

## LATE COMPLIANCE INSTRUCTIONS

To cure your deficiencies and avoid being sanctioned by the Commission, you must comply with the following directions **EXACTLY**:

### **CLE DEFICIENCIES**

1. Between January 1 and April 30, 2011, you must attend sufficient approved CLE activities to make up **all** deficiencies from the immediate prior biennium (2009/2010). Activities taken or completed after April 30, 2011, may not be used to cure deficiencies from the prior biennium.
2. You must write a letter or use the enclosed Continuing Legal Education Late Compliance Reporting Form (Form 19) identifying **specifically** the deficiencies that are now cleared and indicate by Activity Code, date, title and location, the approved CLE courses you attended. Attach to the letter or the Form 19, a Certificate of Completion for all online courses you completed during the late compliance period.
3. If you are not in compliance because you did not timely file your final transcript, you must submit a signed and dated final transcript or a signed and dated late compliance reporting form (Form 19).
4. You must include with the above Form 19 and/or final transcript, a check or money order payable to the Supreme Court of Ohio, CCLE in the amount indicated on the front of this notice. The late compliance fee is a cumulative amount of all late fees. Below is a summary of the late compliance fees. A full schedule of late compliance fees is available at [www.supremecourt.ohio.gov/AttySvcs/CLE/fees.asp](http://www.supremecourt.ohio.gov/AttySvcs/CLE/fees.asp)

Late Filing fee: <b>(Report not filed <u>or</u> filed after 1/31/11)</b>	\$ 50.00	<b>and/or</b>
Less than minimum in ethics, professionalism and/or substance abuse:	\$100.00	<b>and/or</b>
Less than minimum Judicial College hours, if applicable:	\$100.00	<b>and/or</b>
Less than total 24 hour requirement:	\$ 55.00 – \$500.00	

### **NEW LAWYERS TRAINING DEFICIENCIES (FOR ATTORNEYS ADMITTED BY EXAMINATION OR CORPORATE ATTORNEYS INITIALLY REGISTERED FOR CORPORATE STATUS ON OR AFTER NOVEMBER 1, 2008)**

1. Between January 1 and April 30, 2011, you must attend sufficient New Lawyers Training courses to make up the deficiency from the immediately prior reporting period. Remember: These courses must be approved as New Lawyers Training courses. If in doubt, please contact us.
2. You must write a letter or use the enclosed Continuing Legal Education Late Compliance Reporting Form (Form 19) specifically identifying the course, Activity Code, date, title and location of the New Lawyers Training courses you attended.
3. If you are not in compliance because you did not timely file your final transcript, you must submit a signed and dated final transcript or a signed and dated late compliance reporting form (Form 19).
4. The above letter or Form 19 must be accompanied by a check or money order payable to the Supreme Court, CCLE in the amount indicated on the front of this notice. The late compliance fee is a cumulative amount of all late fees. Below is a summary of the New Lawyers Training late compliance fees:

Late filing fee: <b>(Report not filed or filed after 1/31/11)</b>	\$ 50.00	<b>and/or</b>
Late fee for completing New Lawyers Training requirement after 12/31/10:	\$300.00	

### **PLEASE NOTE**

- Requests for late compliance **must be postmarked on or before May 31, 2011**, or the submission will **not** be accepted. Failure to submit the request for late compliance by the May 31 deadline will result in the Commission issuing a **sanction against you and/or suspending** you from the practice.
- For attorneys with a CLE hour deficiency, you can take up to six hours of CLE designated as self-study credit per reporting period. See CCLE Regulation 100 (U). This includes online CLE courses. Accordingly, the total number of self-study courses you can take during the 2009/2010 reporting period **and** the late compliance period (January 1, 2011 through April 30, 2011) cannot exceed six hours.
- Attorneys admitted by examination after November 1, 2008, who fail to complete the New Lawyers Training requirement by the April 30, 2011, late compliance deadline, will be **suspended from the practice of law**. See Rule X, Sec. 5(B).
- If you provide evidence of timely compliance or you successfully complete late compliance, you will receive written confirmation from us.

- Your record can be checked online at [www.supremecourt.ohio.gov/asw](http://www.supremecourt.ohio.gov/asw). If you have any further questions, please contact us at 614/387-9325.
- If your Registration Status is “Not Registered,” please contact us at 614/387-9320 to determine whether you have been suspended from the practice of law.