

## RULES GOVERNING REQUEST TO INSPECT

An unsuccessful applicant may request permission to inspect his or her answers to the essay portions of the bar examination and a sample passing answer to each essay question in accordance with the following rules:

A. Inspections of the July 2014 essay examinations will be held on Saturday, November 15, 2014, in Chicago and in Springfield, Illinois. *Applicants who wish to inspect essay answers must properly arrange to attend one of the designated locations on November 15<sup>th</sup>. Application materials will not be mailed or otherwise distributed to applicants, and November 15 is the only date on which the examination inspections will occur.* There will be no exceptions.

B. To ensure proper and timely receipt of all requests to inspect, the Board has revised the procedure for submitting such requests as set forth below. The following requirements will be strictly enforced, and no exceptions will be made.

1. First, the Request to Inspect Form must be completed and scanned and emailed to Carrie Heriford at [CHeriford@ILBarAdmissions.org](mailto:CHeriford@ILBarAdmissions.org) or faxed to the Board no later than Monday, November 3, 2014. Do not enclose your form with your reexamination materials; **ONLY EMAILED OR FAXED REQUESTS CAN BE HONORED.** Please make your choice of inspection location carefully; we are unable to reassign inspection location on the basis of changed circumstance. Applicants who do not request inspection locations will be assigned to Chicago. You will be required to present a valid photo ID in order to enter the building and again to receive the examination materials.

***\*Upon receipt of your Request to Inspect Form, you will be advised of your assigned 3-hour inspection session on November 15.***

2. SECOND, Ms. Heriford will post a confirmation to your user home page at [www.ILBarAdmissions.org](http://www.ILBarAdmissions.org) upon receipt and process of your request. If, by November 4, you do not receive said confirmation, you must email Carrie Heriford.

C. The Chicago inspections will occur at the Prudential Building, 1 Prudential Plaza, 130 E. Randolph Street, Chicago 60601. You and your tutor must show valid ID to Prudential security before being allowed entry to the **34<sup>th</sup> Floor** where the inspection sessions will be held.

The Springfield inspections will be held at the Illinois Board of Admissions to the Bar, 625 S. College Street, Springfield 62704. You will be required to show your valid photo ID to receive examination materials.

D. If on or before November 3 you do not properly email or fax your Request to Inspect, you will not receive a confirmation of your request to inspect, and your examination materials will NOT be available for inspection on November 15.

E. Applicants may arrange to be accompanied at the inspection by a tutor or other consultant; provided, however, that applicants provide no later than November 3 the full legal name of such tutor to Carrie Heriford on his or her Request to Inspect Form; that no applicant may be accompanied by more than one tutor or consultant; that extra copies of the inspection materials will not be made available to tutors or consultants; and that applicants with tutors or consultants will be assigned to a room occupied by other accompanied and unaccompanied applicants.

F. While reasonable handwritten note-taking is permitted, no applicant, tutor, or consultant may record, reproduce, or remove the exam questions, the applicant's answers or the sample passing answers. The use of a laptop computer or any other electronic device for note-taking or any other purpose is strictly prohibited at the examination inspection sessions.

G. The inspection is limited to the essay examination. The Multistate Bar Examination is not subject to inspection by applicants.