

**STATE BAR of GEORGIA**  
**COMMISSION ON CONTINUING LAWYER COMPETENCY**

Form 4

104 Marietta Street, N.W., Suite 100  
Atlanta, Georgia 30303  
(404) 527-8710  
www.gabar.org

**REQUEST BY THE SPONSOR FOR APPROVAL OF AN IN-HOUSE CLE ACTIVITY**

PLEASE NOTE: Regulation #5 under Rule 8-106 (B) applies specifically to in-house CLE activities.

1. Name of CLE Sponsor: \_\_\_\_\_

2. Name of Contact Person: \_\_\_\_\_ Telephone \_\_\_\_\_

3. Full 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 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 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)

9. 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. One copy of the materials that will be distributed to each attendee. A submission of this form without written materials will only delay the review process. 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 CLE Rules and Regulations which can be found on the internet at [www.gabar.org](http://www.gabar.org).

10. The Sponsor agrees to furnish to the CCLC within 30 days after this CLE activity the following:

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 all in-house activities), computed as follows:  
\$5.00 x the total number of approved hours x the total number of Georgia attendees.**

**11. The Sponsor represents that it will:**

- A. Have experienced attorneys contribute to the teaching.**
- B. Notify the attendees that no more that six hours may be earned by an attorney in a calendar year through in-house CLE.**

**12. The Sponsor acknowledges that this CLE activity may be disapproved and that prior approvals of any CLE activity may be revoked for violations of the CLE Rules and Regulations or for failure to comply with the agreements and representations contained in this request.**

**CLE Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_**

**By: \_\_\_\_\_ Title: \_\_\_\_\_**

### **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 (5) 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.**