

# SUPREME COURT OF THE VIRGIN ISLANDS



## VIRGIN ISLANDS BAR APPLICATION HANDBOOK

**Hon. Geoffrey W. Barnard, Chairman**  
Committee of Bar Examiners

**Elsie-Mae King, Director**  
Office of Bar Admissions

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St. Thomas, VI 00804-0590

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### NOTICE TO APPLICANTS

The following instructions are intended to assist applicants in completing and filing the attached Application for Admission to the Virgin Islands Bar and the National Conference of Bar Examiners (NCBE) Request for Preparation of a Character Report. Before completing the application, an individual seeking admission to the Virgin Islands Bar, pursuant to Virgin Islands Supreme Court Rule 202 or 204 is strongly encouraged to familiarize themselves with the Rules governing admission to the Virgin Islands Bar. Specifically, an applicant seeking regular admission should familiarize themselves with the provisions of VISCR 204. An applicant seeking special admission should familiarize themselves with the provisions of VISCR 202, which governs special admissions.

All applicants should familiarize themselves with VISCR 203, which governs professional responsibility and discipline of members of the Virgin Islands Bar and the American Bar Association Model Rules of Professional Conduct. The Rules of the Supreme Court of the Virgin Islands can be found on the Court's website at [www.visupremecourt.org](http://www.visupremecourt.org).

### COMPLETING THE APPLICATION FOR ADMISSIONS TO THE VIRGIN ISLANDS BAR

**Please note:** In accordance with VISCR 15, which governs the formatting of documents filed in the Supreme Court of the Virgin Islands, this jurisdiction requires that your responses to **BOTH** the Virgin Islands Bar Admission Application and the National Conference of Bar Examiners (NCBE) Request for Preparation of a Character Report **MUST BE TYPED**. All applicants should retain a copy of all documents submitted for their records. Please answer all questions with complete responses. Do not leave any question blank. If a question does not apply to you, so state by indicating "n/a".

To download and complete the [fillable PDF version](#) of the application please visit the Court's website at [www.visupremecourt.org](http://www.visupremecourt.org) and click on the "[Form Download](#)" link in the menu tree.

1. **Caption:** In the space provided, the applicant must provide their full legal name. Aliases must be provided in the additional space provided.
2. **Photograph:** A passport sized (2'x2') photograph must be affixed to the first page of the application in the space provided.
3. **Certificate(s) of Good Standing:** For every jurisdiction of admission, an applicant is required to electronically file a Certificate of Good Standing bearing the original seal of the highest court of the jurisdiction(s) in which admitted as an attachment to their application, evidencing the status of their admission. **Certification from the state bar association will not be accepted.** The original of each Certificate of Good Standing must be conventionally mailed to and received by the Office of Bar Admissions within three (3) days of electronic filing or your application for admission will be deemed incomplete.

4. **Inactive Bar Membership or Resignation from the State Bar:** If an applicant is an inactive member or have resigned from a state bar, Form 2V.I. must be completed. The date must be provided when inactive status was received or the effective date of resignation and the reason therefore. Additionally, a letter from the State Bar Association, the Disciplinary Board or the designated agency must be submitted as an attachment certifying that from the time of resignation or withdrawal, the applicant has not been subject to any disciplinary proceedings. The original of each letter issued by the State Bar Association, Disciplinary Board or the designated agency must be conventionally mailed to and received by the Office of Bar Admissions within three (3) days of the acceptance of the electronic filing or your application for admission will be deemed incomplete.
5. **National Conference of Bar Examiners (NCBE) Request for Preparation of a Character Report:** An applicant must complete the online version of the National Conference of Bar Examiners Request for Preparation of a Character Report at <http://www.ncbex.org/character-and-fitness/>. When you have completed the Request for Preparation of a Character Report, you must print out the document, sign it have it fully notarized. Thereafter, the entire NCBE application must be electronically filed with the Office of Bar Admissions within twenty-four (24) hours of the acceptance of electronic filing of your Application for Admissions to the Virgin Islands Bar. The **original executed** hard copy of the documents **must also be conventionally filed** with the Office of Bar Admissions within three (3) days of the electronic submission of the e-document.

If you need additional space to respond to a question on the Virgin Islands' Bar Admission Application, please use Form 2V.I. entitled Additional Responses.

6. **Amendments to Application Responses:** The Application for Admissions to the Virgin Islands Bar is a continuing application. Accordingly, you are required to immediately amend a response if for any reason; including changed circumstances that you may have learned of regarding prior information disclosed which may be deemed as incomplete or incorrect. You should use Form 3V.I. to amend a response. You may also download additional forms as part of the application form on the Court's website under the [Forms Download page](#).

*Form 1V.I.:* Change of Address

*Form 2V.I.:* Additional Responses

*Form 3V.I.:* Amendment to Application for Admission

7. **Original signature pages and forms that must be conventionally filed with the Office of Bar Admissions:** In accordance with VISCR 40.3(h), within three (3) days of the electronic submission of the e-document an applicant must conventionally file with the Office of Bar Admission, **in addition** to the electronically filing with Virgin Islands Supreme Court Electronic Filing System (VISCEFS); all pages that require the applicant's original signature and/or a notary's signature and seal to be affixed.
8. **Incomplete Applications:** You will be notified if either application is incomplete. An incomplete application will delay the determination of your eligibility to sit for the anticipated examination on the scheduled date and your admission to the Virgin Islands' Bar.

## DEAN CERTIFICATION FORM AND THE OFFICIAL TRANSCRIPT

The **Dean Certification Form** should be completed by a duly authorized law school official in order to confirm with the applicant's compliance with the eligibility requirement of VISCR 204(d)(5). The applicant must complete the upper section of the Dean Certification before having the form being notarized. Once completed, the applicant is required to forward the **original executed** form to the Dean of their law school for completion. The completed form must be forwarded to the Office of Bar Admissions by the law school and not by the applicant. Partially completed forms or faxed transmissions will not be accepted.

An applicant's **Official Transcript** from their law school evidencing the completion of their law school tenure and the awarding of the Juris Doctorate Degree must be sent to the Office of Bar Admissions by the law school and not by the applicant. **Transcripts received via fax, electronically or via third party transmission including from an applicant are prohibited.**

## APPLICATION DEADLINES\*

**Special Admissions (VISCR 202):** There is no application deadline imposed for filing an application for special admissions. The application and other moving papers are filed at the discretion of the authorized moving agency with the Supreme Court of the Virgin Islands.

**Regular Admissions (VISCR 204):** In accordance with VISCR 204, as amended by Promulgation Order S. Ct. Prom. Or. No. 2014-0001, individuals seeking regular admissions to the Virgin Islands Bar are required to file their application by the regular filing date or by the late filing date as established by the Court for the respective dates that they elect to take the Virgin Islands Bar Examination.

