

**GUIDELINES FOR COLORADO ATTORNEYS & JUDGES WHO MAY NOT HAVE FULFILLED  
CLE REQUIREMENTS FOR THE COMPLIANCE PERIOD ENDING DECEMBER 31, 2019.**

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 **ASAP, BUT NO LATER THAN JANUARY 31, 2021.**

**A. REPORTING COURSES WHICH YOU HAVE ATTENDED BUT 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 Office of Continuing Legal Education, 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.
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 a 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 office's decision 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 live out-of-state seminars that have not been accredited by the Office of CLE, you may not claim CLE credit for them on your transcript. You may, however, apply to have a seminar accredited by filing a FORM 1B application (see website at: <https://www.coloradosupremecourt.com/Current%20Lawyers/Rules.asp>). If approved, the credits will be applied towards your deficiency. If you attended a live in-state program that was not accredited in Colorado by our Office, you may submit a request for independent study by filing a Form 7.
4. If you believe you are entitled to CLE credit for independent study activities pursuant to CLE Regulation 103.5, you should apply for credit using a Form 7. The Form can be found on our website at <https://www.coloradosupremecourt.com/Current%20Lawyers/Rules.asp>. If approved, the credits will be applied towards your deficiency.
5. Currently for attorneys who were required to report their CLE activities by the end of 2019 and have not yet complied, you may owe a late fee of \$200 and is payable by credit card or check; and, depending on the type of CLE credit request, additional fees may apply.

**B. IF YOU COMPLETED AN EDUCATIONAL ACTIVITY BEFORE DECEMBER 31, 2019**

You can complete your CLE requirements by:

1. Filing a late affidavit for attending a Colorado-accredited seminar held on or before December 31, 2019. If you attended a seminar that is not yet accredited in Colorado, you cannot claim credit for it until it has been accredited in Colorado. If the seminar qualifies as one meeting the accreditation requirements of Regulation 103 and Rule 250.6, you may file a Form 1B application (<https://www.coloradosupremecourt.com/Current%20Lawyers/Rules.asp>) 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, A.3 and A.4 above.
2. Filing a late affidavit for completing a Colorado-accredited homestudy program.
3. Teaching CLE courses to other lawyers and judges. See Regulation 103.2 and Form 5.
4. Completing research in a legal field that leads to publication. See Regulation 103.3 and Form 6.
5. Undertaking an independent study activity pursuant to Regulation 103.5. See Form 7.
6. Filing for CLE compliance via comity pursuant to Regulation 102, if you are an out-of-state attorney in a mandatory CLE jurisdiction.

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

If you did not complete the necessary educational activity by December 31, 2019, you must file a Make-Up Plan if you wish to keep an "Active" Colorado law license. The MAKE-UP PLAN FORM is included with this letter. Please file it ASAP but no later than January 31, 2021. 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 Office 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, 2021.
3. Paying the late compliance fee of \$200; that may be paid by check or credit card.

Please note that if 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 activities that 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; please see our website <http://www.coloradosupremecourt.com/Current%20Lawyers/AccreditedCourses.asp> 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," their 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 they 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, CO 80203; or by email to [attorney\\_registration@coloradosupremecourt.com](mailto:attorney_registration@coloradosupremecourt.com) and [cleinfo@csc.state.co.us](mailto:cleinfo@csc.state.co.us). 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 Office to expedite the process of revising your CLE records.

E. EXEMPTIONS

Rule 250.2(7):

(a) *Inactive or Suspended Status.* A lawyer who is on inactive status, disability inactive status, or under suspension during his or her entire CLE compliance period is excused from the CLE requirements for that compliance period.

(b) *Age.* A registered lawyer or judge will be exempt from the CLE requirements of these rules starting on the registered lawyer's or judge's 72nd birthday. On the effective date of these rules, all registered lawyers and judges who were exempt from the educational requirements under the previous C.R.C.P. 260.5 (Exemptions), will again become subject to the requirements in these rules. For all previously exempt registered lawyers and judges, the compliance period will begin on the effective date of these rules and end on December 31, 2021 (the end of the third full calendar year following the start of the compliance period). For all registered lawyers and judges who reach their 65th birthday in 2018, the compliance period will be extended through December 31, 2021. For all registered lawyers and judges who reach their 65th birthday in 2019, and whose compliance period otherwise would have ended in 2019 or 2020, the compliance period will be extended through December 31, 2021. Subsequent compliance periods will begin on the 1st of January of the year immediately following the end of the previous compliance period.

