

Admission on Motion Documentation Checklist

You can speed the application process by providing supporting documentation with your application. Within the application, where copies are allowed, you will be instructed to upload documents as attachments. Where original documents are required, you will see instructions for mailing documents to the Committee on Character and Fitness.

These documents will be required for admission by motion:

- 1. Evidence of graduation with a JD degree from an ABA-approved law school
You may submit one of these three forms of proof:
 - Photo copy of diploma, showing name, date and degree (*copy allowed*)
 - Original and currently dated letter from your law school attesting to the date your JD was conferred (*original required, must be mailed*)
 - Original transcript issued by law school indicating date JD conferred (*original required*)

- 2. Evidence of admission by bar examination
 - Original document proving you passed bar examination and were admitted in a reciprocal and/or another jurisdiction, issued by admitting authority of the jurisdiction. (*original required*)

- 3. Certificates of good standing from every jurisdiction admitted (*original required*)
 - Must be dated no earlier than 60 days prior to application
 - Must indicate date of admission and reflect current good standing
 - May not be printed off website or internet

- 4. Disciplinary history from every jurisdiction admitted (*original required*)
 - Must be dated no earlier than 60 days prior to application
 - Must indicate disciplinary history in that jurisdiction
 - Must list grievances filed and disposition, if any

- 5. Certified driving history from every state in which you have held a driver's license for the past 7 years (*copy allowed*) ([Traffic Cases History Form](#))
 - Must be issued by the jurisdiction for the longest period of time offered, cannot be printed off internet

- 6. Completed fingerprint card with ink prints (*original required*)
 - Standard FBI blue and white card on heavy stock, available from law enforcement agencies or the Committee on Character and Fitness; request a card from the Committee on Character and Fitness here attorneyadmissions@courts.az.gov
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- 7. Copies of pleadings and final judgment from every legal or administrative action in which you have been a party, including civil and criminal (*copies allowed*)
 - Examples include, but are not limited to, divorce, name change, complaints against professional license, actions for debt/payment, all lawsuits

- 8. Copy of **official** MPRE score report or original letter from the jurisdiction you were admitted indicating scaled score of 85 or greater.
- 9. Photo (*must be mailed*)
 - Approximately 2.5 X 2.5 inches, head and shoulders only (*similar to passport photo*), color or B&W acceptable, please write Social Security Number on back of photo
- 10. If a US citizen, a copy of your birth certificate, passport information page, valid driver's license, completed I-9, or certificate of naturalization (*copies allowed*)
- 11. If not a US citizen, a copy of all immigration documentation (*copies allowed*)
- 12. If a veteran, a copy of your DD-214, "Report of Separation" (*copy allowed*)
- 13. If you are seeking to practice pending Admission on Motion, in accordance with [Rule 38\(h\)](#), Rules of the Supreme Court, you must also submit the follow documentation with your application materials:
 - Supervising Attorney Verification Form ([Affidavit](#))