

IN THE SUPREME COURT OF THE STATE OF MONTANA

PR 06-0422

In Re COLTON COFFEE, AFTON

JESSOP, JOHN MILLER, DEANNA

ROTHWELL, and SHANE ST. ONGE,

Petitioners.

PETITION FOR PERMISSION
TO SIT FOR THE JULY 2021
MONTANA BAR EXAM

APPENDIX

TABLE OF CONTENTS

APPENDIX EXHIBITS

- A. NCBE C&F Application Checklist
- B. Emails from NCBE requesting authorization forms (June 3, 2021)
- C. Emails to and from Lana Walljasper, NCBE (June 3-4, 2021)
- D. Emails between Kathie Lynch and Colton Coffee (June 18-21, 2021)
- E. Emails between Colton Coffee and Kathie Lynch (July 7, 2021)
- F. Deanna Rothwell Emails with NCBE (July 9, 2021)
- G. Email from Kathie Lynch to Deanna Rothwell (July 13, 2021)

EXHIBIT A

NCBE C&F Application Checklist



APPLICATIONS



CHECKLIST

Checklist



VIEW APPLICATION

Completion Checklist

READ THE ENTIRE CHECKLIST

All forms must be completed and submitted as described.

To be delivered to NCBE:

___ [Payment Confirmation Form](#) - This is payment for your NCBE Character Report only. Assigned fees are subject to review by NCBE and this may result in an adjustment of the amount owed.

___ [NCBE Authorization and Release Form](#) - One signed copy required.

___ Other supporting documents not previously uploaded. **Do not send hard copy documents that were uploaded within the application.** Supporting documents can be uploaded at any time by amending your application (instructions below)

If you paid online:

___ Email the forms to: intake@ncbex.org

- DO NOT UPLOAD these forms to your NCBE Account.
- NOTE: These forms must be in PDF format. Pictures of these forms are not acceptable.
- Include your name and "Authorizations" in the subject line of the e-mail.
- Do **not** also mail hard copies to NCBE.

If you selected pay by check:

___ Mail the forms and check or money order to:

NCBE
Intake Department
302 S Bedford St
Madison, WI 53713

Note: Online payment is no longer an option if you selected pay by check. You may make a Mastercard or Visa payment by calling 608-280-8550.

- Contact your jurisdiction regarding additional fees and filing instructions: [State Bar of Montana](#)

Items to be printed and delivered to the State Bar of Montana (address below):

___ [Acknowledgment of Complete Application](#) - A notarized signature is currently not required due to COVID-19; you may sign the form without completion of the notary block.

___ [Montana Authorization and Release Form](#) - Three notarized copies required.

___ [NCBE Character Report Application PDF](#) - Subsequent amendments will be appended to this form. **Do not send to NCBE.**

___ A copy of all uploaded documents and other supporting documents not previously uploaded.

ALL APPLICANTS:

___ ID - Two color photocopies of your current driver's license. A valid U.S. Federal or State-issued photo ID that contains a name, date of birth, gender, expiration date and a tamper-resistant feature will be accepted in lieu of a drivers' license. This should be the same ID you will use to register for the bar exam and the Montana Law Seminar.

___ Official law school transcript or degree certification - Arrange for your official law school transcript to be sent directly to the Bar Admissions Administrator. This document must verify that you hold a JD degree from an ABA accredited law school.

___ [Two completed fingerprint cards & Fingerprint Declaration Form](#) - Fingerprints must be taken by a law enforcement official or authorized agency and mailed with a completed declaration form.

___ [Credit report](#) - A complete credit report dated within 30 days of the submission of the application.

___ [Montana Application Cover Page](#)

___ Application Fee: A personal check or money order made payable to the State Bar of Montana. (\$410 for attorney applicants; \$155 for student applicants)

STUDENT APPLICANTS (In addition to submissions above):

___ [Law School Dean Certificate](#) - This form from the Law School Dean is required to be submitted at the time of application. The final transcript showing that the applicant has earned a JD is due within 30 days prior to the scheduled bar examination.

___ Law school application - Arrange for a certified copy of your law school application to be mailed directly by the law school to the Bar Admissions Administrator.

