

STATE BAR of GEORGIA

COMMISSION on CONTINUING LAWYER COMPETENCY

104 Marietta Street
Suite 100
Atlanta, Georgia 30303
(404) 527-8710

REQUEST FOR CLE CREDIT BY THE TEACHER OF AN APPROVED CONTINUING LEGAL EDUCATION ACTIVITY

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

- 1. Name of Teacher: Telephone ()
2. State Bar of Georgia Membership Number:
3. Teacher's Full Address (Include Firm's Name):
4. Name of CLE sponsor:
5. Name of sponsor's contact person:
6. Sponsor's full address (include Firm's Name):
7. Title of CLE activity:
8. Date(s):
9. Location(s):
10. Is the Sponsor an Accredited Sponsor? YES NO 11. Has this CLE activity been approved? YES NO
12. Did the teacher receive any compensation for teaching this CLE activity? YES NO
13. Please check one: Initial Presentation Repeat Presentation
14. How long is the teacher's presentation? minutes
15. The requested number of (A) Total CLE Hours as well as the portions of the total hours devoted to (B) Ethics, (C) Trial and (D) Professionalism topics:
(A) minutes = Total CLE Hours*
(B) minutes = Total Ethics Hours*
(C) minutes = Total Trial Hours*
(D) minutes = Total Professionalism*

*PLEASE SEE THE BACK OF THIS PAGE FOR THE REGULATIONS ON THE COMPUTATION OF CLE HOURS.

PLEASE SUBMIT THIS FROM AT LEAST 30 (THIRTY) DAYS IN ADVANCE OF THE CLE ACTIVITY

16. **Teacher's fee of \$5.00 x _____ the total number of approved hours:**
 _____ paid by teacher in January _____ paid currently by sponsor
17. In the event that the CLE sponsor does not pay the teacher's fee, the teacher understands that he will be responsible for the fee described in Rule 8-103 (c) and Regulations thereunder. This fee, of applicable, should accompany the reporting affidavit described in Rule 8-105 and the Regulations thereunder and should not be submitted with this request.
18. The teacher represents that, to his knowledge, this CLE activity (a) does comply with the enclosed rules and regulations, including any amendments thereto and (b) has not been previously disapproved by the CCLE. The teacher acknowledges that the requested credit for instructing this CLE activity may be rejected in whole or in part by the CCLC.

Date: _____ Teacher's Signature: _____

CLE HOURS

1. Only the time of actual instruction counts toward CLE credit hours.
2. 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 (10) minutes per CLE credit hour. For example, a program approved for six (6) total CLE credit hours may include up to one (1) total hour of a question and answer session.
3. CLE credit is not given for:

Breaks, Business meetings, Introductory remarks, Keynote speeches, Meals, or Speeches in connection with meals.
4. No CLE credit is given for a CLE activity of less than 60 (sixty) 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 (sixty) minutes in length.

ETHICS HOURS

1. Instruction in ethics includes topics on professional responsibility and malpractice.
2. 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

1. Trial practice courses are defined as CLE exclusively limited to one or more of the following five (5) subjects:

a. evidence	c. criminal practice and procedure	e. trial advocacy
b. civil practice and procedure	d. ethical conduct of litigation	
2. Due to the "exclusively limited" requirement, trial CLE must be (a) clearly segregated and identified (b) a minimum of one (1) hour in length, and (c) limited to one or more of the five (5) 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, State Bar of Georgia, 104 Marietta Street, Suite 620, Atlanta, GA 30303. (404) 225-5040.