



State of Rhode Island Judiciary

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 three (3) steps:

1. Applicants must first complete the National Conference of Bar Examiners (NCBE) Character Report Application (NCBE Application) available electronically on the NCBE website following all NCBE and [Rhode Island Specific instructions](#) and checklists;
2. Applicants must arrange for their official UBE Score Transcript and/or official MPRE Score Report, if applicable, to be forwarded to the Clerk prior to submittal of the Petition; and
3. 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.

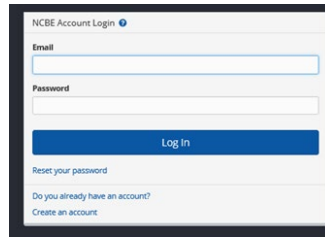
Please read carefully the following step-by-step instructions on how to apply for admission to the Rhode Island Bar pursuant to Article II, Rules 1, 1B and 2(a), and refer to the Article II of the Supreme Court Rules and the Board Rules of Practice for information on eligibility for admission under Rules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

Complete NCBE Application

1. Create an account on the NCBE website **OR** log into your previously existing NCBE account.
 - a. Create a NCBE Account (www.ncbex.org).



- b. Log into your previously existing account (<https://auth.ncbex.org/login>).

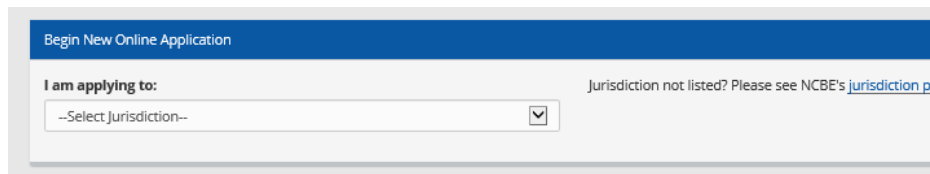


2. Complete the NCBE Application on the NCBE website.

- a. Select “Character & Fitness” on the NCBE dashboard.



- b. Select Rhode Island as the jurisdiction you are applying to.



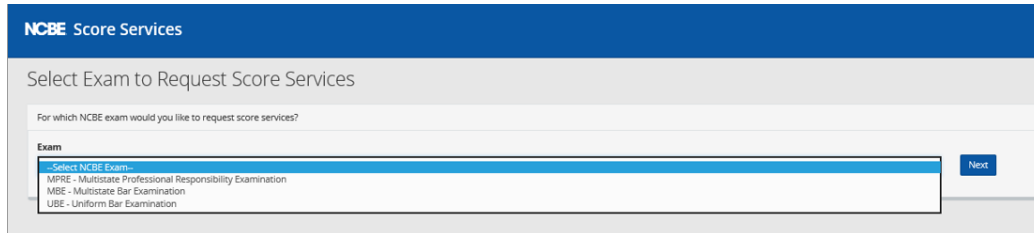
- c. Select the application type of Rule 1, 1B or Rule 2(a).
- d. Follow the NCBE and [Rhode Island Specific Instructions](#) and checklists on how to complete and submit to the NCBE Application.

Rule 1 and Rule 1B applicants must complete the NCBE Application on the NCBE website, print out and submit it to the Rhode Island Supreme Court as part of the Petition. Rule 1 and Rule 1B applicants **do not** submit the completed NCBE Application to the NCBE. Rule 1 and Rule 1B applicants just complete the NCBE Application and pay the \$30.00 fee for completion.

Rule 2(a) applicants must submit the completed NCBE Application to the NCBE as part of their character and fitness investigation conducted by the NCBE and also to the Rhode Island Supreme Court as part of the Petition.

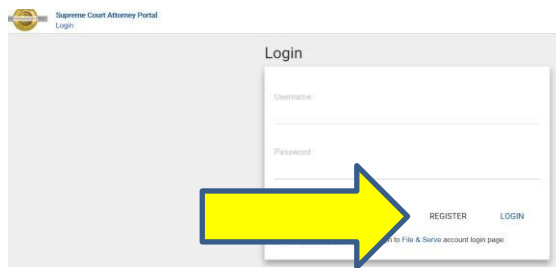
Forward official UBE Score Transcript and/or official MPRE Score Report

1. Log into your previously existing account (<https://auth.ncbex.org/login>).
2. Select NCBE Score Services and follow instructions requesting that official UBE Score Transfer and/or official MPRE Score Report, if applicable, be forwarded to the Clerk *prior* to submitting your Petition.

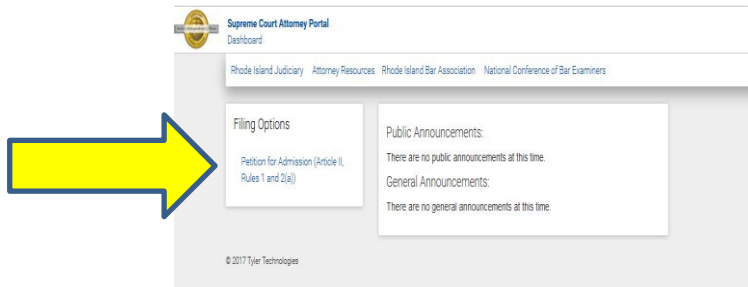


Submit a Petition for Admission to the Rhode Island Bar

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 with Addendum if necessary (See Rhode Island Specific Instructions)	1. Completed NCBE Application with Addendum if necessary (See Rhode Island Specific Instructions)
2. Photo Identification (Color copy of current driver's license or other valid photo identification)	2. Photo Identification (Color copy of current driver's license or other valid photo identification)

Rules 1 and 1B	Rule 2(a)
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 not older than 30 days from Experian, TransUnion, or Equifax)	4. Credit Report (Full credit not older than 30 days 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. 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](#).
 - c. Information about Article X, Rules Governing Electronic Filing (Electronic Filing Rules) is available [here](#).
- 5. Help:**
 - a. Contact information for technical problems associated with RISCAP (Judicial Technology Center – JTC) and Odyssey File & Serve (Tyler Technologies) is available [here](#).
 - 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*.