___ [Copy of other bar applications](#) - If you have ever applied for admission in any other jurisdiction(s), arrange for the admissions authority to transmit a copy of your application, regardless of whether or not you obtained admission.

ATTORNEY APPLICANTS (In addition to submissions above):

___ [Copy of previous bar applications](#) - If you have ever applied for admission in any other jurisdiction(s), arrange for the admissions authority to transmit a copy of your application, regardless of whether or not you obtained admission. The application should be the one required for the character and fitness background check (not just the demographic information allowing you to sit for the examination.) If the application is not available or has been destroyed, ask the admissions authority to complete the linked form and provide documents available (if any).

Jurisdiction Delivery Address

Montana Bar Admissions
33 South Last Chance Gulch, 1B
PO Box 577
Helena, MT 59624

- Contact your jurisdiction regarding additional fees and filing instructions: [State Bar of Montana](#)
- Note: NCBE is unable to provide guidance regarding jurisdiction admission requirements, deadlines, filing procedures or potential date of admission.

Jurisdiction Information

- **Application must be postmarked by October 1 for February Exam or March 15 for July Exam.** *Late applications will be accepted only if so ordered by the Montana Supreme Court. There is an additional \$100 late filing fee if the Court grants a late application petition.*
- The Montana Rules of Admission require that you are certified by Montana's Character & Fitness Commission before you can sit for the bar exam or be admitted to the Montana Bar. The NCBE performs a background investigation on behalf of the Commission, but does not determine certification for admission to the Montana Bar. The Commission will not certify you for admission until receipt of the NCBE investigative summary, which takes at least 90 days after submission of your application. Therefore, it is critical you respond to requests for information from both the Bar Admissions Administrator and the NCBE as quickly as possible as failure to do so will delay your certification. Incomplete applications will not be considered and complete applications do not assume certification.
- NCBE is unable to provide guidance regarding jurisdiction admission requirements, deadlines, filing procedures or potential date of admission.

Monitor your [NCBE Account File Cabinet](#) for communication regarding your application.
See [Help & Support](#) for information about amending your application and other requirements.
[Print this checklist for your records](#)

EXHIBIT B

Emails from NCBE requesting authorization forms (June 3, 2021)

EXHIBIT B

From: Lana Walljasper <lwallasper@ncbex.org>
Sent: Thursday, June 3, 2021 14:48
To: Shane St. Onge <[REDACTED]>
Subject: URGENT - MT Character & Fitness Application/Investigation (MISSING RELEASE FORM)

Hi Shane,

You have completed an NCBE character and fitness application but have not yet submitted the required documents per your completion checklist, specifically a signed release form.

Please either provide this document in response to this email, or request a refund of your online payment minus a \$50 processing fee.

If you do not response to this message you risk forfeiting your application and online payment.

Thank you,

Lana Walljasper, Intake Associate
National Conference of Bar Examiners
302 South Bedford Street, Madison, WI 53703-3622



John Miller

URGENT - MT Character & Fitness Application/Investigation (MISSING RELEASE FORM)

4 messages

Lana Walljasper <lwalljasper@ncbex.org>

Thu, Jun 3, 2021 at 2:43 PM

To: '[REDACTED]'

Hi John,

You have completed an NCBE character and fitness application but have not yet submitted the required documents per your completion checklist, specifically a signed release form.

Please either provide this document in response to this email, or request a refund of your online payment minus a \$50 processing fee.

If you do not response to this message you risk forfeiting your application and online payment.

Thank you,

Lana Walljasper, Intake Associate

National Conference of Bar Examiners

302 South Bedford Street, Madison, WI 53703-3622

608-316-3013 | lwalljasper@ncbex.org | www.ncbex.org

[Facebook](#) | [LinkedIn](#) | [Twitter](#) | [Instagram](#)

Fwd: Release and payment confirmation

Colton Coffee [REDACTED]

Wed 7/14/2021 8:39 AM

To: Brennan, Beth [REDACTED]; Weaver, Sally [REDACTED] >

 1 attachments (1 MB)

Colton M Coffee NCBE Release.pdf;

I also sent this to Kathie in response to her June 18th email.

