

# INSTRUCTIONS FOR FORMS M12, M13, M14 & M20

## **Each Form must come directly from the reference.**

Complete Forms M13 and M14 by inserting your name (as it appears in Question #2 of your application) and the affiants' names in the indicated places. **Do not write in the remainder of the forms.**

**Form M12 (Question 12. Personal References).** For each Form M12 type (1) on the "Applicant:" line, your name as it appears in Question #2 of your application and (2) 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 M9 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 M20 (Question 20. Employment).** For each Form M20 type (1) on the "Applicant:" line, your name as it appears in Question #2 of your application, (2) your name during employment if different from above, (3) your social security number, (4) the name of the employer/company, (5) the position you held, (6) your dates of employment, and (7) 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 M20 for military service (you must submit a DD214 as part of your answer to Question 31), self-employment, or employment that is **BOTH** unpaid **AND** for academic credit. Do not list these types of employment on your Form M9 – 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 M20 completed by Human Resources. Send Form M20 to the last known address of the employer. When the Form M20 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 M20 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 M20'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 M20, 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](http://www.USPS.com) printout showing the item was delivered.

List each employer from whom a Form M20 is required on the back of Form M9 in the space provided. Be sure to list both the employer/company and the specific individual who will be completing the Form M20 (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  
Admission Without Examination  
Reference Letter Department  
100 Washington Street  
Hartford, CT 06106-4411**