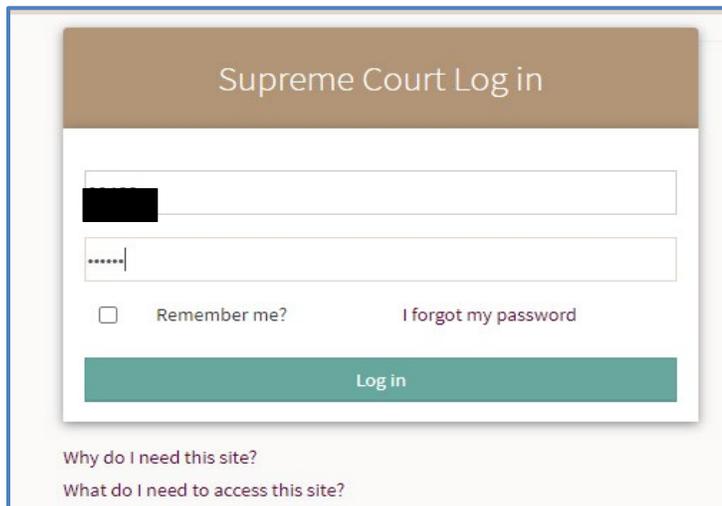


[Attorneys who completed their hours for the 2023-2024 period between January 1, 2025 – March 31, 2025](#)

If you did not complete your CLE requirements by December 31, 2024, you can come into compliance and avoid sanction by doing the following: (1) taking sufficient credit hours to **cure all credit hour deficiencies on or before 11:59 pm ET on March 31, 2025**, (2) submitting an online Late Compliance Request through the Attorney Services Portal on or before 11:59 pm ET on April 30, 2025, and (3) paying the applicable late compliance fee by credit card or ACH (checking account) on the portal upon email notification from the Office of Attorney Services by the due date contained in the email. Failure to pay by the due date will result in the rejection of the late compliance request.

To submit a request for late compliance, please be sure to complete all of the following:

- **Check your 2023-2024 transcript.** Confirm the number and type of hours you need to complete to come into compliance. It is not uncommon for sponsors to report hours for the 2023-2024 after the notice of apparent noncompliance is mailed thereby reducing or even removing your deficiency.
  - **Complete all hours** necessary to remove your 2023-2024 deficiency.
  - **Confirm** those hours are on your 2025-2026 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 2023-2024.



2. On the portal home page, look at “CLE Requirement as an Attorney.”
3. To the right, next to “For Compliance Period” select “01/01/2023 – 12/31/2024” 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: 30100 Chagrin Blvd, Ste 350, Cleveland, OH 44124 Gender: F

Date of Admission: [REDACTED] Date of Birth: 10/1/1985

Race: White Hispanic/Latino: [REDACTED]

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

<b>Attorney Conduct</b> 2.50 hour(s) required 1.50 hour(s) completed  Percent completed 60%	<b>Total</b> 24.00 hour(s) required 23.00 hour(s) completed  Percent completed 95%
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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 you need for late compliance are on your 2025-2026 transcript. Select “CLE” then “View/Print Transcript” then “2025-2026 Biennium.” Click “View Report” on the far right.

Home > Report

### View / Print Transcript

Biennium: 2021-2022

1 of 1 Find | Next

The Supreme Court of Ohio  
 Commission on Continuing Legal Education  
 65 South Front Street, 5th Floor, Columbus, Ohio, 43211

View Report

5. If the taken hours on the 2025-2026 transcript shows you have enough hours to make up your 2023-2024 deficiency, go to the portal home page and click Late Compliance Request.

CLE Requirement as an Attorney For Compliance Period: [ ]

You have not met the requirement for compliance period [ ]

[See all Activities for this Biennium](#) **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! If the transcript does not reflect the credit hours completed to cure the deficiencies, the request cannot be processed and will be denied.**

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.

**Create Request** [ ] Cancel

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		

[Cancel](#)

9. If your late compliance request is approved, you will get an email notifying you that the necessary hours have been applied to your 2023-2024 transcript and the late compliance fee must be paid by credit card or ACH payment 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.”

**CLE Owed Fees**

You have unpaid CLE fees. [Click to Pay](#)

11. Enter your credit card information or ACH bank account information and select [Click to Pay](#). A receipt will be emailed to you.

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.