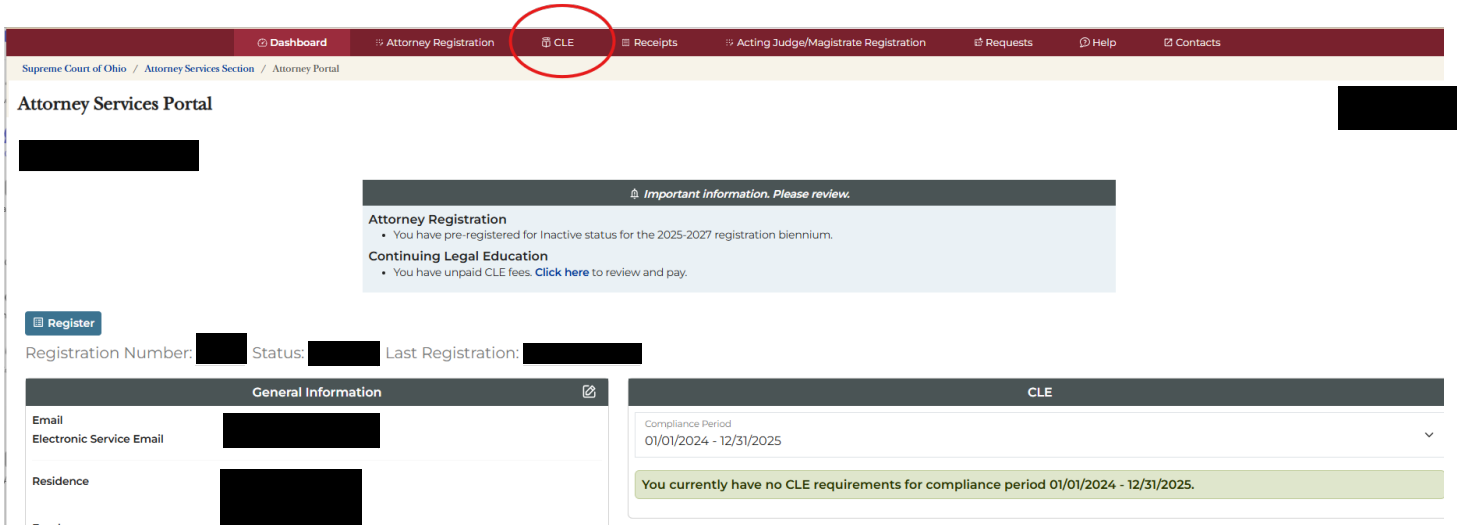


ADDING ATTENDANCE CREDITS THROUGH THE ATTORNEY PORTAL

Attorneys can self-report and add CLE credits to their record through the Attorney Portal. Sponsors are required to report attendance credits within 30 days of an attorney completing a CLE course. However, an attorney can self-report if the sponsor has provided the Ohio activity code to the attorney.