### Application Filing Deadline Effective March 1, 2014

#### DEADLINES

**First deadline:** June 1<sup>st</sup>

**Late Filing Deadline:** July 1<sup>st</sup>

**\* Please note:** In accordance with VISCR 40.3(b) which governs the timeliness of e-filed documents, documents e-filed to the Supreme Court must be transmitted on or before 11:59 p.m., Atlantic Standard Time, to be considered timely filed that day.

Applicants are responsible to ensure that all necessary documents, including but limited to, the NCBE Request for Preparation of a Character Report, the Dean Certification Form and the Official Transcript issued by the law school where they obtained their Juris Doctorate Degree are filed on or prior to the deadline imposed.

## EXAMINATION DATES

### July 2014

EXAMS	DATE
Multi-State Bar Examination (MBE)	July 30, 2014
Local Law Examination (Essay)	July 31, 2014

## COMPOSITION OF THE VIRGIN ISLANDS BAR EXAMINATION

**Multistate Bar Examination (MBE):** The Multistate Bar Examination (MBE) contains 200 multiple-choice questions. It is developed by the National Conference of Bar Examiners and is administered on the last Wednesday in February and the last Wednesday in July of each year. The purpose of the MBE is to assess the extent to which an examinee can apply fundamental legal principles and legal reasoning to analyze given fact patterns. To obtain additional information regarding the MBE, including study aids and a copy of the informational booklet, please visit NCBE's website: [www.ncbex.org/multistate-tests/mbe/](http://www.ncbex.org/multistate-tests/mbe/). The subjects for the MBE are:

1. Constitutional Law
2. Contracts
3. Criminal Law
4. Evidence
5. Real Property
6. Torts

**Local Law (Essay) Examination:** is a six hour, essay examination covering twelve subject areas of local law. The subjects for the Essay portion of the V.I. Bar Exam are:

1. Agency
2. Civil Procedure
3. Commercial Paper
4. Conflict of Laws
5. Corporations
6. Criminal Procedure
7. Domestic Relations
8. Partnership
9. Sales
10. Secured Transactions
11. Trusts
12. Wills

**Multistate Professional Responsibility Examination (MPRE):** is a 60-question, two-hour-and-five-minute, multiple-choice examination administered three times per year at established test centers across the country. It is a separate exam from the Virgin Islands Bar Examination and is administered by ACT on behalf of the National Conference of Bar Examiners. You are required to complete separate application and pay an additional examination fee. To obtain an information Booklet, an application for registration, a list of test centers or to register online you may visit NCBE's website at <http://www.ncbex.org/multistate-tests/mpre/>.

## SCORE REQUIREMENTS & TRANSFERRING OF SCORES

**Score Requirements:** Pursuant to VISCR 204(f), in order for an applicant to pass the written Bar examinations, the applicant must receive a minimum combined score of 70% or more on the Multistate Bar Exam (MBE) and Essay portions of the examination, and a minimum scaled score of 75 on the Multistate Professional Responsibility Exam. For purposes of the MBE, a scaled score of 133 is equivalent to 70%.

**Transfer MBE & MPRE Scores:** Pursuant to VISCR 204(f), MBE and MPRE scores obtained in another United States' jurisdiction may be accepted by the Committee, provided that the minimum passing score required by the Virgin Islands' Bar has been achieved and certified in writing by the other jurisdiction, and provided further that the scores certified are no more than five (5) years old from the date the MBE or MPRE was taken.

- *MBE:* Applicants electing to transfer their MBE score should visit NCBE's website at [www.ncbex.org](http://www.ncbex.org) and complete and download the *NCBE Score Services Request Form* and send it with the required processing fee to NCBE.
- *MPRE:* Applicants electing to transfer their MPRE score should visit NCBE's website at [www.ncbex.org](http://www.ncbex.org) complete the *NCBE MPRE Additional Score Report(s) Request Form* and forward it with the required processing fee to NCBE.

## APPLYING FOR AN NCBE NUMBER

All individuals seeking admission to the Virgin Islands Bar are required to request a National Conference of Bar Examiners (NCBE) Number, which will be used as an applicant identifier for specific bar admission related purposes.

### Requesting a NCBE Number

The process to request an NCBE Number takes only a few minutes. Applicant must visit the National Conference of Bar Examiners' website at [www.ncbex.org/ncbe-number](http://www.ncbex.org/ncbe-number), where they will be required to submit an online request via a secure online account. The site also has a link to some frequently asked questions that may be of assistance while completing the online request.

Once the required information is submitted, an NCBE Number is generated instantaneously and appears on the applicant's NCBE Number Account home page along with a link that allows the applicant to print the written confirmation notice.

### Identification Purposes

The NCBE Number will be used for identification purposes on the following items:

- (a) *NCBE Request for a Character and Fitness Report.* **Please note:** The online account you create to request an NCBE Number is separate from your character and fitness electronic application account.
- (b) *Multistate Bar Examination (MBE).* The NCBE Number will be used for identification and scoring purposes.

- (c) *Local Law (Essay) Examination.* The NCBE Number will be used for identification purposes on the blue examination books that are used to provide written responses for the Local Law (Essay) Examination.
- (d) *Examination Re-takes:* If an applicant takes any examination more than once they will be required to use the same NCBE Number each time they re-take the exam(s).

### FORMS THAT MUST BE CONVENTIONALLY FILED

In accordance with VISCR 40.3(h), the following documents must be conventionally filed with the Office of Bar Admission within three (3) days of the electronic submission of the e-document, **in addition to**, electronically filing with Virgin Islands Supreme Court Electronic Filing System (VISCEFS):

- **Application for Admissions for Virgin Islands Bar:** Page 7
- **Applicant's Affidavit in Support of Application:** Both pages of the Affidavit in Support.
- **Authorization and Release Forms:** All three (3) pages.
- **NCBE Request for Preparation of a Character Report:** The entire NCBE application and executed authorization forms.
- **Original Certificate(s) of Good Standing**

**Please note:** Failure to submit the original executed hard copy of these documents within the prescribed timeline will deem the pending application as incomplete and will prevent an applicant from taking the Virgin Islands Bar Examination.

