

STATE BAR of GEORGIA
COMMISSION ON CONTINUING LAWYER COMPETENCY
104 Marietta Street, NW
Suite 100
Atlanta, Georgia 30303
(404) 527-8710
www.gabar.org

Form 1

**CONTINUING LEGAL EDUCATION ACTIVITY ANNOUNCEMENT AND
REQUEST FOR CONFIRMATION OF THE NUMBER OF APPROVED HOURS**

1. Name of CLE Sponsor: _____
2. Name of Contact Person: _____ Telephone _____
3. Address (Include Firm's Name): _____

_____ Email _____
4. Title of the CLE Activity: _____
5. Date(s): _____
6. Location(s) (city and state): _____
7. Please attach a course brochure or a schedule listing each topic and the time of each topic.
8. Requested (A) total CLE Hours and the portions of the total hours devoted to (B) Ethics, (C) Trial and (D) Professionalism: (Please round the hours to the nearest one-tenth of an hour)

(A) _____ minutes = _____ Total CLE Hours*

(Minimum of 12 hours
per calendar year)

(B) _____ minutes = _____ Total Ethics Hours*

(Minimum of 1 hour
per calendar year)

(C) _____ minutes = _____ Total Trial Hours*

(Minimum of 3 hours per calendar
year for each active member who appears
as sole or lead counsel in Superior or
Court of Georgia in any contested
criminal case)

State
civil or

(D) _____ minutes = _____ Total Professionalism Hours*

(Minimum of 1 hour
per calendar year)

9. The sponsor reaffirms that this CLE activity is in compliance with the Rules and Regulations of the State Bar of Georgia (if not, please attach an explanation).
10. The sponsor agrees that it will, within 30 days after this activity, submit to the CCLC.
 - A. A list, in alphabetical order, of the name and State Bar of Georgia membership number of each Georgia attendee.
 - B. The required sponsor fee for this CLE activity (mandatory for activities held in Georgia), computed as follows:

\$5.00 x the total number of approved CLE hours x the total number of Georgia attendees.

CLE HOURS

Only the time of actual instruction counts toward CLE credit hours.

Question and answer sessions are considered actual instruction and may be included for CLE credit provided that such question and answer sessions do not exceed ten minutes per CLE credit hour. For example, a program approved for six total CLE credit hours may include up to one total hour of a question and answer session.

CLE credit is not given for:

Breaks, business meetings, introductory remarks, keynote speeches, meals, or speeches in connection with meals.

No CLE credit is given for a CLE activity of less than 60 minutes in length. A CLE activity means the entire program and not the individual topics. Therefore, a program may include individual topics of less than 60 minutes in length.

ETHICS HOURS

Instruction in ethics includes topics on professional responsibility and malpractice.

Instruction in ethics does not include topics such as attorney fees and client development except to the extent that professional responsibility is directly discussed in connection with such topics.

TRIAL HOURS

Trial practice courses are defined as CLE "exclusively limited" to one or more of the following five subjects:

- | | | |
|--|---|--------------------------|
| a. evidence | c. criminal practice and procedure | e. trial advocacy |
| b. civil practice and procedure | d. ethical conduct of litigation | |

Due to the "exclusively limited" requirement, trial CLE must be (a) clearly segregated and identified (b) a minimum of one hour in length, and (c) limited to one or more of the five listed subjects in order to receive trial CLE credit. The "exclusively limited" requirement does not prohibit credit for a seminar that deals with one or more of the subjects stated in the Rule in the context of a particular field of trial practice, such as medical malpractice, personal injury defense, criminal cases, construction law, etc.

PROFESSIONALISM HOURS

To receive professionalism credit, send materials to Ms. Terie Latala, Chief Justice's Commission on Professionalism, 104 Marietta Street, Suite 620, Atlanta, GA 30303. (404) 225-5040.