

# **Guide to Obtaining Continuing Legal Education Credit**

With the assistance of ABC's general counsel, Littler Mendelson P.C., ABC National has created a state-by-state Continuing Legal Education Credit Guide for lawyers attending the ABC Virtual Legal Conference. Attendees seeking CLE credit are required to self-file following the conference according to the filing instructions below. Note that some jurisdictions require prior approval.

CLE credit is not available for Alaska, Arkansas, Connecticut, Illinois, New Jersey, New York, Ohio and Pennsylvania. Jurisdictions without CLE requirements are the District of Columbia, Maryland, Massachusetts, Michigan and South Dakota.

We cannot guarantee the event will be approved for CLE.

For further information, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a>.

# Jurisdictions Where CLE Credit Is Available

#### Alabama

Lawyers seeking credit in Alabama must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>state bar</u>.

**Note:** The Alabama State Bar requires a \$25 application fee. The bar will not accept applications filed more than 30 days after the program date.

## **Arizona**

Lawyers seeking credit in Arizona must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Complete an online affidavit via your <u>CLE Tracking Page</u>. Once logged in, you will see a link under Quick Links to your "CLE Tracking/MCLE Affidavit" page. For more information regarding filing your affidavit, please refer to the <u>MCLE information page</u>.

#### California

Lawyers seeking credit in California must self-file. Please follow these steps:

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>state bar</u>.

Note: The State Bar of California requires a \$103 application fee.

#### Colorado

Lawyers seeking credit in Colorado must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the Office of Continuing Legal and Judicial Education.

Note: Colorado requires a \$10 application fee.

### **Delaware**

Lawyers seeking credit in Delaware must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. Log in through the <u>Delaware Supreme Court</u> <u>Lawyer Management System</u> to submit the application. For questions about completing the application, please contact the <u>state bar</u>.

#### **Florida**

Lawyers seeking credit in Florida must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>state bar</u>. You can report your CLE course credits on their <u>website</u>.

# Georgia

Lawyers seeking credit in Georgia must self-file. Please follow these steps:

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>state bar</u>.

#### Hawaii

Lawyers seeking credit in Hawaii must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. Electronic alternate format courses taken in Hawaii, regardless of where the course or activity originates, must be approved for credit by the Hawaii State Board of CLE. For questions about completing the application, please contact the <u>state bar</u>.

**Note:** The Hawaii State Bar Association charges a \$5 per credit hour fee. An additional \$50 late fee will be assessed if the application is filed more than 30 days after the program date.

#### Idaho

Lawyers seeking credit in Idaho must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>state bar</u>.

## Indiana

Lawyers seeking credit in Indiana must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Access the <u>Indiana Courts portal</u> to complete and submit your electronic application. For questions about completing the application, please contact the <u>commission</u>.

**Note:** Lawyers may receive up to 6 hours of credit per three-year education period for distance education activities. See deadlines and fees and course delivery methods.

#### Iowa

Lawyers seeking credit in Iowa must self-file. Please follow these steps:

Log on to the <u>lowa Commission on Continuing Legal Education website</u> and enter the event details to have the activity accredited. For questions about completing this process, please contact the <u>commission</u>.

**Note:** Webinars are defined as computer-based education and are therefore limited to six credit hours per reporting period.

#### **Kansas**

Lawyers seeking credit in Kansas must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download the <u>application</u> and follow the instructions carefully. For questions about completing the application, contact the <u>state bar</u>.

# Kentucky

Lawyers seeking credit in Kentucky must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. The application may be submitted electronically through your CLE member portal. For questions about completing the application, please contact the <u>commission</u>.

**Note:** The Kentucky Bar Association requires a \$20 application fee. Kentucky requires that 50% of the faculty be from outside of the sponsoring organization to qualify for accreditation.

## Louisiana

Lawyers seeking credit in Louisiana must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the Louisiana Supreme Court <u>Committee on MCLE</u>.

**Note:** The Louisiana Committee on MCLE requires a \$20 application fee.

## Maine

Lawyers seeking credit in Maine must self-file. Please follow these steps:

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>board</u>.

**Note:** The Maine Board of Overseers of the Bar requires a \$25 application fee.

# Minnesota

Lawyers seeking credit in Minnesota must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Complete the application via the attorney portal by clicking <u>here</u>. For any questions about the application process, please contact the <u>board</u>.

# Mississippi

Lawyers seeking credit in Mississippi must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>state bar</u>.

Note: Lawyers may receive up to six hours of credit per compliance cycle for distance learning activities.

#### Missouri

Lawyers seeking credit in Missouri must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Please Download Form 2 (Program Accreditation – Member), located on the <u>Missouri Bar website</u>. For questions about completing the application, please contact the <u>state bar</u>.

## **Montana**

Lawyers seeking credit in Montana must self-file. Please follow these steps:

Apply for course accreditation in Montana by completing an application through your Member Dashboard, attaching the timed agenda, a detailed description of what will be covered during the course and faculty bios. The state does not require attorneys licensed in Montana to pay the application fee if they are just applying for credit for themselves. For questions about completing the application, please contact the <u>state bar</u>.

#### Nebraska

Lawyers seeking credit in Nebraska must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Log on to the <u>Nebraska MCLE Commission website</u> and enter the webinar details to have the activity accredited. You will need to upload the invitation and speaker bios (use the ABC Virtual Legal Conference program). For questions about completing this process, please contact the <u>commission</u>.

