

COLORADO SUPREME COURT
CONTINUING LEGAL AND JUDICIAL EDUCATION COMMITTEE
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REGULATIONS GOVERNING
MANDATORY CONTINUING LEGAL AND JUDICIAL EDUCATION
FOR THE STATE OF COLORADO

(As adopted by the Colorado Supreme Court, August 14, 1978; Amended by the Court, En Banc, March 15, 2018, effective July 1, 2018; Amended by the Colorado Supreme Court Advisory Committee, December 14, 2018, effective January 1, 2019; Entire Regulations Amended and Readopted by the Colorado Supreme Court Advisory Committee, September 18, 2020, effective October 1, 2020.)

REGULATIONS OF THE COLORADO SUPREME COURT
CONTINUING LEGAL AND JUDICIAL EDUCATION COMMITTEE

REGULATION 101. PREAMBLE

These regulations are adopted pursuant to Rule 250 of the Colorado Rules of Civil Procedure (hereinafter “C.R.C.P.”). They provide a framework for accrediting a wide variety of continuing legal education activities. It is the intent of these regulations that each Colorado lawyer and judge has ample opportunity to participate in quality educational activities that fit individual professional needs.

REGULATION 102. COMPLIANCE

- 1) **Online Affidavit System.** Registered lawyers and judges must report compliance with the Continuing Legal Education (“CLE”) requirements described in C.R.C.P. 250.2 using the online affidavit system (<https://cletrack.com/>) or other forms approved by the Colorado Supreme Court’s Continuing Legal and Judicial Education Committee (“CLJE Committee”).
- 2) **Timely Reporting.** CLE credits should be reported and claimed, to the extent possible, as they are earned. To that end, the CLJE Committee encourages all registered lawyers and judges to submit credits to the Attorney Regulation Counsel’s Office of Continuing Legal and Judicial Education (“CLJE Office”) within ninety days of the program or activity date whenever possible. This procedure allows the CLJE Office to track credits for each registered lawyer and judge, and affords each registered lawyer and judge access to compliance information through the Attorney Regulation Counsel website.
- 3) **Comity for Out-of-State Attorneys Licensed in Colorado.** An attorney otherwise subject to Rule 250, who has an active license to practice law in another state where the attorney resides may show compliance with Rule 250 if the attorney meets all of these criteria:
 - a) the attorney has an active license issued by another state, in which the attorney resides, that has mandatory continuing legal education requirements;
 - b) the attorney’s primary residence and business address is in that other state and have been on file with the Colorado Office of Attorney Registration for a minimum of 45-days prior to the end of the attorney’s Colorado CLE compliance period;
 - c) the attorney is required by that other state to complete credits to be in compliance with the continuing legal education requirements established by court rule or legislation in that state; and
 - d) the attorney provides a certificate of good standing verifying CLE compliance in that state and a copy of the attorney’s CLE transcript of their activities undertaken during their three-year Colorado compliance period to the CLJE Office.

- e) CLE Compliance statements under Comity will only be accepted in the third year of the attorney's Colorado compliance period.

REGULATION 102.1 — DELEGATION

Pursuant to C.R.C.P. 250.4, Attorney Regulation Counsel will maintain and supervise a permanent office, the Continuing Legal and Judicial Education Office, to administer all mandatory CLE functions.

REGULATION 103. — PURPOSE

To maintain public confidence in the legal profession and the rule of law, and to promote the fair administration of justice, it is essential that lawyers and judges be competent regarding the law, legal and practice-oriented skills, the standards and ethical obligations of the legal profession, and practice management. Continuing legal education must be an activity that has significant intellectual or practical content and its primary objectives are to increase an attendee's professional competence and skills as a lawyer or judge, and to improve the quality of legal services rendered to the public.

REGULATION 103.1 — STANDARDS FOR ACCREDITATION OF CLE PROGRAMS

- 1) **Program Accreditation Standards.** A program may be accredited as a CLE activity if it meets all of the following criteria:
 - a) It is an organized program of legal education dealing with:
 - i) Substantive or procedural subjects of law;
 - ii) Legal skills and techniques, such as legal writing and litigation skills;
 - iii) Legal Ethics as defined in C.R.C.P. 250.6(3) as an activity or portion within an activity that deals with the Colorado Rules of Professional Conduct, the Colorado Code of Judicial Conduct, similar rules of other jurisdictions, the ABA Model Rules of Professional Conduct, the ABA Model Rules of Judicial Conduct, or legal authority related to any of the above specified rules;
 - iv) Legal professionalism, including training on issues of leadership, diversity and wellness;
 - v) Law practice management; or
 - vi) Alternative dispute resolution.
 - b) A component of the program may be coverage of technical, scientific or other bodies of knowledge that are directly related to any of the subjects listed in this section.

