



STATE OF RHODE ISLAND

SUPREME COURT – CLERK’S OFFICE

Licht Judicial Complex
250 Benefit Street
Providence, RI 02903

INSTRUCTIONS ON HOW TO FILE A PETITION TO REAPPLY FOR ADMISSION TO THE RHODE ISLAND BAR

ADMISSION ON EXAMINATION - ARTICLE II, RULES 1 AND 2(A)

All bar admission filings must be submitted electronically using the Rhode Island Supreme Court Attorney Portal (RISCAP).

Petitions to Reapply for Admission must be filed by applicants who deferred from the previous bar examination (by the applicable application filing deadline) and applicants who failed a bar examination and want to take the next bar examination (by the filing deadline set by the Board of Bar Examiners included in the results letter).¹

NOTE: Applicants who want to apply for admission after having *withdrawn* a previous bar application or after their bar application file has *closed* because of a failure to timely submit a Petition to Reapply for Admission, must submit a Renewed Petition for Admission – not a Petition to Reapply for Admission.

Submit a Petition to Reapply for Admission

1. Login to your [RISCAP](#) account

2. Complete the Petition to Reapply for Admission

¹ Applicants are directed to Article II of the Rhode Island Supreme Court Rules and the Board of Bar Examiners Rules of Practice Governing Admission on Examination. Rule 1 applicants should refer to Rule 2(b)(i)(4) regarding submittal of qualifying MPRE scores.

Portable Document Format (PDF) versions of the following items will be required when completing the Petition to Reapply for Admission on RISCAP.

Rule 1	Rule 2(a)
1. Photo Identification (Color copy of current driver's license or other valid photo identification)	1. Completed NCBE Application-Supplemental NCBE Request for Preparation of Character Report including new, updated Application submitted to NCBE for Supplemental Character Report (See Rhode Island Specific Instructions)
2. Updated credit report from Experian, TransUnion, or Equifax	2. Photo Identification (Color copy of current driver's license or other valid photo identification)
3. If applicable, Certificate(s) of Good Standing - State and Federal (Multiple Certificates of Good Standing should be uploaded as a single document.)	3. Updated credit report from Experian, TransUnion, or Equifax
4. Criminal Background Reports Information (New Criminal background report from the jurisdiction where you have lived during the past six (6) months)	4. If applicable, Certificate(s) of Good Standing - State and Federal (Multiple Certificates of Good Standing should be uploaded as a single document.)
5. If applicable, Request for Administrative Nonstandard Testing Accommodations and/or Request for Test Accommodations Under the Americans with Disabilities Act	5. Updated Notarized Rule 2(a) Affidavit
6. Fully Executed Acknowledgment - Oath	6. If applicable, Request for Administrative Nonstandard Testing Accommodations and/or Request for Test Accommodations Under the Americans with Disabilities Act
	7. Fully Executed Acknowledgment - Oath

Questions about filing a Petition to Reapply for Admission should be directed to the Bar Admissions Staff at ribarexam@courts.ri.gov.

Filing Tips

1. 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 File and Serve and vice versa.

2. Helpful Links:

a) The Rhode Island Supreme Court Order regarding mandatory electronic filing of all bar admission filings to the Rhode Island bar may be found at this link: [https://www.courts.ri.gov/Courts/SupremeCourt/SupremeMiscOrders/MandatoryElectronicFilingPetitionsforAdmissionUponExamination\(March%2027,%202017\).pdf](https://www.courts.ri.gov/Courts/SupremeCourt/SupremeMiscOrders/MandatoryElectronicFilingPetitionsforAdmissionUponExamination(March%2027,%202017).pdf)

- b) Rhode Island Judiciary's website regarding Electronic Filing may be found at this link: <https://www.courts.ri.gov/efiling/Pages/default.aspx>
- c) Rhode Island Judiciary's website regarding Article X, Rules Governing Electronic Filing (Electronic Filing Rules) may be found at this link: <https://www.courts.ri.gov/Courts/SupremeCourt/Pages/rules.aspx>

3. Help:

- a) Contact information for technical problems associated with RISCAP (Judicial Technology Center – JTC) and File and Serve (Tyler Technologies) is found at this link: <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 to Reapply for Admission.