### IMPORTANT E-FILING INFORMATION

Pursuant to VISCR 40.2(5), every registered e-filer, including applicants to the Virgin Islands Bar, must consent to electronic service in lieu of conventional service in all cases in which electronic filing is required. Consequently, all correspondence issued by the Office of Bar Admissions will be served on an applicant to the Virgin Islands Bar electronically through the VISCEFS. Additionally, the following information is being provided to the applicant for admission to the Virgin Islands Bar as a guide to assist in becoming an E-filing User as required pursuant to VISCR 40.5(b) for the purposes of filing an Application for Admissions to the Virgin Islands Bar. The following information is not intended to substitute the VISCEFS Electronic Filing Manual which is available for download on the Court's website at <http://www.visupremecourt.org/wfData/files/VlefileUserManualR211Public.pdf> or by visiting the Court's website and clicking on the "Electronic Filing" Tab on the left menu bar. In addition to the Rules governing bar admissions, all applicants are encouraged to familiarize themselves with VISCR 40, which governs Electronic Filing in the Virgin Islands Supreme Court and Service.

## FILING AN APPLICATION FOR ADMISSIONS

*Regular Admission:* Upon completion of the Application for Admission to the Virgin Islands Bar, the NCBE Request for Preparation of a Character Report and all pertinent documentation must be electronically filed with the application filing in accordance with VISCR 40.2.

*Special Admission:* An applicant seeking special admission is **prohibited** from registering as an E-Filing User prior to the Court's granting of the moving agency's application for special admission. Upon the Court's granting of application, a specially admitted attorney must register as an E-Filing User with VISCEFS in accordance with VISCR 40.3.

## BECOMING AN E-FILER

*Regular Admission:* In accordance with VISCR 40.2(b), an applicant seeking regular admission is required to register as a Filing ("user") with the Virgin Islands Supreme Court Electronic Filing System (VISCEFS).

To register as a filing user, an applicant must first log on to the Court's website at [www.visupremecourt.org](http://www.visupremecourt.org).

There are two (2) ways that an applicant may navigate to the e-filing login from the site's homepage. The first way is to click on the item on the left menu bar that reads, "*Electronic Filing*."



**Please note:** By clicking on the "Electronic Filing" item in the left menu bar, an applicant will be navigated to a screen that will provide additional information relative to becoming an e-filer, a hyperlink to the Court Rules governing electronic filing and a hyperlink to the VISCEFS Electronic Filing Manual. Additionally, the user may view an overview presentation made before the Virgin Islands Bar Association regarding e-filing and review some of the frequently asked questions and responses regarding using the VISCEFS. The applicant must click on the menu item in the left menu bar that now appears under the "*Electronic Filing*" header that reads, "*Become an E-filer*" to navigate to the Login screen of the Court's website.

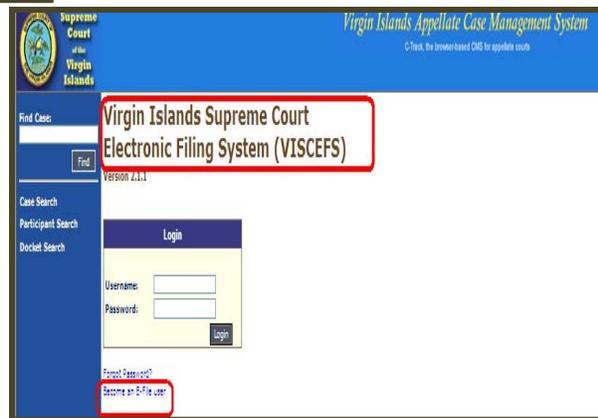
The alternate way an applicant may navigate to the VISCEFS to register as a filing user is to



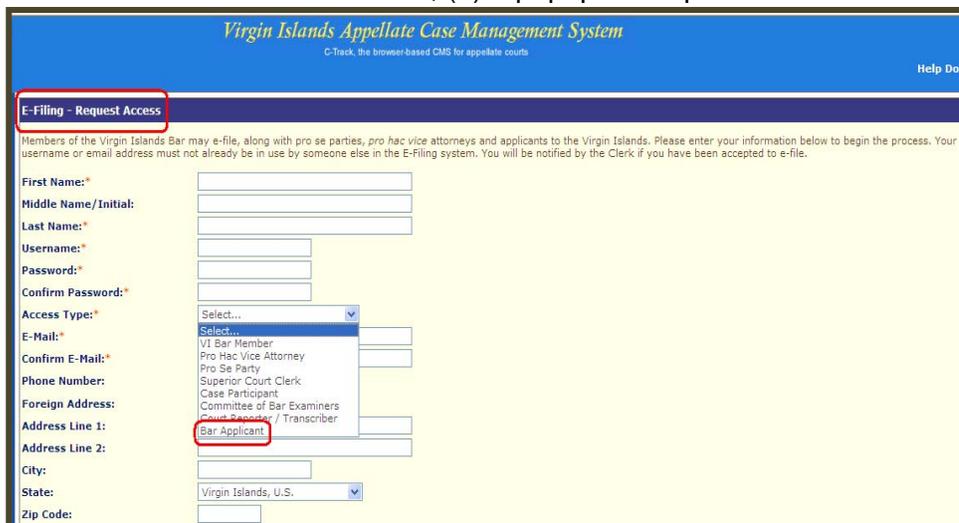
click on the icon at the immediate bottom of the left menu bar that reads, “Login to E-filing.” Both screens will navigate the applicant to the Log-in Screen for the Virgin Islands Supreme Court Electronic Filing System (VISCEFS) as illustrated.

On the VISCEFS Login screen, first time user to the VISCEFS an applicant must click on the hyperlink in the lower section

of the screen that reads, “Become an E-filer.” Then the applicant will be navigated to the “E-filing Request Access” screen. To gain access to the E-filing system on this screen, the applicant will need to complete the request form to gain access to the e-filing system.



On the “E-filing Request Access” screen, the applicant will be prompted to input information that is pertinent to creating their VISCEFS filing user profile. A red asterisk (\*) generally indicates a required field, and a red caret (^) generally indicates complex validation rules. If you hover the mouse cursor over a red caret, (^) a popup will explain more detail.



**Please note:** To access the secured e-filing functions of the VISCEFS, you will be required to have a username and password.

- **Access type:** the option, “*Bar Applicant*” must be selected from the drop down menu provided to be properly identified in VISCEFS.
- **Email Address:** It is strongly suggested that the email address that the user elect to use should be their primary secured email address, where the user has unlimited accessibility during the pendency of their Application for Admission to the Virgin Islands Bar.