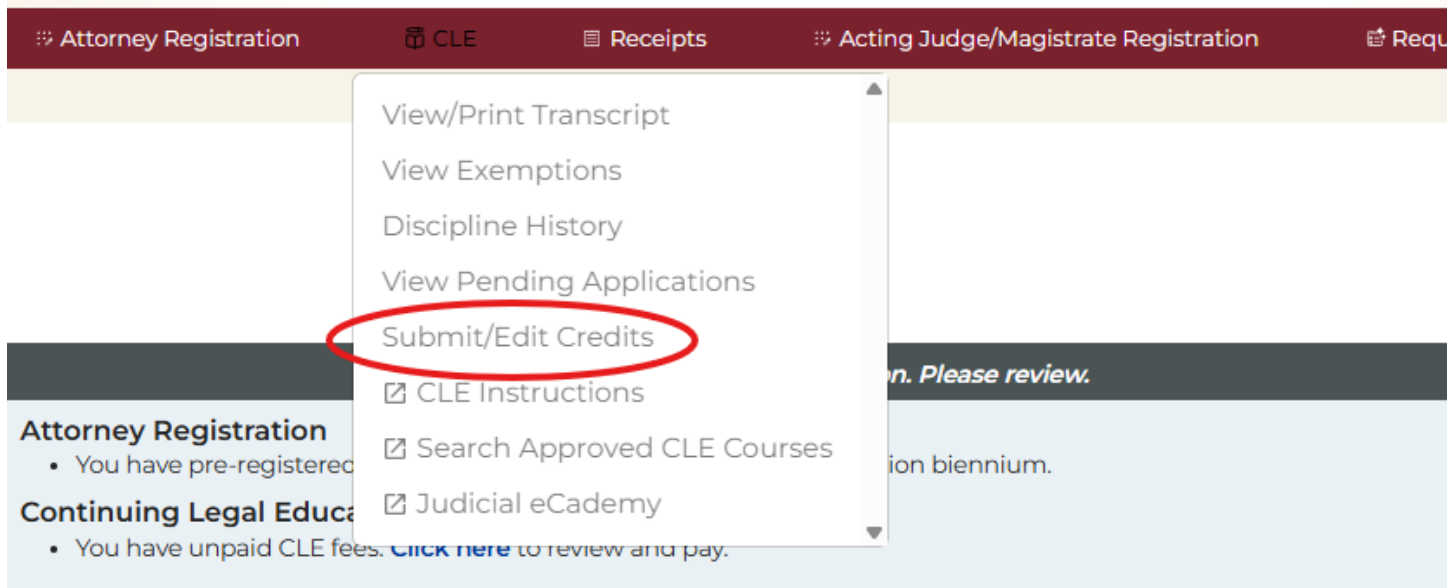
To add credits through the Attorney Portal, follow the below steps:

1. Log onto the Attorney Services Portal at <https://www.supremecourt.ohio.gov/attorneyportal/account/login> with the attorney registration number and password;
2. Click on CLE located on the top banner menu;



The screenshot shows the Attorney Services Portal interface. The top navigation bar includes links for Dashboard, Attorney Registration, CLE, Receipts, Acting Judge/Magistrate Registration, Requests, Help, and Contacts. The CLE link is circled in red. Below the navigation bar, the page title is "Attorney Services Portal". A sidebar on the left contains a "Register" button and fields for Registration Number, Status, and Last Registration. The main content area displays "Important information. Please review." with sections for "Attorney Registration" and "Continuing Legal Education". A "General Information" section is visible on the left, and a "CLE" section on the right shows the compliance period as 01/01/2024 - 12/31/2025, with a message stating "You currently have no CLE requirements for compliance period 01/01/2024 - 12/31/2025."

3. Select Submit/Edit Credits;



The screenshot shows the Attorney Services Portal interface with the CLE dropdown menu open. The menu options are: View/Print Transcript, View Exemptions, Discipline History, View Pending Applications, Submit/Edit Credits (circled in red), CLE Instructions, Search Approved CLE Courses, and Judicial eCademy. The background shows the same "Important information. Please review." section as the previous screenshot.

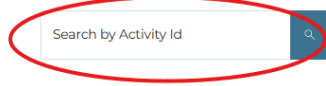
4. Enter the Ohio activity code and select the magnifying glass search icon;

Attorney Services Portal

CLE Credits

This page allows you to submit and edit attendance credits for approved CLE activities.

To delete a course from your record, please email CCLE@sc.ohio.gov and provide your attorney registration number and activity ID number.



Search by Activity Id

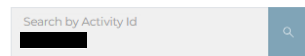
5. Enter the number of credit hours attended and enter “Submit Credits”.

Attorney Services Portal

CLE Credits

This page allows you to submit and edit attendance credits for approved CLE activities.

To delete a course from your record, please email CCLE@sc.ohio.gov and provide your attorney registration number and activity ID number.



Search by Activity Id

New Activity Search

Course Name: [REDACTED]

Course Date: [REDACTED]

- Hours taken must add up to at least 0.5 hours
- Hours taken must not be more than the max hours
- Hours taken must be an increment of 0.25 hours
- Enter the actual date you took the course

General Hours

Attorney Conduct Hours

Date Taken

Max

☐ Special Programs

mm/dd/yyyy

Submit Credits

Hours Taken

