INSTRUCTIONS FOR FORMS 10 & 11

Each Form 10 and Form 11 must come directly from the reference.

Form 10 (Question 14. Personal References). Type your name on the "Applicant:" line and type the name and address of the personal reference in the box at the top left. **Do not write in the rest of the form**. Mail the form to the reference with a stamped envelope addressed to the address below. You may not use a supervisor listed on Form 5 as a personal reference. Personal references may not be related to you or each other by blood or marriage. If a personal reference does not respond, you may replace the reference. Notify this office in writing which reference is being replaced and the name of the new reference.

Form 11 (Question 18. Employment). For each Form 11 type (1) on the "Applicant:" line, your name as it appears in Question #2 of your bar application, (2) your name during employment if different from above, (3) your social security number, (4) the position you held, (5) your dates of employment, and (6) the name and address of the employer in the box in the upper left. **Do not write in the rest of the form**. Mail the form to the employer with a stamped envelope addressed to the Committee (see address below).

In your cover letter to each employer, you should (1) emphasize the importance of returning the form promptly to the Committee, and (2) provide the employer with any other information to identify your employment records. Your cover letter must also specifically authorize the release of your employment information to the Committee.

It is not necessary to submit a Form 11 for military service (you must submit a DD214 as part of your answer to Question 27), self-employment, or employment that is **BOTH** unpaid **AND** for academic credit. Do not list these types of employment on your Form 5 – employer reference section.

If an employer is out of business, you must attempt to ascertain if its employment records remain available at another location and attempt to have Form 11 completed by Human Resources. Send Form 11 to the last known address of the employer. When the Form 11 is returned to you as undelivered, send it to this office with an explanation of the effort you made to contact the employer.

If your supervisor is no longer available, you should send the Form 11 to the personnel or human resources office or the keeper of the employment records for that employer, for verification of the dates of your employment and position held.

The Committee **suggests** that you send all Form 11's by **certified mail, return receipt requested**. (The return receipt should go back to you in the first instance, not the Bar Examining Committee.) In that case, if a previous employer fails to submit the Form 11, you can establish that you sent the form by submitting the original signed return receipt postcard ("green card") or, in the alternative, the original mailing receipt attached to the www.USPS.com printout showing the item was delivered.

List each employer from whom a Form 11 is required on the back of Form 5 in the space provided. Be sure to list both the employer/company and the specific individual who will be completing the Form 11 (your supervisor).

Send the letters to your personal or employer references and provide them with a stamped envelope addressed as follows:

Connecticut Bar Examining Committee
February 2013 Bar Examination
Reference Letter Department
100 Washington Street
Hartford, CT 06106-4411

Form 11
FEB 13

Connecticut Bar Examining Committee

(Name & Address of Employer)

Applicant: _____
Name during employment (if different): _____
SSN: _____
Name of Employer/Company: _____
Position Held: _____
Dates of employment: From: _____ To: _____

This applicant has filed for admission to the practice of law in Connecticut. We are conducting a routine investigation into his/her character and fitness to become an attorney. We would appreciate your candid evaluation of the applicant. Please complete this form in its entirety. A personal letter will **not** be accepted in lieu of this form; however, a personal letter may be attached hereto. This form has been sent to you by the applicant pursuant to the Bar Examining Committee's directions. It must not be sent back to the applicant, but sent directly to the Committee. The applicant was instructed to enclose a prepaid envelope addressed to the Committee. Thank you for your time. **The Committee must receive this completed form by April 8, 2013.**

1. How long have you known the applicant? _____
2. Are you related to the applicant? ____ If so, in what way_____
3. What position did the applicant hold in your office? _____
4. What were the applicant's dates of employment? From: _____ To: _____
5. Were you satisfied with the applicant's performance of his/her duties? _____ . If not, please tell us why on the other side.
6. To your knowledge has the applicant ever been:

YES	NO	
[ ]	[ ]	Arrested or convicted of a crime
[ ]	[ ]	Accused of a violation of trust
[ ]	[ ]	Dropped, suspended from, disciplined or placed on probation by an educational institution
[ ]	[ ]	A party to a law suit (including bankruptcy)
[ ]	[ ]	Treated for the use of drugs, narcotics or alcohol
[ ]	[ ]	Denied admission to the bar of any jurisdiction
[ ]	[ ]	Delinquent in any financial obligation

If you answered "yes" to any of these questions, please tell us about it. You may also use this space for any additional comments you wish to make about the applicant._____
_____

7. To your knowledge is the applicant currently suffering from a disability which would impair the applicant's ability to practice law?_____ If so, explain.
_____
_____

_____ _____
Print Name Signature

Sworn to before me this _____ day of _____, 20___.

_____
Notary Public

Please note: Any information that you provide will be held in confidence unless it is used to establish probable cause to deny the applicant's admission to the bar.

Return address:

CT Bar Examining Committee
February 2013 Bar Examination
Reference Letter Department
100 Washington Street
Hartford, CT 06106-4411