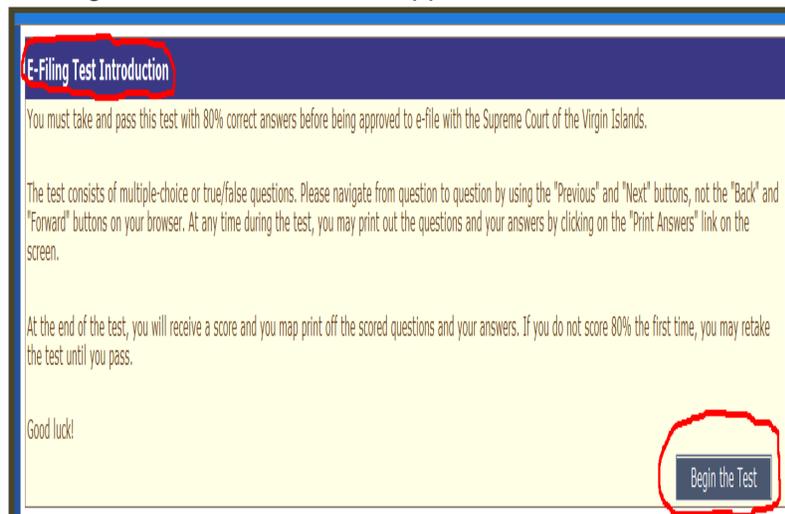
Once the applicant has completed the “*E-filing Request Access*” screen, they must agree to the “*Terms and Conditions*” of the Supreme Court of the Virgin Islands website which appears at the bottom of the screen.



The screenshot shows a web form with a 'Comments:' label on the left. Below it is a large text input field. Underneath the input field is a checkbox with the text 'I agree to the terms and conditions of the use of this website.' To the right of the checkbox are two buttons: 'Submit' and 'Cancel'.

To view the language of the terms and conditions, the applicant must click on the hyperlink that reads, “*Terms and Conditions*” and a pop-up screen displaying the terms and conditions will appear. After the applicant checks the box acknowledging the terms and conditions the applicant must also click on the icon that reads “*Submit*” to proceed.

After clicking “*Submit*”, the applicant will be navigated to a screen, which will read “*E-filing Test Introduction*.” After reading the E-filing Test Introduction, the applicant must click on the “*Begin the Test*” icon. Once the applicant clicks on “*Begin the Test*” icon, they will be presented with a series of test questions. An applicant must answer several multiple choice and true and false questions regarding the E-filing process.



The screenshot shows a screen titled “E-filing Test Introduction”. The text on the screen reads: “You must take and pass this test with 80% correct answers before being approved to e-file with the Supreme Court of the Virgin Islands.” Below this, it says: “The test consists of multiple-choice or true/false questions. Please navigate from question to question by using the “Previous” and “Next” buttons, not the “Back” and “Forward” buttons on your browser. At any time during the test, you may print out the questions and your answers by clicking on the “Print Answers” link on the screen.” Further down, it states: “At the end of the test, you will receive a score and you may print off the scored questions and your answers. If you do not score 80% the first time, you may retake the test until you pass.” At the bottom left, it says “Good luck!”. At the bottom right, there is a button labeled “Begin the Test”.

**Please note:** During the test taking, the “*Save*” button will save answers entered on the current session of the E-file Test, and will stay on the current question. The “*Next*” button will save the answers on the current session of the E-file Test and navigate to the next question. The “*Previous*” button goes back to the previous question.

When the final question appears, the “*Submit Answers*” button must be clicked upon to submit the responses to be scored. After the responses have been submitted a score confirmation screen will immediately appear with the results. To obtain access to the VISCEFS, a passing score of 80% on the E-filing Test is required. The test can be taken as many times as needed in order to score 80%. Once the 80% On the E-filing Test has been obtained, the applicant will be navigated to a screen that will show a confirmation message indicating that the filing user profile has been successfully submitted to Office of Bar Admissions for VISCEFS profile confirmation and approval of access to the VISCEFS.

**Please note:** It is important to note that it may take up to 24-48 hours for the approval of a VISCEFS filing user’s profile and approval of filing user’s access. Therefore, an applicant to the Virgin Islands Bar is strongly encouraged to complete the VISCEFS test taking process and submit the user profile information as early as possible ahead of any impending application deadlines.

## EMAIL NOTIFICATIONS

**Access Request Approval:** Upon the approval of an access request, a confirmation email is issued to the user as illustrated.

The email also contains useful contact information for technical support and contacting the Office of Bar Admission if any questions or concerns arise relative to the type of user access granted.



**Please Note:** Applicants are encouraged to save the email address [administrator@visupremecourt.org](mailto:administrator@visupremecourt.org) as a “safe sender” in their email list of contacts, or add the sender’s domain “visupremecourt.org” to the list of safe senders to avoid any email message from the VISCEFS or the Office of Bar Admissions from being sent to the user’s “junk email” or deleted from the user’s system.

## EFILING LOGIN

Going forward, for the continued illustrative purposes of this Handbook, the term “applicant” will be used interchangeably with “Filing User or User” for the expressed intent and purposes of providing clarity when using the VISCEFS.

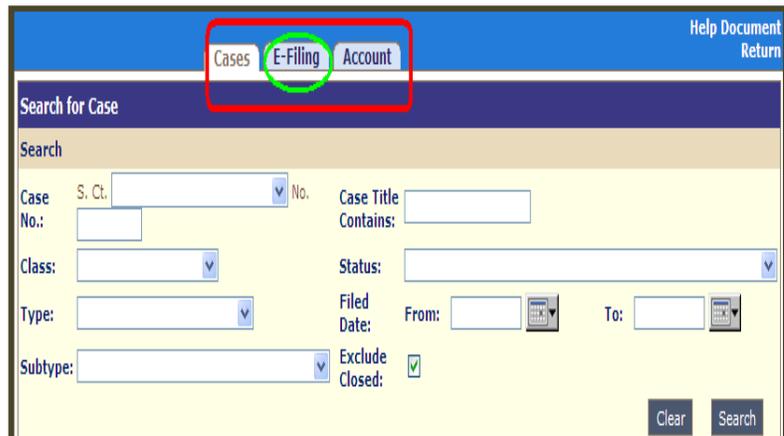


Once approved as a Filing User, an applicant to the Virgin Islands Bar must electronically file all documents with the Office of Bar Admissions (“Bar Admissions”). A document may be either

accepted or rejected. “E-service” of the notification of acceptance or rejection by Bar Admissions will be provided to the applicant via the e-filing application. To access the secured functions of E-Filing, the user must first log in with the assigned user name and password. The user will be prompted to enter their assigned username and password. Type the username and password and click the “Login” icon. Once logged in, the user has access to the “Cases” tab which includes the “Case Search” and “Participant Search” functionality. In addition to this, the user has access to the “E-Filings” and “Account” tabs.

## E-FILING A DOCUMENT FOR A NEW CASE

**E-Filing on New Cases:** In order to e-file the “initiating document” in a new case, the user must be logged in to the e-filing application. There are special screens to allow the user to e-file a document that is the initiating document on a new case. First, the user must click on the “E-filing” tab where they would be navigated to a new screen entitled “My E-Filings.”