- c) The instructors are qualified in the subject area by knowledge, skill, training or education.
 - d) Thorough, high quality written materials must be distributed to all attendees at or before the time the program is presented. A mere agenda will not be sufficient.
 - e) Programs must be conducted in a setting physically suitable to the educational component of the program. A suitable writing surface should be provided where feasible.
 - f) The program is primarily designed for, and targeted to, lawyers and judges.
- 2) **Program Format.** An accredited program is either “live” or “home study” depending on the following criteria:
- a) **Live programs.** A program is “live” if it is an activity that a lawyer or judge may attend in person or via an electronic medium, such as teleconferences, videoconferences, and live or real-time webcasts, and in which there are presenters available to all course attendees at the time the course is initially presented, and all attendees can contemporaneously hear or see other attendees’ questions as well as any responses and discussion.
 - b) **Home study programs.** A program is “home study” if it consists of viewing or listening to pre-recorded audio, video, or digital media, or such other programs as may be approved by the CLJE Office.
- 3) **Non-Accredited Activities.** The following activities will not be accredited as CLE programs in Colorado:
- a) A meeting of a bar association, committee, section or other entity composed of lawyers or judges, that is intended primarily to be a general business meeting or work session as opposed to a CLE program;
 - b) A program that is intended primarily to market a product or service to lawyers;
 - c) A program that is intended primarily to attract clients;
 - d) A program that teaches non-legal skills; general communication skills such as public speaking; individual money management or investing; general investment principles; career building, rainmaking, marketing or social media networking skills; or supervisory or general office management skills;
 - e) A program that consists primarily of reviewing or reading written materials in printed or electronic format, legal articles, legal journals, case summaries, audio books and text only online courses; or,
 - f) A course attended in preparation of admission to practice law in any jurisdiction.
- 4) **Program Credit Computation.**
- a) CLE credit hours will not be awarded for any program that in its entirety lasts less than

50 minutes exclusive of question and answer periods.

- b) CLE credit hours will not be given for time spent on non-substantive matters such as introductory remarks, breaks, or business meetings.
- c) The CLE credit hours awarded to a CLE program is the maximum that may be earned for that activity. A registered lawyer or judge may claim partial credit for partial attendance or completion of a program.

5) Homestudy Accreditation Time Period.

- a) Accreditation of any home study program is for a period of two years from the date of accreditation through December 31 of the second, full calendar year (e.g., accreditation issued on 11/21/2018 will be valid through 12/31/2020 (expiring on 1/1/2021).
- b) After the initial two-year period of accreditation, a homestudy that continues to meet the requirements of Regulation 103.1(1) may be reaccredited only once for a period of one year, if the application for reaccreditation is received before expiration of the initial accreditation; the homestudy will be reaccredited through December 31 of the next full calendar year (e.g., application for reaccreditation received 11/21/2018 for a program valid until 12/31/2018, can be reaccredited through 12/31/2019).

REGULATION 103.2 — STANDARDS FOR ACCREDITATION OF TEACHING CLE ACTIVITIES

- 1) Credit may be earned through teaching a program that has been accredited for CLE in Colorado or any other mandatory CLE jurisdiction. A registered lawyer or judge can earn five CLE credit hours for every 50 minutes spent in teaching an accredited CLE program or earn two CLE credits for every 50 minutes spent moderating or acting as panelist for an accredited CLE program. Credit for teaching will be prorated accordingly.
- 2) Credit will not be awarded for teaching that is done in the ordinary course of the practice of law, the performance of judicial duties, or performed as primary functions of regular employment.
- 3) Credit for teaching activities can be claimed by submitting Form 5 to the CLJE Office.