SEND TO: **Colorado Supreme Court**  
**Office of Continuing Legal & Judicial Education**  
**1300 Broadway, Suite 510**  
**Denver, CO 80203**

**2019**

IF YOU HAVE RECENTLY SUBMITTED CLE CREDIT, DO NOT INCLUDE THAT INFORMATION ON THIS AFFIDAVIT.

INSTRUCTIONS FOR USING THIS FORM: Refer to GUIDELINES . . . SECTION A, REPORTING COURSES. Provide ALL of the information requested below concerning the programs for which you are claiming credit.

Make a photocopy of the completed form for your own files and send the original to the address shown above.

This AFFIDAVIT MUST BE FILED BEFORE January 31, 2021. Failure to file by that date may place you in noncompliance with Rule 250.

**AFFIDAVIT**

For attendance at ACCREDITED SEMINARS OR HOMESTUDY PROGRAMS. **Courses must be accredited in Colorado to be approved.**

DATE SEMINAR ATTENDED OR DATE HOMESTUDY <u>COMPLETED</u>	<u>SPONSOR</u>	<u>PROGRAM NAME</u>	PROGRAM TYPE SEMINAR OR <u>HOMESTUDY</u>	GENERAL CLE CREDITS <u>EARNED*</u>	ETHICS CLE CREDITS <u>EARNED**</u>	Colorado Course ID <u>Number</u>
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\*Credit may be claimed only in proportion to the extent a seminar or program was actually attended or completed.

For example, if a 10 credit program is only half attended, you may claim only 5 credits.

\*\*Ethics Credits also count as general credits. Total credits required – 45, of which 7 must be considered ethics.

By signing below I certify I have completed the educational activities described above, to the extent indicated, and am entitled to claim the CLE Credits as indicated.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Attorney Registration# \_\_\_\_\_ Last Name Printed \_\_\_\_\_

**Use this form to report:**

A CLE course completed on or before December 31<sup>st</sup>, if received by the Office of CLJE on or before January 31<sup>st</sup>, no late fee.

A CLE course completed on or before December 31<sup>st</sup>, if received by the Office of CLJE after January 31<sup>st</sup>, include a \$100.00 late fee.

A CLE course completed on or before December 31<sup>st</sup>, if received by the Office of CLJE after February 28<sup>th</sup>, include a \$200.00 late fee.

*(If programs were completed after December 31st see make-up plan instructions).*

SEND TO: **Colorado Supreme Court**  
**Office of Continuing Legal & Judicial Education**  
**1300 Broadway, Suite 510**  
**Denver, CO 80203**

**2019**

THIS FORM IS ONLY TO BE USED IF YOU WERE UNABLE TO MEET YOUR CLE REQUIREMENTS BY DECEMBER 31, 2019.

INSTRUCTIONS FOR USING THIS FORM: Refer to GUIDELINES . . . SECTION C., GETTING AN EXTENSION OF TIME. FAILURE TO FILE AN ACCEPTABLE MAKE-UP PLAN BEFORE JANUARY 31, 2021, MAY PLACE YOU IN NONCOMPLIANCE WITH RULE 250.

**MAKE - UP PLAN**

Credit to be earned by attendance at ACCREDITED SEMINAR OR HOMESTUDY PROGRAMS. **Courses must be accredited in Colorado to be approved.**

DATE OF SEMINAR ATTENDING OR DATE COMPLETING <u>HOMESTUDY</u>	<u>SPONSOR</u>	<u>PROGRAM NAME</u>	PROGRAM TYPE SEMINAR OR <u>HOMESTUDY</u>	GENERAL CLE CREDITS <u>EARNED*</u>	ETHICS CLE CREDITS <u>EARNED**</u>	Colorado Course ID <u>Number</u>
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\*Credit may be claimed only in proportion to the extent a seminar or program was actually attended or completed.

For example, if a 10 credit program is only half attended, you may claim only 5 credits.

\*\*Ethics Credits also count as general credits. Total credits required – 45, of which 7 must be considered ethics.

By signing below I am requesting an extension of time in order to make up a CLE deficiency from my compliance period ending on December 31, 2019. I certify I will complete these programs by the dates indicated and request that the credits earned be applied toward that deficiency.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

ATTY REGISTRATION# \_\_\_\_\_ Last name printed \_\_\_\_\_

**Use this form to report:**

Any courses completed after December 31<sup>st</sup>, if received by the Office of CLJE on or before January 31<sup>st</sup>, require a make-up plan be filed and a filing fee of \$100.00.

Any courses completed after December 31<sup>st</sup>, if received by the Office of CLJE after January 31<sup>st</sup>, require a make-up plan be filed and a filing fee of \$200.00.