The user should then click on the “*New Case Filing*” from the left menu bar.



The user will then be navigated to the “*Create E-Filing on New Case*” screen.



From this screen a user may make multiple selections for information pertinent to the initiating document that they intend to file. The asterisk (\*) denotes required fields. The “*Create E-Filing on New Case*” screen will allow the user to select the following criteria:

- **Type:** For first time applicants, the type of document to be selected is the “Bar Initiating Document,” which is the first document that initiates the filing of the matter.
- **Subtype:** For first time applicants there will only be one option available, which is the “*Application for Admissions*”. Once the bar initiating document field has been completed, the user will be prompted to select the filing fee associated with the type and subtype of document selected.
- **Choose Fee Type(s):** Payments of filing fees are required on specified case filings. If payment is required, the user will be able to pay through a secure payment screen and a configuration message with a transaction ID will appear once the transaction has been completed. The user must select the option that reads, “*Filing of an Application for Regular Admission to the Virgin Islands Bar-\$75.00*” from the drop down menu. The fee amount is appended to the fee type in the dropdown.

When the fee type has been selected, the user must click “add” to acknowledge the selection made. If the wrong selection was made the user can click on the “Remove” hyperlink.

**Please note:** The only acceptable methods of payment are via Visa or MasterCard credit cards. After the user has completed selecting the fee type field, the user must click on the “Continue” icon to navigate to the “Upload Document” screen.

**\*\*Important\*\***

- (1) **Conventional payments** (checks/money orders must be sent via mail): If the applicant elects to conventionally send the payment for the docketing fee of the application using a check or money order, then the applicant should not fill in the “Choose Fee Type” and move on to the “No Fee Reason” field. On the “No Fee Reason” field, the applicant should select “Payment to be tendered in person at the Supreme Court” and provide a brief explanation in the comments box. Once the user has completed these steps, the user must click the “Continue” icon to proceed to the next screen. **The payment must be received by the Office of Bar Admissions within three (3) days of the electronic notice of acceptance of filing.**
- (2) **Examination payments:** The fees to be tendered for the examinations to be taken **must be conventionally mailed to the Committee of Bar Examiners.** Only the docketing fee for the application is paid electronically.
- (3) **NCBE Methods of payment** (i.e. credit card information, check, money order etc.) to be paid to the NCBE must be conventionally mailed to the Committee of Bar Examiners for initial processing and forward to NCBE.

## UPLOADING DOCUMENTS

**Upload Document Screen:** The “*Upload Document*” screen for a new e-filing enables the user to add and upload multiple documents for one filing. The screen also allows the user to edit the document’s name and any comments that the user may include to the Bar Admission relative to the filing of the document(s).

**Please Note:** The maximum file size is 25Mb for each document in the submittal. Blank filings (a size of 0 bytes), or files more than 25MB will not be accepted. VISCEFS will accept MS Word, WordPerfect, JPG, and TIFF files in addition to PDF. **No other file types will be accepted.** The system will convert all non-PDF files to PDF format. All documents will be file-stamped with a watermark with the date and time the e-filing was submitted to the court.

**Initiating Document:** The initiating document for Regular Admissions is the “*Application for Admission to the Virgin Islands Bar.*” The document to be uploaded should be saved under the file name “Application for Admission to the Virgin Islands Bar” on the user’s computer in one of the acceptable formats prior to attempting to upload it to the VISCECFS. The user should review the initiating document and all documents to be uploaded prior to uploading. Once the user is sure that the selected file is ready for uploading, the user should click on the “Browse” button.

**Browse Icon:** The user must click on the “Browse” button, to locate the desired document on their computer for uploading. *Remember*, documents must be in one of the following formats: TIFF, JPEG, PDF, Microsoft Word, and WordPerfect. Other documents that **must** be attached to the Application for Admission are any Certificates of Good Standing and other attachments to the application that must be filed with the application.

**Please note:** The NCBE Request for Character Report and the NCBE Number Confirmation Notice must be filed within twenty-four (24) hours of the Clerk’s electronic notice of acceptance of the filing of the application. **These are separate docket entries and must be filed as two (2) separate filings.**

**Filing the NCBE Request for Character Report:** Applicants must select the following docket entry type and subtype when filing their NCBE Request for Character Report:

- Docket Entry Type: NCBE Form
- Subtype: Request for Character and Fitness Investigation

**Filing the NCBE Number Confirmation:** A copy of the confirmation notice evidencing the issuance of the NCBE Number must be electronically filed to enable you to take the bar examination. Applicants must select the following docket entry type and subtype when filing their Confirmation Notice:

- Docket Entry Type: NCBE Form
- Subtype: Other

Clicking “*Continue*” on the Upload Document screen will navigate the user to the “*Edit E-Filing*” screen. This screen will display a summary of the document(s) that are in queue to be filed to the Office of Bar Admissions electronically and the status of the transmission.

From the “*Edit E-filing*” screen, the user may also add, edit or remove a document intended for filing with Bar Admissions. Prior to the transmission of every filing, the user must agree to the terms and conditions for users of the VISCECFS. Finally, in the lower right hand section of the “*Edit E-filing*” screen, the user have the following options: “*Save as Draft, Submit to Court or Cancel.*”

The screenshot shows the 'Edit E-Filing' interface. At the top, there are tabs for 'Cases', 'E-Filing', and 'Account'. The main content area is divided into sections: 'Type' (Bar Initiating Document), 'Subtype' (Application for Regular Admissions), 'No Fee Reason' (Payment to be tendered in person at the Supreme Court), 'Comments', 'Submission Information', 'Confirmation No.', 'Submission Date/Time', 'Status' (Draft), and 'Clerk's Comments'. Below this is a 'Documents' table with columns for 'Date', 'Document Name', 'Status', and 'Comments'. A single document is listed with a status of 'Pending Submission'. At the bottom, there is a section for 'TERMS AND CONDITIONS FOR USERS OF VIRGIN ISLANDS SUPREME COURT E-FILING' with a 'I certify:' section and a checkbox for 'I agree'. A button bar at the bottom right contains 'Save as Draft', 'Submit to Court', and 'Cancel' buttons.

- **Save as Draft:** Clicking on the “Save as Draft” icon will save the current E-Filing without submitting to Bar Admissions.
- **Submit to Court:** Clicking on the “Submit to Court” icon will submit the E-Filing to the Bar Admissions for review and will navigate the user to the “Confirmation” screen.
- **Cancel:** Clicking on the “Cancel” will return the user to the “Case View” screen.