Colt Coffee

Alexander Blewett III School of Law

University of Montana

Juris Doctorate Candidate | 2021

Student Ambassador| Office of Admissions

(406) 855-6028

----- Forwarded message -----

From: **Colton Coffee** [REDACTED]

Date: Sun, Jun 20, 2021 at 8:45 PM

Subject: Fwd: Release and payment confirmation

To: Kathie Lynch <klynch@montanabar.org>

Kathie,

This was my most recent email that I sent to ncbe in regards to them missing my release. I never received a response from them or any other communication following this. Please let me know if you have any ideas on how to solve this.

Thank you.

----- Forwarded

From: **Colton Coffee** [REDACTED]

Date: Thu, Jun 3, 2021 at 4:35 PM

Subject: Release and payment confirmation

To: Lana Walljasper <lwallasper@ncbex.org>

Lana,

Attached are the two documents you requested. They are scanned as one pdf. Please let me know if there's anything else you need from me.

Thank you.

--

Colt Coffee

Alexander Blewett III School of Law

University of Montana

Juris Doctorate Candidate | 2021

Student Ambassador| Office of Admissions

EXHIBIT B

From: [Lana Walljasper](#)
Sent: Thursday, June 3, 2021 2:22 PM
To: [Rothwell, Deanna](#); [REDACTED]
Subject: URGENT - MT Character & Fitness Application/Investigation (MISSING RELEASE FORM)

Hi Deanna,

You have completed an NCBE character and fitness application but have not yet submitted the required documents per your completion checklist, specifically a signed release form.

Please either provide this document in response to this email, or request a refund of your online payment minus a \$50 processing fee.

If you do not response to this message you risk forfeiting your application and online payment.

Thank you,

Lana Walljasper, Intake Associate
National Conference of Bar Examiners
302 South Bedford Street, Madison, WI 53703-3622
608-316-3013 | lwallasper@ncbex.org | www.ncbex.org
Facebook | LinkedIn | Twitter | Instagram

EXHIBIT C

Emails to and from Lana Walljasper, NCBE
(June 3-4, 2021)

EXHIBIT C

From: Shawn Dobbins sdobbn@ncbex.org
Subject: RE: URGENT - MT Character & Fitness Application/Investigation (MISSING RELEASE FORM)
Date: June 4, 2021 at 8:49 AM
To: Stonge, Shane shane.stonge@ncbex.org

Thank you, NCBE will process accordingly. Take care.

From: Stonge, Shane [REDACTED]
Sent: Thursday, June 3, 2021 5:04 PM
To: Lana Walljasper <lwallasper@ncbex.org>; intake <intake@ncbex.org>
Subject: RE: URGENT - MT Character & Fitness Application/Investigation (MISSING RELEASE FORM)

CAUTION: This message comes from an external source, please verify the sender before opening attachments or clicking links.

Hi Lana,

I apologize for not getting that in, attached you will see signed release form.

Please let me know if there is anything else you need from me.

Thank you!
Shane

[Shane St. Onge](#) | [Data Visualization Specialist](#) | [Data Office](#) | [University of Montana](#)

From: Lana Walljasper <lwallasper@ncbex.org>
Sent: Thursday, June 3, 2021 14:48
To: Shane St. Onge [REDACTED]
Subject: URGENT - MT Character & Fitness Application/Investigation (MISSING RELEASE FORM)

Hi Shane,

You have completed an NCBE character and fitness application but have not yet submitted the required documents per your completion checklist, specifically a signed release form.

Please either provide this document in response to this email, or request a refund of your online payment minus a \$50 processing fee.

If you do not respond to this message you risk forfeiting your application and online payment.

Thank you,

Lana Walljasper, Intake Associate
National Conference of Bar Examiners



EXHIBIT C

Shawn Dobbins <sdobbins@ncbex.org>
To: John Miller [REDACTED] <[REDACTED]@com>

Fri, Jun 4, 2021 at 12:04 PM

NCBE has everything needed and will process accordingly. Take care.

