

## STATE BAR of GEORGIA

### COMMISSION ON CONTINUING LAWYER COMPETENCY

104 Marietta St. NW, Suite 100

Atlanta, Georgia 30303

404-527-8710

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### 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 one-tenth of an hour)*

(A) \_\_\_\_\_ minutes = \_\_\_\_\_ Total CLE Hours\* (Minimum of 12 hours per calendar year)  
60

(B) \_\_\_\_\_ minutes = \_\_\_\_\_ Total Ethics Hours\* (Minimum of 1 hour per calendar year)  
60

(C) \_\_\_\_\_ minutes = \_\_\_\_\_ Total Trial Hours\* (Minimum of 3 hours per calendar year for each  
60 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\* (Minimum of 1 hour per calendar year)  
60

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](http://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 Regulation 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 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**

Legal ethics refers to the mandatory standards set by the Georgia Rules of Professional Conduct. Ethics programming instructs attorneys on requirements of the rules, provides attorneys with resources to avoid violations and helps attorneys understand how the rules protect the public.

### **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 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**

The Professionalism CLE Guidelines promulgated by the Chief Justice's Commission on Professionalism set the standards for professionalism CLE credit approval in Georgia. The Professionalism CLE guidelines can be found at [www.cjcpga.org/professionalism-cle-guidelines/](http://www.cjcpga.org/professionalism-cle-guidelines/).

**Submit this form and other documents by email at [cle@gabar.org](mailto:cle@gabar.org).**