**Please note:** If the user elected to pay the docketing fee for Application for Admissions using a MasterCard or Visa credit card, they will be navigated to the “Payment Information” screen where the user will enter necessary credit card information for processing. If the user selected the option “No Fee Reason: Payment to be tendered in person at the Supreme Court” for checks/money orders that will be conventionally mailed as payment, then they will be navigated directly to the “View E-filing” screen. Once the submission has been made, the user will be navigated to the “Efile Confirmation Screen.”

“Payment Information” screen shot:

The screenshot shows the 'Payment Information' screen. It has two main sections: 'Credit Card Information' and 'Credit Card Billing Information'. The 'Credit Card Information' section includes fields for 'Credit Card Type', 'Credit Card Number', 'Expiration (MM/YYYY)', and 'Security Number'. The 'Credit Card Billing Information' section has radio buttons for 'Use the name and address below' and 'Use the name and address as it appears on the card'. Below these are fields for 'Foreign Address', 'Name', 'Address Line 1', 'Address Line 2', 'City', 'State' (set to Virgin Islands, U.S.), and 'Zip Code'. A button bar at the bottom right contains 'Pay Fee and Continue' and 'Cancel' buttons.

“View E-Filing” screen shot:

The screenshot shows the 'View E-Filing' interface. At the top, there are tabs for 'Cases', 'E-Filing', and 'Account'. The main content area is divided into sections:

- View E-Filing:** A section containing details for the document:
  - Type: Bar Initiating Document
  - Subtype: Application for Regular Admissions
  - No Fee Reason: Payment to be tendered in person at the Supreme Court
  - Comments:
- Submission Information:** A section containing:
  - Confirmation No.: 17
  - Submission Date/Time: 11/20/2011 09:26 PM
  - Status: Submitted
  - Clerk's Comments:
- Documents:** A table listing the submitted document:
 

Date	Document Name	Status	Comments
11/20/2011	Bar Initiating Document - Application for Regular Admissions	Pending Approval	

A 'Cancel' button is located at the bottom right of the screen.

“E-File Confirmation” screen shot:

The screenshot shows the 'E-File Confirmation' interface. At the top, there are tabs for 'Cases', 'E-Filing', and 'Account'. The main content area is divided into sections:

- Confirmation Message:** A green-bordered box containing the text: "Your e-filing has been successfully submitted to the Virgin Islands Supreme Court and your submitted document(s) emailed to those who receive electronic service. You will receive notification of the acceptance or rejection of this document from the Clerk's Office."
- E-Filing Information:** A section containing details for the document:
  - Document Type/Subtype: Bar Initiating Document - Application for Regular Admissions
  - Confirmation No.: 17
  - Submission Date: 11/20/2011
  - Submission Time: 9:26 PM
  - Status: Submitted
- Instructions:** A red-bordered box containing the text: "Please print this page for your records."

The “E-File Confirmation” screen will show a summary of the e-filing information that was submitted to the Office of Bar Admissions. Upon completing these steps, the document is now submitted. The document will not appear in the document list in the “Case View Screen” until the Office of Bar Admissions approves the filing. You will receive a confirmation number, which you can use for future reference, and a confirmation email from the system confirming the e-filing. Once the user has completed their filings, the user may navigate back to the “My E-filings” screen by clicking on the “E-Filing” tab from the top menu tabs.

## MY E-FILINGS

The “*My E-filings*” screen displays the status of the e-filings currently associated with the logged on e-filing user and the number of filings associated with the user.

Status	Description	Count
Draft	E-Filings created but not sent to Court	7
Pending	Court has received E-Filings but has not approved	2
Rejected	Court rejected E-Filings	0
Approved	Court accepted E-Filings	1

The status and their descriptions are as follows:

- **Pending** - E-Filings that have been submitted to the court but have not yet been approved or rejected
- **Rejected** - Court rejected E-Filings
- **Draft** - E-Filings created but not sent to Court
- **Approved** - Court approved E-Filings

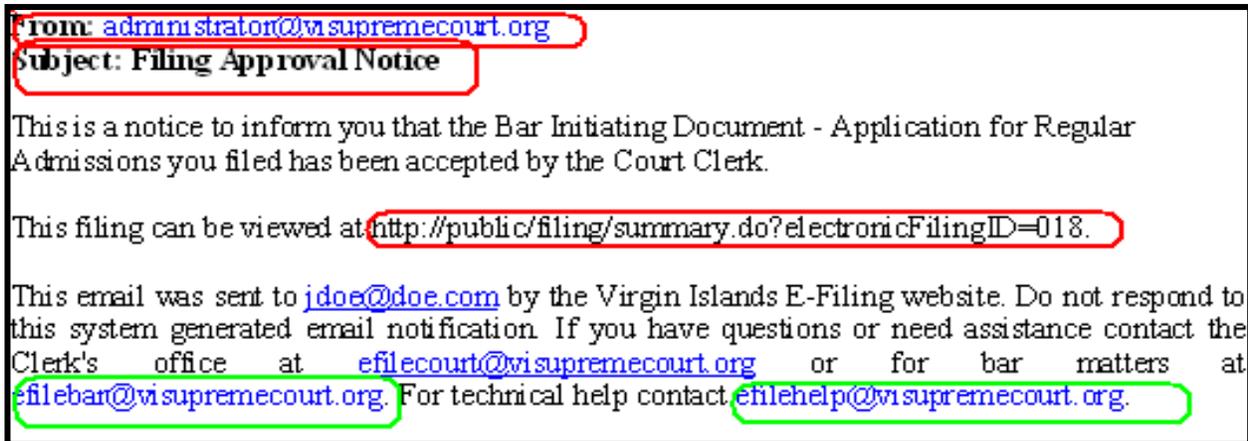
A user can review the filings in each queue by either clicking on the hyperlink under each status in the status column or by hitting the associated item on the left menu bar.

## EMAIL NOTIFICATIONS

**Filing Approval Notice:** Upon the approval of a filing, a confirmation email is issued to the user as illustrated.

Additionally, the email contains useful contact information relative to technical support and or for contacting the office of bar admission if any questions or concerns arise relative to filing that

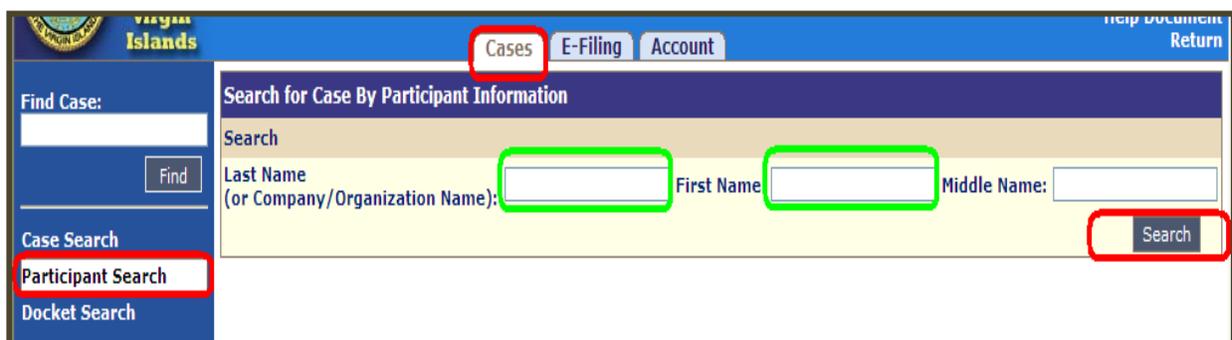
was approved.