REGULATION 103.3 — STANDARDS FOR ACCREDITATION OF RESEARCH AND WRITING ACTIVITIES

- 1) Credit may be earned through research and writing activities of provided:
 - a) The applicant has produced published findings in the form of articles, chapters, monographs or books, personally authored, in whole or part, by the applicant;
 - b) The written material contributes to the continuing legal education of the applicant and other lawyers or judges;
 - c) The research and writing is not done in the ordinary course of the practice of law, the

performance of judicial duties, or performed as primary functions of regular employment; and

- d) The article(s), chapter(s), monograph(s) and book(s) are published by someone other than the author, the author's law firm or employer, and are subject to peer review and/or a substantive legal editing /cite and source checking process.
- 2) Authoring a legal article, newsletter, blog or other written product that is published by the authoring lawyer, his or her law firm or other employer, or that is not subject to peer review or substantive legal editing/cite and source checking will not be accredited.
- 3) A registered lawyer or judge can earn one CLE credit hour for every two hours of research and writing time.
- 4) Credit for research and writing activities can be claimed by submitting Form 6 to the CLJE Office.

REGULATION 103.4 — STANDARDS FOR ACCREDITATION OF COMMITTEE RESEARCH ACTIVITIES

- 1) Credit may be earned through committee research activities provided:
 - a) The applicant has produced written materials, personally authored, in whole or part, by the applicant on behalf of a committee qualified under this regulation;
 - b) The written material contributes to the continuing legal education of the applicant and other lawyers and judges outside of the committee; and,
 - c) The work is not done in the ordinary course of the practice of law, the performance of judicial duties, or performed as primary functions of regular employment.
- 2) A registered lawyer or judge can earn one CLE credit hour for every two hours of committee research and writing time.
- 3) Credit for committee research activities can be claimed by submitting Form 6A to the CLJE Office.

REGULATION 103.5 — STANDARDS FOR ACCREDITATION OF INDEPENDENT STUDY ACTIVITIES

- 1) Credit may be earned through independent study credit for any of the following types of activities:
 - a) Attending or teaching a non-accredited, structured course that was produced for law- related or practice management educational purposes;
 - b) Attending or teaching a non-accredited professional educational course that trains participants in the use of non-legal software or technology skills;
 - c) Required training in preparation for serving as a judge or evaluator in any type of mock trial, moot court or client counseling competition, class or program;

- d) Participating in Access to Justice clinics held for the public, sponsored by a state judicial entity, a bar association, or an entity defined in C.R.C.P. 250.9(2); or
 - e) Actively engaging as a legislator in the Colorado General Assembly.
 - f) Educational activity of lawyers and judges who present programs to a public audience may be accredited as a teaching activity, if the program's primary purpose is to inform the public about the workings of the Colorado Judiciary and the functions of judges and courts.
- 2) Independent study must involve active participation in an educational endeavor which is beneficial to the applicant's practice and is not part of the applicant's ordinary practice of law, the performance of judicial duties, or performed as primary functions of regular employment.
 - 3) A maximum of nine independent study credit hours can be earned in each CLE compliance period. Ethics credits may not be earned through independent study.
 - 4) Independent study credit may be claimed by submitting a Form 7 to the CLJE Office, and the applicant must certify completion by signing the Form. Computation of credits for the independent study activity will follow the procedures of similar activities already provided for in these Regulations. Additional information may be found on Form 7.

REGULATION 103.6. — ATTORNEY REQUEST FOR INDIVIDUAL ACCREDITATION OF LIVE OUT-OF-STATE ACCREDITED CLE ACTIVITY

- 1) Credit may be earned for attending a live out-of-state CLE program that has not been submitted to the CLJE Office for accreditation in Colorado by the provider and meets the requirements of Regulation 103.1. *See* Regulation 103.1(2)(a) (definition of live program).
- 2) To receive individual accreditation for this activity, the applicant must submit a Form 1B, accompanied with an accreditation fee of \$10 per Form 1B application. The applicant must certify attendance by signing the form.
- 3) The Form 1B application may be submitted either before or after the activity is conducted and must include:
 - a) a brochure or other outline providing a substantive description of the course content,
 - b) faculty list with bios or other identifying credentials, and,
 - c) a timed agenda.
- 4) An attorney may not seek individual accreditation for home study activities as defined by Regulation 103.1(2)(b).

- 5) Computation of credits will be assessed pursuant to Regulation 103.1(4).

REGULATION 103.7 — STANDARDS FOR ACCREDITATION OF GRADUATE LEVEL LEGAL STUDIES

- 1) Credit may be earned by an attorney or judge for completion of course work in a Masters of Laws (LLM) degree program.
- 2) Ten CLE credit hours will be granted for each hour of LLM coursework completed.
- 3) Graduate Level Legal studies credit may be claimed by submitting a Form 1C and proof of course completion in form of transcript to the CLJE Office.

