

STATE BAR of GEORGIA

COMMISSION on CONTINUING LAWYER COMPETENCY

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

REQUEST BY A NON-ACCREDITED SPONSOR FOR APPROVAL OF A CONTINUING LEGAL EDUCATION ACTIVITY

- 1. Name of CLE Sponsor:
2. Name of Contact Person: Telephone ( ) Email Address:
3. Full Address (Include Firm's Name):
4. Title of the CLE Activity:
5. Date(s):
6. Location(s): (city and state) (city and state) (city and state) (city and state)
7. Registration Fee(s):
8. List of professions and other groups to which this CLE activity is being offered and advertised:

9. The Sponsor's calculation of the requested number of (A) Total CLE Hours as well as the portions of the total hours devoted to (B) Ethics and (C) Trial topics (D) Professionalism topics:
(Please round the hours to the nearest one-tenth of an hour)

Table with 4 columns: Item (A, B, C, D), Minutes, Total Hours, and Minimum Requirement. (A) Total CLE Hours\* (Minimum of twelve (12) per calendar year), (B) Total Ethics Hours\* (Minimum of one (1) per calendar year), (C) Total Trial Hours\* (Minimum of three (3) 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) Total Professionalism\* (Minimum of one (1) per calendar year)

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

- 10. 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 (1) 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 enclosed Rules and Regulations.

11. The Sponsor agrees to furnish to the CCLC within 30 (thirty) 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 activities held in Georgia, optional for others), computed as follows:

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

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

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 enclosed Rules and Regulations or for failure to comply with the agreements and representations contained in this Request.

Date: \_\_\_\_\_ By: \_\_\_\_\_ Email \_\_\_\_\_

Title: \_\_\_\_\_

#### 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
  - b. civil practice and procedure
  - c. criminal practice and procedure
  - d. ethical conduct of litigation
  - e. trial advocacy
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 further information on professionalism credit, please contact Ms. Terie Latala, Chief Justice's Commission on Professionalism, State Bar of Georgia, 104 Marietta Street, Suite 620, Atlanta, GA 30303. (404) 225-5040.