**Please Note:** Users are encouraged to save either [administrator@visupremecourt.org](mailto:administrator@visupremecourt.org) as a “safe sender” in their email list of contacts, or add the sender’s domain “visupremecourt.org” to the list of safe senders to avoid automated emails from the VISCECFs being sent to the user’s “junk email”.

## DOCKET SEARCH AND E-FILING ON AN EXISTING CASE

In order to e-file a document, the user **must be logged in to** the system and select the case in which they want to e-file. After receiving the electronic notice that the Application for Admission has been filed, the user may search by navigate to the existing case by three (3) easy ways. First, the e-filing user may go to the “Cases” tab in the section of the screen as illustrated and then click on the “Participant Search.”



When prompted, the user should enter their last name in the space provided followed by their first name. Once this preliminary information has been entered the user must click the “Search” icon to continue.

Once the “search” has been completed, the screen will return the findings yielded.

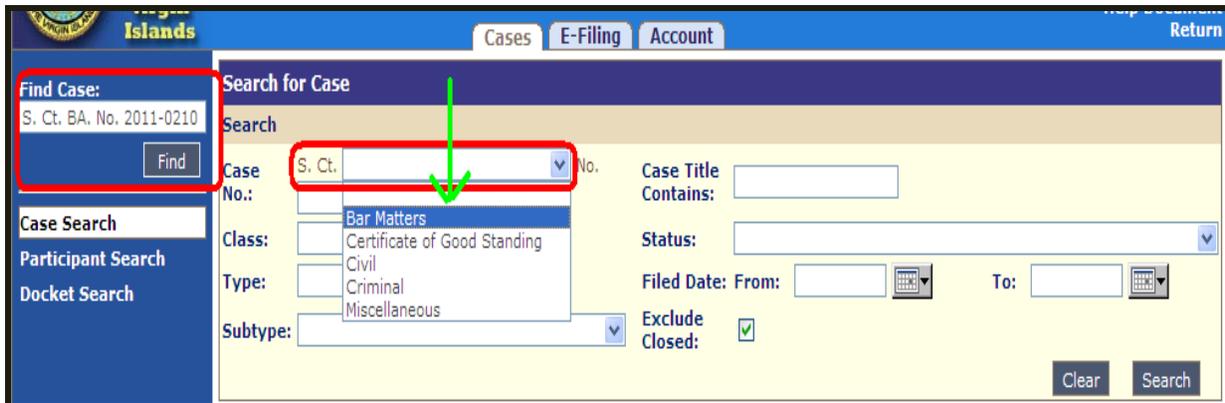


The screen would display “Case No.,” the case number that the application has been docketed under in the Office of Bar Admissions. Additionally, the screen will display the name of the user as the “Participant” in the matter, the “Short Title” of the case type, the “Filed Date” and the “Role” that of the participant, which would be listed as applicant. The user may click on the hyperlink of the case number which will navigate the user to the “Case View” screen where the case information will be displayed.



**Please note:** To e-file on the existing case from this screen the user would click on the hyperlink that reads “[E-file on this case](#)” which enables the user to navigate to “Create E-Filing” screen. From the “Create E-Filing” screen, the user may upload the documents as appropriate. If the [E-file on this case](#) is not visible on the screen, the user does not have permission to e-file documents on the case type. The user should ensure that they have inputted the right information and try the search again.

The alternative way the e-filing user may e-file documents for their existing application for admission to the Virgin Islands Bar is to log on to the VISCEFS, click on the “Cases” tab and select Bar matters from the drop down box next to “Case No.:" then enter the eight digit case number which would navigate the user to the “Case View” screen from there they may e-file on the case.



The third way the e-filer may search the docket and e-file on an existing case is to search by the eight digit case number complete with the docketing prefix assigned in the “Find Case” search bar at the top of the left menu bar (ex: S. Ct. BA. No. 2011-0210). When entering the case number using the “Find Case” search bar, the user can either enter the case number with or without the prefix. Both ways would navigate the user to the “Case View” screen from there they may e-file on the case.

## VIEWING DOCUMENTS IN A BAR ADMISSION CASE

Regular Admission and Special Admission case types are considered as “Confidential” case types and are treated as such in the VISCEFS. Accordingly, if a case is marked as confidential, the case and its documents will be visible only to the party/participant/attorney on that case type. Additionally, if a document is marked as “not public” by the Office of Bar Admissions, these documents will not be visible to any e-filers on the case.

To view a document, the user must first log into VISCEFS and conduct the desired docket search. Once the desired case type has been selected, if the user has permission to view a case that has been marked as “Confidential” or if the case is a “publicly viewable case, then user would be able to view once the “Case View” screen has loaded. The user must scroll to the “Docket Information” section of the screen and any docket entry that contains a document, will display an icon as illustrated next to the docket entry status. By hovering the mouse cursor over the icon, a pop up box as illustrated.



A text box as illustrated will appear displaying the document description. Clicking on the desired document title in the pop up will open the document in “.pdf format.” A user may view cases either chronological or by threaded view.



Bar Initiating Document - Application for Regular Admissions

## E-FILING DEFINITIONS

**Virgin Islands Supreme Court Rule 40.1** establishes the definitions relative to electronic filing and service in the Supreme Court of the Virgin Islands. All applicants are strongly encouraged to familiarize themselves with all the terms and definitions as established in the foregoing Rule. The following terms and definitions have been provided for the limited purpose of providing the instructions for completing the application.

**“Conventional filing” or “file through conventional means”** means filing a paper document in accordance with the procedure established in Rule 15(f).

**“Virgin Islands Supreme Court Electronic Filing System” or “VISCEFS”** means the C-Track system utilized by the Supreme Court to accept and transmit electronic documents. VISCEFS may be accessed from the Supreme Court’s website at [www.visupremecourt.org](http://www.visupremecourt.org).

**“Virgin Islands Appellate Case Management System” or “VIACMS”** means the C-Track system utilized by the Supreme Court to record information and documents related to all cases filed in the Supreme Court. VIACMS may be accessed from the Supreme Court’s website at [www.visupremecourt.org](http://www.visupremecourt.org).