From: John Miller
Sent: Friday, June 4, 2021 12:40 PM
To: Lana Walljasper <lwallasper@ncbex.org>; intake <intake@ncbex.org>
Cc:
Subject: Re: URGENT - MT Character & Fitness Application/Investigation (MISSING RELEASE FORM)

CAUTION: This message comes from an external source, please verify the sender before opening attachments or clicking links.

[Quoted text hidden]

EXHIBIT D

Emails between Kathie Lynch and
Colton Coffee (June 18-21, 2021)

Fwd: NCBE Report

Colton Coffee [REDACTED]

Wed 7/14/2021 8:38 AM

To: Brennan, Beth [REDACTED]; Weaver, Sally [REDACTED]

📎 1 attachments (21 KB)

image001.jpg;

This is the email thread I had with Kathie and Lana at NCBE between June 18th and 21st.

Colt Coffee

Alexander Blewett III School of Law

University of Montana

Juris Doctorate Candidate | 2021

Student Ambassador| Office of Admissions

(406) 855-6028

----- Forwarded message -----

From: **Lana Walljasper** <lwallasper@ncbex.org>

Date: Mon, Jun 21, 2021 at 10:44 AM

Subject: RE: NCBE

To: Colton Coffee [REDACTED]

Hi Colton,

Your materials have been received, and your application is in queue to be assigned to an analyst.

Nothing further is required at this time.

Best regards,

Lana



Lana Walljasper, Intake Associate
[National Conference of Bar Examiners](mailto:lwallasper@ncbex.org)

302 South Bedford Street, Madison, WI 53703-3622

608-316-3013 | Fax: 608-442-7980 | lwallasper@ncbex.org

Building a competent, ethical, and diverse legal profession

EXHIBIT D

This document may contain confidential and legally privileged information intended solely for the use of the recipient named above. If you are not the intended recipient, you are hereby notified that any disclosure, dissemination, or duplication of this information is strictly prohibited. If you have received this email in error, please notify us immediately by telephone. If you experience problems in the receipt of this email, please call (608) 280-8550.

From: Colton Coffee [REDACTED]
Sent: Sunday, June 20, 2021 9:47 PM
To: Lana Walljasper <lwallasper@ncbex.org>
Subject: Fwd: NCBE Report

CAUTION: This message comes from an external source, please verify the sender before opening attachments or clicking links.

Hi Lana,

I just wanted to check in with you about my NCBE release. On June 3rd I received an email from you informing me that I was missing my release. I then printed, filled it out, and then sent it to you as a pdf but never heard back. I was wondering if you can give me some confirmation as to your receipt of it and whether or not I am good to go.

I look forward to hearing from you.

Thanks so much.

----- Forwarded message -----
From: Kathie Lynch <klynch@montanabar.org>
Date: Fri, Jun 18, 2021 at 11:44 AM
Subject: NCBE Rep
To: Colton Coffee [REDACTED]

Colton,

We are still waiting on your completed NCBE report in order to certify you for the July exam. It appears they are waiting on release forms from you. Please reach out to NCBE and see

what you need to do. If we do not receive your completed report in time, you may have to defer to the February 2022 exam.

Best,

Kathie

Kathie Lynch

Bar Admissions Administrator | State Bar of Montana

[33 S. Last Chance Gulch, Suite 1B](#)

P.O. Box 577 | Helena, MT 59624

Tel: 406-447-2210 (direct) | Fax: 406-442-7763

klynch@montanabar.org | www.montanabar.org

--

Colt Coffee

Alexander Blewett III School of Law

University of Montana

Juris Doctorate Candidate | 2021

Student Ambassador | Office of Admissions

(406) 855-6028

EXHIBIT E

Emails between Colton Coffee and
Kathie Lynch (July 7, 2021)

Fwd: Bar exam certification

Colton Coffee [REDACTED]

Wed 7/14/2021 8:41 AM

To: Brennan, Beth [REDACTED]; Weaver, Sally [REDACTED] >

I then reached out to Kathie to check in on the 7th of July.

Colt Coffee

Alexander Blewett III School of Law

University of Montana

Juris Doctorate Candidate | 2021

Student Ambassador | Office of Admissions

(406) 855-6028

----- Forwarded

From: **Colton Coffee** [REDACTED]

Date: Wed, Jul 7, 2021 at 1:41 PM

Subject: Re: Bar exam certification

To: Kathie Lynch <klynch@montanabar.org>

Thank you, I will do that.