**Note:** Webinars are defined as computer-based education and are therefore limited to 5 credits per reporting period.

#### Nevada

Lawyers seeking credit in Nevada must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Follow the <u>instructions for logging into the MCLE system and requesting approval for CLE program credit</u> carefully. For questions about completing the application, please contact the <u>board</u>.

# **New Hampshire**

Lawyers seeking credit in New Hampshire must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Each attorney is responsible for determining whether a program is eligible for NHMCLE credit based on the requirements set out in <u>Supreme Court Rule 53</u>. Report and enter your qualified course attendance using this <u>CLE Attorney Reporting Tool</u>. For additional questions, please contact the <u>Board</u> or read the Board's <u>FAQ</u>.

## **New Mexico**

Lawyers seeking credit in New Mexico must self-file. Please follow these steps:

Log into your <u>NM Account</u> and to complete the application. For questions about completing the application, please contact the state bar.

Note: The New Mexico CLE board requires a \$1 per credit filing fee.

### **North Carolina**

Lawyers seeking credit in North Carolina must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>state bar</u> or read the bar's <u>FAQ</u>.

**Note:** The North Carolina CLE board requires a \$3 per credit hour fee. You do not need to submit payment with the application. If the program is approved by the North Carolina CLE board, it will send you an invoice.

### **North Dakota**

Lawyers seeking credit in North Dakota must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>state bar</u>.

## Oklahoma

Lawyers seeking credit in Oklahoma must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions. For questions about completing the application, please contact the <u>board</u>.

**Note:** There is a \$15 fee for submitting an application.

## Oregon

Lawyers seeking credit in Oregon must self-file. Please follow these steps:

Log in to your <u>Oregon State Bar portal</u> and submit an online application for approval. For questions about completing the application, please contact the <u>state bar</u>.

### **Puerto Rico**

Lawyers seeking credit in Puerto Rico must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u>. Send your form and any required attachments directly to Puerto Rico using the methods detailed on the application.

Note: There is a fee of 5% of the amount paid for taking the course or \$15.00 per credit hour requested, whichever is less.

## **Rhode Island**

Lawyers seeking credit in Rhode Island must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Log in to the <u>Rhode Island Supreme Court Attorney portal</u> to submit your application for credit. For questions regarding logging into the attorney portal or completing the application, please contact the <u>Rhode Island Bar Association</u>.

#### **South Carolina**

Lawyers seeking credit in South Carolina must self-file.

Live webinars are considered distance learning in South Carolina and thus must be approved by the South Carolina Commission on CLE prior to the program date. Download the <u>application</u> and submit it to the commission **prior** to the program date. The commission requires a \$25 application fee for applications submitted by individual lawyers. For questions about completing the application, please contact the commission.

Once your application has been submitted and you have successfully completed the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

#### **Tennessee**

Lawyers seeking credit in Tennessee must self-file. Please follow these steps:

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>commission</u>.

Note: The commission charges \$2 per credit.

#### **Texas**

Lawyers seeking credit in Texas must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Apply for out-of-state accreditation by <u>logging in to your My Bar Page and clicking "My MCLE."</u> Scroll down and click on the blue "Out of State Application." Please contact the <u>state bar</u> with any questions.

### Utah

Lawyers seeking credit in Utah must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>state board</u>.

**Note:** There is a \$10 fee for submitting an application to the Utah State Board.

#### Vermont

Lawyers seeking credit in Vermont must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Download this <u>application</u> and follow the instructions carefully. Please contact the <u>board</u> with any questions.

**Note:** There will be a \$50 late fee charged if the application is submitted more than 30 days after the program date.

# Virginia

Lawyers seeking credit in Virginia must self-file. Please follow these steps:

Download this <u>application</u> and follow the instructions carefully. For questions about completing the application, please contact the <u>state bar</u>.

Print the completed <u>Opinion 16 form</u> to accompany your application. This form is mandatory when submitting an application for online programming in Virginia.

**Note:** The Virginia MCLE board requires a \$25 fee to process the application. For applications received or that remain incomplete 90 days following the program, a \$50 late fee will be charged.

# Washington

Lawyers seeking credit in Washington must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Login to your <u>MCLE Online System</u> account to report an activity. For questions completing the application, please contact the <u>state bar</u>.

# **West Virginia**

Lawyers seeking credit in West Virginia must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Log on to the <u>West Virginia State Bar's membership portal</u> and enter the webinar details to have the activity accredited. For questions about completing this process, please contact the <u>state bar</u>.

**Note:** There is a \$20 fee to process the nonapproved activity.

## Wisconsin

Lawyers seeking credit in Wisconsin must self-file. Please follow these steps:

Once you successfully complete the live ABC Virtual Legal Conference, please contact Chris Vaughan at <a href="mailto:vaughan@abc.org">vaughan@abc.org</a> for a uniform certificate of attendance. Please keep a copy for your records.

Report CLE through the <u>online system</u> and <u>follow the Wisconsin Court System's instructions</u>. For questions about completing the application, please contact the <u>Wisconsin Court System</u>.

# **Wyoming**

Lawyers seeking credit in Wyoming must self-file. Please follow these steps:

For each program you attend, you must apply for credit by accessing the <u>Member Login page</u> on the bar's website. For additional questions, please contact the <u>state bar</u>.