**“Document”** means any pleading, motion, exhibit, order, judgment, decree, or other form of written communication or memorialization, whether prepared on paper or electronically, that is filed with the Clerk of the Supreme Court.

**“E-document” or “electronic document”** means any document, other than an e-record, that has been e-filed in accordance with these Rules.

**“E-file” or “e-filing” or “electronically file” or “electronic filing”** means the electronic transmission of a document to the Clerk of the Supreme Court for the purposes of filing and storing the document with the VIACMS.

**“E-service” or “service through electronic means”** means the electronic transmission of a document in accordance with the procedure established in Rule 15(d) in lieu of serving such document through conventional service.

**“Electronic signature”** is a signature that is either affixed or deemed to be affixed to an e-document or e-record as prescribed in Rule 40.4.

**“File” or “filing”** means the submission of documents, either conventionally or electronically, with the Supreme Court, depending on whether the party and the matter are subject to electronic filing pursuant to Rule 40.2.

“**E-filer**” means the Filing User whose user ID and password were used to e-file an e-document in a Supreme Court proceeding.

“**Filing User**” means an attorney or other authorized person who has properly registered with the VISCEFS system as set forth in Rule 40.2.

“**Notice of Electronic Filing**” refers to a notification, generated automatically upon the electronic filing of a document through VISCEFS, sent by the Clerk of the Supreme Court to all parties to an appeal or original proceeding who are subject to electronic filing pursuant to Rule 40.2, that an electronic filing has been placed on the docket and stored in the VIACMS.

“**Portable document format**” or “**PDF**” means a computer file format developed by Adobe Systems for reproducing a document in a manner that is independent of the application software, hardware, and operating system originally used to create the document.

## DOCKET ENTRY TYPES/SUBTYPES

The following is a list of Docket Entry Types and Subtypes that are accessible for filing documents in the VISCEFS. The Office of Bar Admissions reserves the right to modify this listing as appropriate. Applicants are encouraged to contact the Office of Bar Admissions if they have any questions regarding the selection of a docket entry type and subtype during e-filing.

<b>Docket Entry Type:</b>	<b>Affidavit</b>
<i>Subtype:</i>	Affidavit in Support of Application Amended Affidavit in Support
<b>Docket Entry Type:</b>	<b>Bar Initiating Document</b>
<i>Subtype:</i>	Application for Admission to the Virgin Islands Bar
<b>Docket Entry Type:</b>	<b>Bar Misc.</b>
<i>Subtype:</i>	Other
<b>Docket Entry Type:</b>	<b>Bar Response</b>
<i>Subtype:</i>	Applicant's Letter of Intent to Retake Applicant's Objection to Examination Scores Applicant's Response to the Request for Additional Character and Fitness Information Other Request for Examination Deferral Request for Special Accommodations Request to Review Exam Papers Response to Court's Order Response to Notice of Deficiency
<b>Docket Entry Type:</b>	<b>Brief</b>
<i>Subtype:</i>	Appellant's Brief Appellant's Reply Brief

Appellee's Brief  
Joint Appendix  
Supplemental Appendix

**Docket Entry Type: Certificate of Good Standing**

*Subtype:* Incoming Certificate of Good Standing

**Docket Entry Type: Form**

VI Form 1: Change of Address/Contact  
VI Form 2: Address Response  
VI Form 3: Amendment to Application

**Docket Entry Type: Motion**

*Subtype:* Other Motion

**Docket Entry Type: NCBE Form**

*Subtype:* Investigation Summary  
Other  
Page *i*  
Request for the Preparation of a Character Report and Attachments

## SCHEDULE OF BAR APPLICATION FEES

The Office of Bar Admissions cannot accept credit card payment by telephone or mail.

The only acceptable forms of payment except where indicated differently are as follows: certified check or cashier's check drawn on a U.S. Bank, U.S. Postal Money Order or a money order or travelers check drawn on a U.S. bank or financial institution. **PERSONAL CHECKS WILL NOT BE ACCEPTED AND PLEASE DO NOT SEND CASH.**

In accordance with VISCR 204, the following fees are required when filing an application for regular admissions to the Virgin Islands Bar. Upon reviewing the fee schedule, if you are still unsure of the fee that you should pay, please contact the Office of the Director of Bar Admissions.

\*\*\*\*\*Effective March 1, 2014, in accordance with Promulgation Order No. S.Ct. Prom. No. 2014-0001, the following fees have been adopted\*\*\*\*\*

**DOCKETING FEE**

Application Docketing Fee \_\_\_\_\_ \$100.00

**Please note:**

The docketing fee **may be** electronically paid through VISCEFS using Visa or Mastercard only. If the applicant elects to submit payment conventionally to the Office of Bar Admissions, the Cashier's Check or Money Order must be made payable to the "Government of the Virgin Islands" and filed in the Office of Bar Admission within three (3) days of the electronic filing of the application. The applicant's name must be clearly noted in the memorandum section of the check or money order.

**EXAMINATION FEES**

Examination Registration Fee: \_\_\_\_\_ \$1,000.00  
February Exam: on or before December 1<sup>st</sup>  
July Exam: on or before May 1<sup>st</sup>

Late Examination Registration Fee: \_\_\_\_\_ \$1,250.00  
February Exam: December 2<sup>nd</sup> – January 2<sup>nd</sup>  
July Exam: May 2<sup>nd</sup> – June 1<sup>st</sup> (\$1,000.00+250.00)

Examination Retake Fee: \_\_\_\_\_ \$500.00  
(Per each section)

**Please note:**

The examinations registration fees as applicable **must be** paid using a Cashier's Check or Money order conventionally. The method of payment must be made payable to the "Committee of Bar Examiners" and filed in the Office of Bar Admissions within three (3) days of the electronic filing of the application. The applicant's name must be clearly noted in the memorandum section of the check or money order. The applicant's name must be clearly noted in the memorandum section of the check or money order.

**NATIONAL CONFERENCE OF BAR EXAMINERS /ANCILLARY FEES**

**Please note:** NCBE Character and Fitness Investigation Fees (As determined by NCBE) (Cashier's Check, Money Order or Certified Check should be made payable to the National Conference of Bar Examiners **and** forwarded **with** the Application for Regular and Special Admission to the Office of Bar Admissions. The NCBE Character and Fitness Application and the required fee must be returned to the Office of Bar Admissions. Failure to adhere may result in the further delay of consideration of the application or possible denial).

NCBE Request for Preparation of a Character Report \_\_\_\_\_ Fees as determined by NCBE)



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**Office of Bar Admissions**  
Supreme Court of the Virgin Islands  
Post Office Box 590  
St. Thomas, VI 00804