REGULATION 104. — STANDARDS FOR ACCREDITATION OF COLORADO ATTORNEY MENTORING PROGRAM (CAMP) & PRO BONO ACTIVITES

- 1) Credit may be earned for participation in the Colorado Attorney Mentoring Program (CAMP) if the participation criteria is met as outlined in C.R.C.P 250.10(3).
 - a) A registered lawyer or judge may earn a maximum of nine CLE credit hours, two hours of which will count toward the ethics requirement, for successful completion of the one-year CAMP program curriculum as either a mentor or as a mentee. A maximum of four CLE credit hours, one hour of which will count toward the ethics requirement, for successful completion of the six-month CAMP program curriculum as either mentor or mentee.
 - b) All certificates and affidavits of completion of a CAMP program must be submitted to the CAMP Director for verification pursuant to C.R.C.P. 255. Following verification of substantial completion, the CAMP Director will recommend to the CLJE Office that the CLE hours be recorded as earned.
- 2) Credit may be earned for representation in Pro Bono legal matters if the eligibility requirements are met as outlined in C.R.C.P. 250.9(2).
 - a) A registered lawyer can earn one CLE credit hour for every five billable hours up to a maximum of nine CLE credit hours during each three-year compliance period for providing uncompensated pro bono legal representation to indent or near-indigent persons, or supervising a law student providing such representation. Ethics credit may not be earned through pro bono representation.
 - b) Credit for pro bono representation can be claimed by submitting a Form 8 to the CLJE Office.

REGULATION 105. — REGISTERED PROVIDERS

To become a “Registered Provider” submit a Form 2 to the CLJE office. The CLJE office may extend “Registered Provider” status to a provider as set forth below:

- 1) **Eligibility for Registered Provider Status.** To be eligible, a provider must demonstrate the following ability to provide quality CLE programming for lawyers and judges that meets the requirements of Rule 250 and these Regulations,
- 2) **Program Accreditation.** Programs sponsored by a Registered Provider may be accredited upon written application on an individual program basis. All applications for accreditation of a program sponsored by a registered provider must be submitted on a Form 1 for live program or Form 4 for homestudy.
- 3) **Responsibilities of Registered Providers.** Registered Providers must submit at least twenty-one days, and preferable longer, in advance of the program, although the CLJE Office may grant approval of applications files less than twenty-one days prior or grant retroactive approval if the proper fee for late filing is paid.
 - a) All applications for accreditation of a program must include:
 - i. A brochure or course outline describing the program content and identifying the instructors,
 - ii. A timed agenda,
 - iii. Include a program evaluation form that must be provided to all attendees;
 - iv. Include a detailed calculation of the total CLE credit hours, including live and ethics credit hours; and,
 - v. Include designation on the program outline or brochure of any parts or sessions of the activity that are sought to be accredited for ethics credit hours.
 - b) Fees for registered providers who are Colorado local bar associations, non-profit organizations whose primary purpose is to provide free or low-cost legal services as defined in Rule 250.9(2), or government agencies are as follows:
 - i. Twenty-five dollars (\$25) for each live program presentation if the information required under Regulation 105.2 is submitted at least 21 days before the date the program is offered;
 - ii. Fifty dollars (\$50) for each live program presentation if the information required under Regulation 105.2 is submitted fewer than 21 days before the date the program is offered;
 - iii. Ten dollars (\$10) per replay date for video replays of a live program. Video replay dates should be submitted for accreditation at the same time as the live program.
 - iv. Twenty-five dollars (\$25) for each home study program.

- c) Fees for all other registered providers are as follows:
 - i. Fifty dollars (\$50) for each live program presentation if the information required under Regulation 105.2 is submitted at least 21 days before the date the program is offered;
 - ii. One hundred dollars (\$100) for each live program presentation if the information required under Regulation 105.2 is submitted less than 21 days before the date the program is offered;
 - iii. Ten dollars (\$10) per replay date for video replays of a live program. Video replay dates should be submitted for accreditation at the same time as the live program.
 - iv. Fifty dollars (\$50) for each home study program.
- d) The provider of any program accredited by the CLJE Office must provide to each attendee a copy of the official Notice of Accreditation of the program, and advise each attendee how to submit CLE credits to the CLJE Office.

