

## **60-Day Notice of Impending Suspension Instructions for Compliance with the MCLE Requirement**

Part 6, Section IV, Paragraph 17 of the Rules of the Supreme Court of Virginia requires that all active members of the Virginia State Bar shall attend for the 2011 compliance period at least twelve (12) hours of approved continuing legal education programs of which at least two hours shall be in the area of legal ethics/professionalism and certify that the requirements of this rule have been met.

According to our records, you have not completed all of the requirements for MCLE compliance. Please read and follow the instructions below. Complete, sign and mail this Form 1, End of Year Report, with the appropriate delinquency fees as soon as possible to be received by this office no later than 4:45 p.m., March 20, 2012.

**\* \* \* Send ALL Forms and Fees Together as One Submission. \* \* \***  
**FAX or E-mail TRANSMISSIONS WILL NOT BE ACCEPTED.**  
**Please Use A Verifiable Express Mail Service Close To The Deadline.**

1. **REVIEW YOUR MCLE END OF YEAR REPORT** for accuracy and make any necessary corrections to the courses listed on the report.
2. **ATTACH A COPY OF YOUR SIGNED CERTIFICATION OF ATTENDANCE** provided by the sponsor for *any Virginia approved course* already taken for compliance and not listed on the report.
3. **IMPORTANT! ALL DISTANCE LEARNING PROGRAMS (ONLINE, CD-Rom, TELEPHONE & WEBCAST) REQUIRE ATTENDANCE FORMS THAT ARE VERIFIED and PROVIDED BY THE SPONSOR and include the Virginia course ID#.** Courses by providers (ABA telephone, PLI, ALI-ABA and West LegalEdcenter webcast or online courses for example) that cannot provide you with the appropriate Virginia-approved, sponsor verified attendance form in time to meet your deadline should not be taken for purposes of compliance with your 2011 requirement.
4. **ATTACH COURSE APPROVAL APPLICATION** (Form 4) for any non-approved course along with the required attachments (agenda, sample of CLE and ethics materials.) ***Applications received after March 9, 2012 will NOT be considered and may result in suspension. If Sponsor Cannot Supply a Virginia Certification of Attendance Consider the Course Not Approved. This does not include ABA, ALI-ABA, PLI or other approved distance learning programs – See #3.***
5. **IF YOU NEED TO TAKE ADDITIONAL HOURS**, schedule your course work as soon as possible. **DO NOT SCHEDULE TO TAKE COURSES CLOSE TO THE DEADLINE as all forms and fees MUST BE IN THIS OFFICE NO LATER THAN 4:45 p.m., March 20, 2012.**
6. **DO NOT LEAVE YOUR ATTENDANCE FORM WITH THE SPONSOR.** Sponsors are not responsible for meeting your reporting deadline and all forms must be attached to your Form 1, End of Year Report.
7. **ONCE YOU HAVE COMPLETED YOUR HOURS**, make any necessary amendments to and sign this Form 1, End of Year Report, attach any certifications of attendance and include the Noncompliance Fee and the Late Filing Fee(s) as appropriate (see fee information on front). Make checks payable to *Treasurer of Virginia*. Mail your submission to the MCLE Office ***to be received no later than 4:45 p.m., March 20, 2012. FAX or E-mail transmissions will not be accepted. Your mail date is not considered.***

**YOUR CONTINUED GOOD STANDING IS IMPORTANT TO US.  
PLEASE CALL IF YOU HAVE QUESTIONS REGARDING ANY OF THESE INSTRUCTIONS  
804-775-0577**