On Wed, Jul 7, 2021 at 1:41 PM Kathie Lynch <klynch@montanabar.org> wrote:

Colton,

I do not see that your NCBE report has been updated for some time. I recommend at this point to reach out to them and ask for an update, it might get it moving a bit.

Best,

Kathie

Kathie Lynch

Bar Admissions Administrator | State Bar of Montana

[33 S. Last Chance Gulch, Suite 1B](#)

P.O. Box 577 | Helena, MT 59624

Tel: 406-447-2210 (direct) | Fax: 406-442-7763

klynch@montanabar.org | www.montanabar.org

EXHIBIT E

From: Colton Coffee [REDACTED]
Sent: Wednesday, July 7, 2021 10:50 AM
To: Kathie Lynch <klynch@montanabar.org>
Subject: Bar exam certification

Good morning Kathie,

I just wanted to check in with you to see if there has been any further development in my NCBE certification. I haven't received any emails or notifications since the last time we spoke and wanted to make sure its progress is still out of my hands.

No rush on getting back to me. I know how busy things must be right now.

Thank you,

Colt.

--

Colt Coffee
Alexander Blewett III School of Law
University of Montana
Juris Doctorate Candidate | 2021
Student Ambassador| Office of Admissions
(406) 855-6028

--

Colt Coffee
Alexander Blewett III School of Law
University of Montana
Juris Doctorate Candidate | 2021
Student Ambassador| Office of Admissions
(406) 855-6028

EXHIBIT F

Deanna Rothwell Emails with NCBE
(July 9, 2021)

EXHIBIT F

From: NCBE Character and Fitness <contact_cf@ncbex.org>

Date: July 9, 2021 at 9:13:37 AM MDT

Subject: Re: Inquiry from www.ncbex.org

Reply-To: NCBE Character and Fitness <contact_cf@ncbe.besnappy.com>

Reply ABOVE THIS LINE to add a note to this request

Your materials have been received and nothing further is required at this time, there is not an expected date of completion for your application.

Processing times can vary from a few weeks to a few months but generally a character report is completed in 90 to 120 days upon receipt of documents in our office.

Shawn Dobbins

National Conference of Bar Examiners <http://www.ncbex.org/>

From:

Date: July 9, 2021, 1:03 am

Subject: Re: Inquiry from www.ncbex.org

Select Topic from Menu

contact_cf@ncbex.org

Enter Your Full Name

Deanna Lee Rothwell

Enter

Enter your NCBE Number (optional)

Enter Jurisdiction to Which You Are Applying (if applicable)

MT

Subject

Character and Fitness

Type Your Message

Hi,

I am following up on my character and fitness application to see if it is on

track to be finished before the Montana bar exam on July 27, 2021?

EXHIBIT G

Email from Kathie Lynch to
Deanna Rothwell (July 13, 2021)

From: [Kathie Lynch](#)
Sent: Tuesday, July 13, 2021 11:58 AM
To: [Rothwell, Deanna](#)
Subject: Montana Admissions

Dear Ms. Rothwell:

The Commission on Character and Fitness is denying you certification to sit for the July 2021 exam and admission to the State Bar of Montana because the NCBE has advised us that because you failed to respond in a timely fashion for information, it is impossible for them to complete the investigation.

You have the option to either defer to the next exam in February 2022 or withdraw your application. I have attached a deferral form if you choose to do so, the form can be emailed directly back to me or mailed to the PO Box address below. The \$20.00 fee can be paid by check or by credit card on our website www.montanabar.org, under the store tab, no need to login in to complete payment.

If you would like to withdraw your application, simply state so in an email.

Sincerely,
Kathie

Kathie Lynch
Bar Admissions Administrator | State Bar of Montana
33 S. Last Chance Gulch, Suite 1B
P.O. Box 577 | Helena, MT 59624
Tel: 406-447-2210 (direct) | Fax: 406-442-7763
klynch@montanabar.org | www.montanabar.org