REGULATION 105.1 — CERTIFIED PROVIDERS

To become a “Certified Provider” submit Form 2A to the CLJE Office. The CLJE Office may extend “Certified Provider” status to a provider as set forth below:

- 1) **Eligibility for Certified Provider Status.** To be eligible, a provider must demonstrate the following:
 - a) A history of consistently providing quality CLE programming for lawyers and judges that meets the requirements of Rule 250 and these Regulations for a period of at least two years, and,
 - b) A history of consistently providing ten or more CLE programs accredited in Colorado per calendar year.
 - c) Additionally, the provider must submit any other information the CLJE Committee deems relevant, including, but not limited to, course submission and compliance history, approvals and denials of accreditation, complaints concerning programs or the marketing of programs, and payment history of the provider to the CLJE Office.
- 2) **Program Accreditation.** Programs sponsored by a Certified Provider may be accredited upon written application on an individual program basis or upon submission of an abbreviated accreditation form. All applications for accreditation of a program sponsored by a Certified Provider must be submitted on a Form 1A for live program or Form 4A for home study. Alternatively, both live and home study programs may be submitted on the abbreviated accreditation form.

3) **Responsibilities of Certified Providers.** Certified Providers must submit any applicable fees and provide specific information related to each live CLE program at least seven days prior to the live activity in a format approved by the CLJE Committee. Certified Providers should also obtain accreditation for any replay (by audio, video or digital media) when seeking accreditation of the live program. However, if a Certified Provider does not seek accreditation of a replay initially, the Certified Provider may submit any applicable fees and provide specific information related to accreditation of the audio/video/digital replay CLE program within one year after the recording of the program by use of the form designated by the CLJE Committee.

a) The information required for both live and replay CLE programs includes, but is not limited to, the following:

- i) Activity title and description;
- ii) Date(s) and location(s) of the activity;
- iii) Method of presentation;
- iv) Activity registration fee information; and
- v) Total accredited CLE credit hours, including ethics credit hours.

b) For two years following the accreditation date of each program Certified Providers must keep the following:

- i) copies of any course materials,
- ii) a brochure or outline that describes the course content,
- iii) names of the instructors,
- iv) time devoted to each topic,
- v) the date and location of each presentation,
- vi) any course evaluation forms filled out by the attendees, and,
- vii) attendance records showing lawyer and judge attendees and the number of any non-lawyer attendees.

The Certified Provider, upon request of the Committee, must submit this information for review.

c) Fees for Certified Providers are as follows:

- i) A one-time, non-refundable application fee of \$250 to be paid at the time of application for Certified Provider status;
- ii) An annual fee of \$2,500 upon acceptance as a Certified Provider and to be paid each year thereafter on the first of the month following anniversary date to maintain Certified Provider status;
- iii) Fifteen dollars (\$15) for each live program presentation if the information required

under Regulation 105.1 is submitted at least seven days before the date the program is offered;

- iv) Thirty dollars (\$30) for each live program presentation if the information required under Regulation 105.1 is submitted fewer than seven days before the program is offered;
 - v) Ten dollars (\$10) per replay date for video replays of a live program. Video replay dates should be submitted for accreditation at the same time as the live program.
 - vi) Fifteen dollars (\$15) for each home-study program.
 - vii) Certified Providers may request monthly billing by the CLJE Office for all applications submitted in that month, instead of paying per application. The CLJE Office has discretion to grant or deny such requests.
- d) At any program sponsored by a Certified Provider, the Certified Provider must provide to each attendee a copy of the Committee's official Notice of Accreditation of the program, and advise each attendee how to submit CLE credits to the Committee or provide a means at the program for individuals to submit a completed Notice and Report to the Committee.

4) **Benefits of Certified Provider Status.** Certified Providers may receive the following benefits of Certified Provider status:

- a) Certified Providers may indicate in promotional materials that they are Certified by including the following statement in those promotional materials: “_____ is a Certified Provider”, as recognized by the Colorado Supreme Court Continuing Legal and Judicial Education Committee.”
- b) Certified Providers pay reduced fees as set forth in Regulation 111, below.
- c) Certified Providers may elect to receive a monthly invoice from the CLJE Office for program accreditation and late filing fees.
- d) Certified Providers submit an abbreviated accreditation form regarding each sponsored program.

