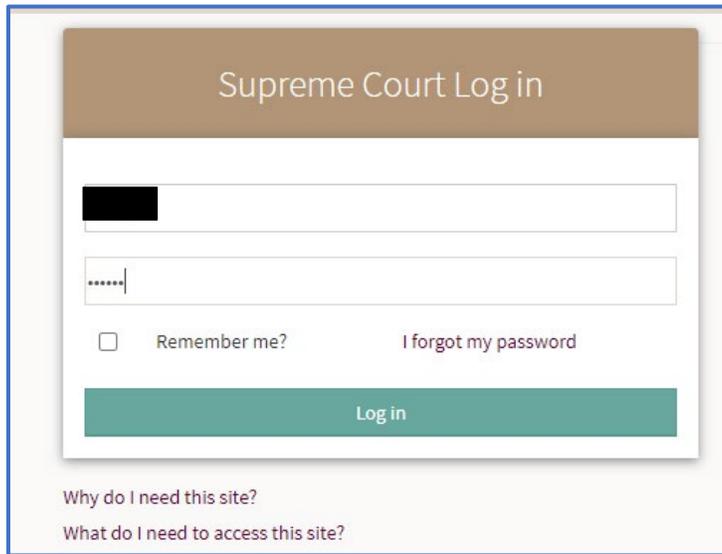


**Attorneys who completed their hours for the 2020-2021 period between
January 1, 2022 – March 31, 2022**

Do not submit a late compliance request until you have done all of the following:

- ✓ **Checked your 2020-2021 transcript.** Confirm the number and type of hours (general, attorney conduct, Judicial College) you need to complete to come into compliance.
- ✓ **Completed all hours** necessary to remove your 2020-2021 deficiency.
- ✓ **Confirmed** those hours are on your 2022-2023 transcript. These hours can be reported by the sponsor or you can add the hours yourself following these instructions.

1. Log into the [Attorney Services Portal](#) to review your transcript for 2020-2021.



2. On the portal home page, look at “CLE Requirement as an Attorney.”
3. To the right, next to “For Compliance Period” select 01/01/2020– 12/31/2021 to review how many hours you must complete for late compliance.

Register Edit Info Change Password Update IOLTA/IOTA Information Magistrate/Acting Judge Registration

Registration Number: [REDACTED] Status: **Active** Last Registration: **09/01/2019**

Residence: [REDACTED] Email: [REDACTED]

Electronic Service Email: [REDACTED]

Employer: [REDACTED] Office Phone: [REDACTED]

Office Address: [REDACTED] Gender: F

Date of Admission: 11/05/2012 Date of Birth: [REDACTED]

Race: White Hispanic/Latino: No

CLE Requirement as an Attorney For Compliance Period:

- 01/01/2021 - 12/31/2022
- 01/01/2019 - 12/31/2020**
- 01/01/2017 - 12/31/2018
- 01/01/2015 - 12/31/2016
- 01/01/2013 - 12/31/2014

You have not met the requirement for compliance period 01/01/2019 - 12/31/2020.

[See all Activities for this Biennium](#) [Late Compliance Request](#)

<p>Attorney Conduct</p> <p>2.50 hour(s) required</p> <p>1.50 hour(s) completed</p> <p>Percent completed</p> <p>60%</p>	<p>Total</p> <p>24.00 hour(s) required</p> <p>23.00 hour(s) completed</p> <p>Percent completed</p> <p>95%</p>
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You have a Total adjusted requirement of 24.00 hours and have completed 23.00 hours. You have 1.00 hour left to complete.
 You have an Attorney Professional Conduct adjusted requirement of 2.50 hours and have completed 1.50 hours. You have 1.00 hour left to complete.

4. Check to see if all the hours your need for late compliance are on your 2022-2023 transcript. Select CLE, then View/Print Transcript, then 2022-2023 Biennium. Click View Report on the far right.

5. If the hours on your 2022-2023 transcript are enough hours to make up your 2020-2021 deficiency, go to the portal home page and click Late Compliance Request.

6. Provide an email address and phone number where you can be reached regarding late compliance. Check the box confirming you have read the acknowledgment and authorization.

Note: You cannot submit multiple late compliance requests, so make sure your request is complete.

7. Click Create Request.

Home > Late Compliance Request

Late Compliance Request

You can only make one request for the previous biennium.
 You will be notified by Attorney Services of the status of the request after it has been reviewed.

Email:

Phone Number:

Acknowledgment and Authorization:

I authorize the Office of Attorney Services to apply the necessary course(s) taken from January 1, 2021 – March 31, 2021 to meet my CLE requirement for the 2019/2020 compliance period.

I understand that this request for late compliance is subject to review and approval, and an incomplete request will not be accepted or processed.

I acknowledge that extensions of time will not be provided beyond the March 31 deadline to complete all courses and the April 30 deadline to submit a request for late compliance.

I further acknowledge that late compliance is not complete until the courses have been applied to the 2019/2020 compliance period, the applicable late compliance fee (if any) is paid, and I receive either a Withdrawal of Notice of Apparent Noncompliance or Notice of Completion of Late Compliance.

8. You can check the status of your late compliance request on the portal.

Home > Late Compliance Request

Late Compliance Request

You can only make one request for the previous biennium.
 You will be notified by Attorney Services of the status of the request after it has been reviewed.

Request Date	Request Status	Payment Status	Fee Amount
January 27, 2021	Pending		

9. If your late compliance request is approved, you will get an email notifying you that the necessary hours have been applied to your 2020-2021 transcript and the late compliance fee must be paid by credit card or EFT (checking account) on the portal. Your late compliance fee is based on your CLE deficiency. It is important that you pay the fee timely or your request will be denied.

DEFICIENCY:	LATE COMPLIANCE FEE:
Six hours or less	\$75

More than six hours but not more than 12 hours	\$150
More than 12 hours but not more than 18 hours	\$225
More than 18 hours	\$300

10. On the portal home page, you will see a message indicating, “You have unpaid CLE fees. Click to pay.”



12. A final review of your record will be conducted upon receipt of your late compliance fee. Upon final approval, you will receive a Notice of Completion of Late Compliance. Until or unless you receive notice of completion and the status of your request is marked “Complete,” you are subject to sanction and/or suspension.