

**GUIDELINES FOR COLORADO ATTORNEYS & JUDGES WHO MAY NOT HAVE FULFILLED  
CLE REQUIREMENTS FOR THE COMPLIANCE PERIOD ENDING DECEMBER 31, 2017.**

In order to keep your license to practice law in Colorado in good standing, please take one of the appropriate steps, as outlined in this notice, BEFORE JANUARY 31, 2018.

**A. REPORTING COURSES WHICH YOU HAVE ATTENDED AND WHICH DO NOT APPEAR ON YOUR TRANSCRIPT**

If you have completed educational activity which does not appear on your transcript, please immediately update your record by completing one or more of the following procedures:

1. If you attended seminars or completed homestudy programs which have already been accredited by the Board, you should report them by filing the FORM AFFIDAVIT included in this letter. You should report only credits completed during your compliance period. You need only report those credits which do not already appear on your transcript and which are sufficient in number to meet your requirements. Please note that if you have received credit in another mandatory CLE state for CLE activity, these credits generally will be accepted in Colorado. You must state on the affidavit form that this program has been accredited in the state of \_\_\_\_\_, for \_\_\_\_\_ credits.
2. If you believe you are entitled to CLE credit for teaching or research activities which do not already appear on your transcript, you should immediately apply for credit using the Board's FORM 5 (for teaching) or FORM 6 (for research). Please see our website at [www.coloradosupremecourt.us](http://www.coloradosupremecourt.us). You will be notified of the Board's action regarding any FORM 5 or FORM 6 applications filed. If credit is awarded, it will be posted to your transcript and no further reporting of those teaching or research activities will be necessary.
3. If you attended seminars that have not been accredited by the Board, you may not claim CLE credit for them at this time. You may, however, apply to have a seminar accredited by filing a FORM 1 application (see website at [www.coloradosupremecourt.us](http://www.coloradosupremecourt.us)) and the required supporting documentation. After the seminar has been accredited, you may claim CLE credit for your attendance by using the affidavit procedure in paragraph 1 above.
4. Be aware that even if you have complied with Rule 260, but do not report your compliance by January 31, 2018, you will be charged a \$100.00 late reporting fee. If compliance is not reported by February 28, 2018, you will be charged a \$200.00 late reporting fee.

**B. COMPLETING EDUCATIONAL ACTIVITY BEFORE DECEMBER 31, 2017**

You can complete your CLE requirements by:

1. Attending accredited seminars by December 31, 2017. If you attend a seminar that is not yet accredited in Colorado or another mandatory CLE state, you cannot claim credit for it until it has been accredited. If the seminar qualifies as one meeting the accreditation requirements of Regulation 103 and Rule 260.4, C.R.C.P., you may file a Form 1 application (see website at [www.coloradosupremecourt.us](http://www.coloradosupremecourt.us)) and the required supporting documentation. If the seminar is accredited, you may claim CLE credit for your attendance by using the affidavit procedure described above. See paragraphs A.1 and A.4 above.
2. Completing accredited homestudy programs.
3. Teaching CLE courses to other lawyers and judges.
4. Completing research in a legal field that leads to publication.
5. Develop your own course of study. A request for this type of credit must be made 45 days in advance of the undertaking (see Reg. 103(j), Rule 260 C.R.C.P.

C. GETTING AN EXTENSION OF TIME (Filing a MAKE-UP plan)

If you do not complete the necessary educational activity by December 31, 2017, you may file a request for an extension of time. Your request should be filed on the MAKE-UP PLAN FORM included with this letter by January 31, 2018. An extension of your original compliance period can be granted only if you file an acceptable MAKE-UP PLAN. An acceptable MAKE-UP PLAN consists of the following:

1. Listing seminars or homestudy programs that have already been accredited by the Board which you intend to take to remedy your deficiency and being certain that the course of study chosen offers enough CLE credits to actually make up your deficiency.
2. Completion of the CLE study no later than May 31, 2018.
3. Sending a check for \$100.00 made payable to the Board of Continuing Legal Education. (This fee must be paid even if your make-up plan is completed before January 31<sup>st</sup>.) If the make-up plan is filed after January 31<sup>st</sup> there is an additional \$100.00 fee. The total due if filed after January 31<sup>st</sup> is \$200.00.

Please note that an extension of time is granted in order to make up your deficiency; it will be deducted from your next compliance period. In other words, your next compliance period will not be extended by the amount of time it takes for you to complete any make-up plan. Moreover, any extra CLE Credits which you earn in completing your make-up plan do not carry over toward fulfilling the requirements of your next compliance period.

Therefore, in submitting a make-up plan, you should select relevant programs which can be completed as soon as possible and which will not be worth any more CLE credits than you need to make up your deficiency. In designing a make-up plan, you may wish to consult a current list of seminars and homestudy programs which are available during the period January-May, 2018, (and which are currently accredited and known to the Board). Please see our website [www.coloradosupremecourt.us](http://www.coloradosupremecourt.us) regarding accredited courses.

D. REGISTERING AS INACTIVE

Another alternative which you may also wish to consider if you are not currently engaged in the actual practice of law in Colorado is registering as "inactive." Attorneys who are registered as "inactive" are not subject to Colorado's mandatory CLE requirement for so long as they maintain inactive status. If an "inactive" attorney subsequently registers as "active," his or her CLE requirement is determined at that time. If the attorney is "inactive" for less than one year, that person's CLE requirement is exactly as it was when he or she registered as "inactive" (including the requirement to make-up any deficiencies then existing). If any attorney is "inactive" for more than one year, a new three year compliance period is established beginning on January 1<sup>st</sup> following the year in which active status is requested.

If you wish to register as "inactive," you should do so immediately by notifying, in writing, the Clerk of the Colorado Supreme Court, Attorney Registration Office, 1300 Broadway, Suite 510, Denver, Colorado 80203. Questions concerning "inactive" status should be directed to that office (303-928-7800). Please send a copy of your written notice requesting "inactive" status to the CLE Board to expedite the process of revising your CLE records.

E. EXEMPTIONS

Rule 260.5:

Any registered attorney shall be exempt from the minimal education requirements set forth in these rules for the years following the year of the attorney's 65th birthday.

If this rule applies to you, please notify this office of that fact in writing and include your attorney registration number.