

# **APPLICATION STEPS:** **AN OVERVIEW OF THE LPP EXAMINATION** **APPLICATION PROCESS**

*This document is meant to provide applicants with a general overview of what is involved in completing an LPP exam application. Individual situations vary and it is the applicant's responsibility to ensure that they comply with the Rules Governing LPP's and the Filing Instructions.*

## **GENERAL**

### **STEP 1 – FILING INSTRUCTIONS AND RULES**

Read the Filing Instructions and the Rules Governing Admission, 15-701 through 15-720.

### **STEP 2 – REFERENCES**

Select three people to act as references: one attorney, one employer, and one general. Inform them that they can expect an electronic notification once you submit your application, which allows them to electronically complete and submit their reference form apart from your application.

### **STEP 3 - LAW SCHOOL GRADUATION**

If you have not graduated from law school, please move to Step 4. If you have graduated or will graduate from law school, send the Certificate of Law School Graduation form to your law school for completion and ensure it is sent to you to upload it with your application.

## **GATHERING INFORMATION**

### **STEP 4 – CRIMINAL RECORDS**

If you have ever been arrested, served with a summons, cited, indicted, charged, tried, or investigated for an infraction, felony, or misdemeanor in any jurisdiction, contact the appropriate court to obtain all available court records. Also contact the appropriate law enforcement agency to obtain a copy of the police report. If either authority does not have the requested documentation, you must obtain written confirmation from them. If the incident has been expunged, you must upload a copy of the expungement order or proof from the law enforcement agency that they have no record of you.

### **STEP 5 – MILITARY RECORDS**

If you have ever been in the military, obtain copies of your DD-214(s) (or the equivalent). If you have been in the military in the last 5 years you must also obtain copies of your OER(s) (or the equivalent).

## **STEP 6 – CREDIT HISTORY**

Pull a credit report. Ensure that your finances are in order (if you have any accounts past due you will not be approved by the LPP Admissions Committee). Make a note of the following (you must report these facts even if they do not show up on your credit report):

- (1) Any accounts that have been charged off, sent to collections, or settled for less than the full balance in the last ten years.
- (2) Any accounts on which you have been more than 60 days late on a payment in the last two years.
- (3) Any credit card or charge account that was revoked or closed for non-payment in the last ten years.

## **STEP 7 – BANKRUPTCY**

If you have had a bankruptcy, obtain copies of the petition, schedules, and discharge order. If you have a pending Chapter 13 bankruptcy you must also obtain a copy of your payment history. If any adversary proceedings or other suits were filed in relation to the bankruptcy, obtain a copy of all of the pleadings.

## **STEP 8 – TAXES**

Ensure that you are current on all your tax obligations. If any tax liens have ever been filed against you, obtain a copy of the lien and its release. If neither of these are available, obtain a copy of the court docket.

## **STEP 9 – CIVIL CASES**

If you have ever been a party to or if you have ever been named or described in any civil proceeding, action, suit, arbitration, or administrative proceeding (including family law cases), contact the appropriate court or administrative body to obtain a copy of the court docket(s) and the pleadings. If the documents are not available, obtain written confirmation.

## **STEP 10 – TRAFFIC VIOLATIONS**

Gather information on all traffic citations you have received in the last five years by searching court records in the jurisdictions where you could have received them. Although a full driver's license history from the DMV is helpful, it is not always complete—all citations are filed with a court, but they are not all reported to the DMV.

## **STEP 11 – BAR COMPLAINTS**

If you have ever had public or private, formal, or informal complaints, charges, or grievances concerning your conduct as an attorney or paralegal, contact the appropriate authority to obtain a copy of all available documentation. If no documentation is available, obtain written confirmation.

### **STEP 12 – PROFESSIONAL DISCIPLINE**

If you have ever been disciplined or denied a license for any trade, occupation, etc. (other than as an attorney), contact the appropriate authority and obtain all available documentation. If no documentation is available, obtain written confirmation.

### **STEP 13 – CHILD/SPOUSAL SUPPORT**

If you are required to pay child and/or spousal support, obtain a copy of your support payment history OR an affidavit from the support recipient confirming that you are current on your payments.

### **STEP 14 – PAST ADDRESSES**

Gather information on all addresses where you have lived in the past five (5) years.

### **STEP 15 – EDUCATIONAL DISCIPLINE**

If you have ever been investigated, charged, or disciplined for a violation of any policy by a college, university, law school, or any other institute of higher learning, obtain a copy of all available documentation.

### **STEP 16 – PAST JOBS**

Gather information on all jobs you have held in the last five (5) years. This information should include the address, the name and email of your supervisor and the name of a coworker.

### **STEP 17 – NATIONAL PARALEGAL CERTIFICATION\* if necessary**

Gather supporting documentation to show that you have received one of the following paralegal certifications: Certified Paralegal (CP) or Certified Legal Assistant (CLA) by the National Association of Legal Assistants (NALA); Professional Paralegal (PP) certification from the National Association of Legal Professionals (NALS); CORE Registered Paralegal (CRP) designation from the National Federation of Paralegal Associations (NFPA).

## **APPLICATION**

### **STEP 18 – FILL OUT APPLICATION**

Using the information you have gathered, complete the electronic LPP Examination Application.

### **STEP 19 – REQUIRED/SUPPLEMENTAL FORMS**

Using the information and documentation previously gathered, upload the “Required” forms, as well as any “Supplemental Forms” that apply to your situation.

### **STEP 20 – DISCIPLINARY HISTORY**

If you are an attorney, request a disciplinary history from the appropriate authority in every jurisdiction where you are admitted. This document must cover both public and private discipline and reference whether there have ever been any complaints or charges received against you. If upon receiving this document you find there were charges that you did not know about (because they were dismissed early on), be sure to fill out an Amendment to reflect this new information and request the necessary documents from the disciplinary authority (or evidence that they are not available).

### **STEP 21 – CERTIFICATE OF GOOD STANDING**

If you are an attorney, request a Certificate of Good Standing from the appropriate authority in every jurisdiction where you are admitted.

### **STEP 22 – FBI BACKGROUND CHECK**

Arrange to be fingerprinted and send the background check request to the FBI. Obtain and keep the mailing receipt/tracking number. Complete the FBI Declaration form.

### **STEP 23 - DMV RECORDS**

Obtain a 3-year driving record from every jurisdiction where you have held a license in the last three years.

### **STEP 24 – PHOTO**

Obtain a passport-style photograph that can be used for identification purposes.

### **STEP 25 – NOTARIZATION**

Arrange to sign and have notarized the forms that require it (Applicant Verification, Authorization and Release, Notification of Release).

### **STEP 26 – FEES**

Pay the application fees.

### **STEP 27 – SUBMIT APPLICATION**

Before uploading your application, ensure that all your submissions are accurate and do not have an (!) exclamation point icon or notice of the need to submit additional information.

## **POST-SUBMISSION**

### **STEP 29 – EMAIL**

Check your email account regularly for correspondence. Respond promptly to any inquiries.