

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

Form 3

**REQUEST BY A MEMBER OF THE STATE BAR OF GEORGIA FOR APPROVAL OF A
CONTINUING LEGAL EDUCATION ACTIVITY**

1. Name of Attorney: _____ Bar # _____ Telephone: _____

2. Address: _____

_____ Email: _____

3. CLE Sponsor Name: _____

4. Title of the CLE Activity: _____

5. Date of Seminar: _____ Location: _____

6. Please attach a course brochure. If not available, attach a schedule listing each topic and the time of each topic.

7. 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 on-tenth of an hour)

(A) _____ minutes = _____ Total CLE Hours*

60

(Minimum of 12 hours
per calendar year)

(B) _____ minutes = _____ Total Ethics Hours*

60

(Minimum of 1 hour
per calendar year)

(C) _____ minutes = _____ Total Trial Hours*

60

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

(D) _____ minutes = _____ Total Professionalism Hours*

60

(Minimum of 1 hour
per calendar year)

8. Submit with this request the following information:

A. A brochure or other such outline that (1) describes the course content, (2) identifies the faculty and states their qualifications, (3) lists the topics by title, and (4) shows the time schedule for each topic, for breaks, for lunch, etc.

B. A copy of the materials that will be (or were) distributed to each attendee. A submission of this form without written materials will only delay the review process. In the event that this CLE activity is being offered by a sponsor already accredited by the CCLC, you do not need to submit a copy of the materials at this time. If no materials or only brief outlines will be provided, please attach an explanation showing why this CLE activity meets the accreditation standards contained in the Rules and Regulations which can be found on the website at www.gabar.org.

9. The attorney understands that this is only a request for the approval of a CLE activity. If CLE credit is approved, confirmation of the attorney's attendance should be submitted to the CCLC within 30 (thirty) days after the CLE activity is held. The attorney should request that this be done by the sponsor, but in the absence of sponsor confirmation, it may be done by the attorney. All confirmations should include the attorney's name and his State Bar of Georgia membership number.

10. In the event that the CLE sponsor does not pay the "sponsor fee" described in Rule 8-103 (C) and the Regulations thereunder, the attorney understands that he will be responsible for the "attorney fee" described in those same references. The "attorney fee", if applicable, should accompany the reporting affidavit described in Rule 8-105 and the Regulations thereunder and should not be submitted with this request.

Date: _____ Attorney's Signature: _____

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

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 subject 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.