

**GUIDELINES FOR COLORADO ATTORNEYS & JUDGES WHO MAY NOT HAVE FULFILLED  
CLE REQUIREMENTS FOR THE COMPLIANCE PERIOD ENDING DECEMBER 31, 2018.**

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, 2019.

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 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 seminars that have not been accredited by the Office of CLE, 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. Also, report your attendance at the seminar by filing the FORM AFFIDAVIT included in this letter. If approved, the credits will be applied towards your deficiency.
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. Be aware that even if you have complied with Rule 250, but do not report your compliance by January 31, 2019, you will be charged a \$100.00 late reporting fee. If compliance is not reported by February 28, 2019, you will be charged a \$200.00 late reporting fee.

B. **COMPLETING EDUCATIONAL ACTIVITY BEFORE DECEMBER 31, 2018**

You can complete your CLE requirements by:

1. Attending accredited seminars by December 31, 2018. 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 250.5, 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.3 above.
2. Completing accredited homestudy programs.
3. Teaching CLE courses to other lawyers and judges. See Regulation 103.2.
4. Completing research in a legal field that leads to publication. See Regulation 103.3.
5. Undertaking an independent study activity pursuant to Regulation 103.5. See Form 7.

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

If you do not complete the necessary educational activity by December 31, 2018, 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, 2019. 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, 2019.
3. Sending a check for \$100.00 made payable to the Office 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 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 which are available during the period January-May, 2019, (and are currently accredited and known to the office). 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 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 for the years following the year of 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 would have become exempt starting in 2019, and whose compliance period otherwise would have ended in 2019, the compliance period will be extended through December 31, 2021. Subsequent compliance periods will begin on the 1<sup>st</sup> of January of the year immediately following the end of the previous compliance period.