

Congratulations! Our admissions ceremony will be held on Monday, November 21, at 5 p.m. at Cooley Law School, Mock Courtroom, 5th Floor of the Cooley Center (SW corner of Capital and Washtenaw) .

In order to participate in this ceremony, you will need to file your paperwork no later than noon on Thursday, November 17, with the Ingham County Circuit Court Clerk. Please see either Rebecca DeWitt or Kay Taylor in the Court Clerk's Office located on the 1st Floor of Veterans Memorial Courthouse at 313 West Kalamazoo Street, Lansing, MI. This filing can be completed by the following steps:

1. Submit the ORIGINAL copy of the letter you received from the Board of Law Examiners indicating you passed the bar exam.
2. On the back of the letter, print your name exactly as you would like it to appear on your law license. Print your current address (even if it's the same as the address on the front of the letter) and daytime phone number.
Print the name of the licensed attorney who will be moving for your admission. If you don't have an individual to do this, you are welcome to use the President of the Ingham County Bar Association by noting "Group Sponsor".
3. If you are using the group sponsor, please make sure you complete a personal information sheet while in the clerk's office. This will enable the ICBA President to have information about you to include as part of the record when she moves for your admission (the sheet includes items such as your hometown, undergrad work, law school honors, future plans, special acknowledgments, etc.)
4. Pay a \$25 motion filing fee to the clerk
5. Contact the Cooley Law School Alumni Office at 517-371-5140 (even if you're not a Cooley alum) and let them know you'll be participating. This is to ensure that your name is included on the printed program for the ceremony as well as to let Cooley know how much food & beverage they should order for the reception immediately following the ceremony.

We encourage admittees and their sponsors to arrive no later than 4:45 p.m. on the day of the admissions ceremony. You are welcome to bring family and friends to the ceremony and reception. There is no charge for admittance to either event. This is a special session of Court and is conducted by a Circuit Court judge; you and your guests should dress accordingly.

At the conclusion of the admissions ceremony, you will be provided with a signed order indicating that you have been admitted to the practice of law in the State of Michigan. This paperwork can then be submitted to the State Bar of Michigan along with your membership dues and you will be assigned a P number.

Please feel free to contact my office should you have any questions regarding the above.
Again, congratulations and best wishes in your new endeavors!

Kristen Kemp

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