploaded as a single document.)
10. If applicable, Request for Administrative Nonstandard Testing Accommodations and/or Request for Test Accommodations under the Americans with Disabilities Act	10. If applicable, Request for Administrative Nonstandard Testing Accommodations and/or Request for Test Accommodations under the Americans with Disabilities Act
11. Fully Executed Acknowledgment – Oath	11. Fully Executed Acknowledgment – Oath

You may also be required to submit PDF versions of documentation not already submitted in response to the NCBE Application related to a name change, separation or marriage termination, any orders of license/certificate revocation or suspension, creditor action, business venture litigation, personal litigation, or guardianship/conservatorship.

Filing Tips

- 1. Registration:** It is strongly suggested that applicants keep record of the email address used to create their RISCAP account. The email address you used to create your account or “register” on RISCAP is your Username.
- 2. Access to RISCAP Filings:** Anyone who has an existing account on Odyssey File & Serve must create an account or “register” on RISCAP with an email address that is different from the email address associated with their existing Odyssey File & Serve account.
- 3. Passwords:** A password must be at least eight (8) characters with one (1) lower case letter, one (1) upper case letter, and one (1) number or symbol. If you change your password in RISCAP the password will automatically change in Odyssey File & Serve and vice versa.
- 4. Helpful Links:**
 - a. The Rhode Island Supreme Court Order regarding mandatory electronic filing of the *Petition for Admission to the Rhode Island Bar* may be found [here](#).
 - b. Information about the general electronic filing requirements is available here: <https://www.courts.ri.gov/efiling/Pages/default.aspx>.
 - c. Information about Article X, Rules Governing Electronic Filing (Electronic Filing Rules) is available here: <https://www.courts.ri.gov/Courts/SupremeCourt/Pages/rules.aspx>.
- 5. Help:**
 - a. Contact information for technical problems associated with RISCAP (Judicial Technology Center – JTC) and Odyssey File & Serve (Tyler Technologies) is available here: <https://www.courts.ri.gov/efiling/PDF/HelpInformation.pdf>.
 - b. Contact the Bar Admissions Staff at ribarexam@courts.ri.gov for questions regarding completion of the *Petition for Admission to the Rhode Island Bar*.