REGULATION 105.2 — RENEWAL, REMOVAL AND REVOCATION

1) Providers will be reviewed for renewal after an initial two-year period of certification, and again after each subsequent five-year period of certification, or at such other times as the CLJE Office deems reasonable. The CLJE Office may remove/revoke Provider status at any time when it finds that a provider has not complied with the responsibilities of Registered or Certified Provider status. Additional conditions that may cause revocation of Provider status include, but are not limited to:

- a) Submission of an activity or activities that do not qualify for accreditation as set forth in

Rule 250 and these Regulations;

- b) Failure to pay certification fees, accreditation fees or late filing fees;
- c) Misuse of Affidavits, Certificate of Accreditation or any other Form given to Provider by the CLJE Office.
- d) Abuse of status as Registered or Certified Provider by not complying with responsibilities or rules and regulations of CLJE Office.
- e) Substantiated complaint(s) documented against the Provider or an activity offered by a Provider.

REGULATION 106. — REVIEW OF ADVERSE INTERPRETATIONS AND ACCREDITATION DETERMINATIONS

- 1) **Review of Adverse Interpretations.** All questions of interpretation of these Regulations or Rule 250, other than compliance issues covered by C.R.C.P. 250.7, by the Regulation Counsel will be subject to review by the CLJE Committee upon written application by the person or provider adversely affected. The affected registered lawyer, judge or provider may, at the discretion of the CLJE Committee, present information to the CLJE Committee in person. If the CLJE Committee finds that the Regulation Counsel erred, it may take such action as it deems appropriate. The CLJE Committee will advise the affected registered lawyer, judge or provider of its findings and any action taken.
- 2) **Review of Adverse Accreditation Determinations.** A registered lawyer, judge or provider may seek reconsideration or appeal a denial of accreditation as follows:
 - a) **Reconsideration.** If any registered lawyer, judge or provider (“applicant”) is notified that accreditation has been denied, the applicant may file a written request for reconsideration within 21 days of the denial. If no request is filed within 21 days, the denial of accreditation is final. The written request for reconsideration may be submitted in letter form, must include any argument the applicant wishes to make as to why credit should be granted and the initial determination was erroneous, and may be supported by additional documents or other evidence that was not presented previously. Regulation Counsel will review the request and may grant accreditation. Regulation Counsel’s decision to uphold a denial of accreditation will be communicated to the applicant in writing, and will include an explanation why the decision was made.
 - b) **Appeal to the CLJE Committee.** If Regulation Counsel denies accreditation, the applicant may appeal an adverse accreditation decision to the CLJE Committee within 14 days of the decision issued by Attorney Regulation Counsel. An appeal to the CLJE Committee must be filed in the CLJE Office, and will be forwarded to the CLJE Committee for consideration along with all documents submitted in support of the request for accreditation and the request for reconsideration. The CLJE Committee may, in its discretion, allow or require the applicant to appear and provide testimony in support of the request for accreditation. At least three members of the CLJE Committee must participate in the review of any appeal. After consideration and discussion of the appeal,

those members of the CLJE Committee hearing the appeal will vote, and the majority position will constitute the CLJE Committee's decision. The CLJE Committee's decision on the appeal will be communicated to the applicant in writing and a copy of the decision must be provided to Regulation Counsel. The CLJE Committee's decision is final.

REGULATION 107. — LATE REPORTING, MAKE-UP PLANS & REINSTATEMENTS

- 1) Any registered lawyer or judge who fails to comply with C.R.C.P. 250.7(3) will be subject to the following late reporting fees when submitting late affidavits:
 - One hundred dollars (\$100) if received after January 31 of the year following the end of the applicable compliance period;
 - Two hundred dollars (\$200) if received after March 1 of the year following the end of the applicable compliance period.

- 2) Attorneys must submit the make-up plan form approved by the CLJE Office after December 31, pursuant to C.R.C.P. 250.7(3), and provide a specific list of activities to show compliance.
 - a) The credits to be earned must be sufficient to make-up any deficiency,
 - b) The credits must be earned no later than May 31st of the year following the end of the compliance period.
 - c) The plan must be accompanied by the fee as follows:
 - One hundred dollars (\$100) if the make-up plan is filed with the CLJE Office by January 31 of the year following the end of the applicable compliance period; and
 - Two hundred dollars (\$200) if the make-up plan is filed with the CLJE Office after January 31 of the year following the end of the applicable compliance period.

- 3) Petitions for reinstatement from suspension for failure to comply with C.R.C.P. 250 must be accompanied by a fee of one hundred dollars (\$100), in addition to all applicable late fees and make-up plan fees.