

MCLE Compliance Instructions Pursuant To MCLE Regulation 108

MCLE REQUIREMENT: All Active Members Must Certify Attendance at 12.0 Hours of CLE Including 2.0 Ethics Hours for the 2007 MCLE Compliance Period (November 1, 2006–October 31, 2007). Failure to Comply With the MCLE Requirement Will Result In Suspension.

MCLE Reporting Deadline: Whether attended for compliance or carry-over credit you must certify your attendance as instructed below and must be received by December 17, 2007.

Instructions for FORM 1 Completion

REVIEW YOUR MCLE END OF YEAR REPORT for Accuracy and If Your Report Is Correct and Lists At Least 12.0 Total CLE Hours Including 2.0 Ethics Hours You May Retain This Report For Your Records. You Need Not Return It To This Office.

IF YOUR REPORT LISTS LESS THAN 12.0 TOTAL CLE HOURS INCLUDING 2.0 ETHICS HOURS OR DOES NOT LIST CORRECTLY ALL COURSEWORK TAKEN DURING THE 2007 COMPLETION PERIOD YOU MUST AMEND AND RETURN THIS FORM AS INSTRUCTED BELOW.

1. **MAKE ANY NECESSARY CORRECTIONS** to the courses listed on the report.
2. **ATTACH A COPY OF THE CERTIFICATION(S) OF ATTENDANCE** for any Virginia approved course taken during the reporting period ending October 31, 2007 not listed on the report. Please contact the course SPONSOR if you do not have a copy of the Virginia attendance form. (If sponsor cannot supply Virginia course approval number, consider the course not approved and you must attach the Application for Course Approval (Form 4) and required attachments.)
3. **ATTACH A COPY OF THE CERTIFICATION(S) OF ATTENDANCE** for any Virginia approved course taken AFTER October 31, 2007 to satisfy the 2007 requirement. A \$100 NON-COMPLIANCE FEE IS DUE. Please attach your check, made payable to *Treasurer of Virginia*.
4. **IMPORTANT!** Online & Telephone Courses Require Attendance Forms That Are Verified And Provided By The Sponsor.
5. **THIS FORM 1 AND REQUIRED ATTACHMENTS MUST BE RETURNED TOGETHER FOR COMPLIANCE.** Individual certifications received apart from the Form 1 will be *processed after the December 17, 2007 reporting deadline and returned if needed to meet the 2007 reporting requirements.* **FAX and E-MAIL TRANSMISSIONS WILL NOT BE ACCEPTED!** See MCLE Regulation 108.
6. **SIGN THE END OF YEAR REPORT**, attach the Non-compliance Fee (if appropriate) and return with all of the attachments to the MCLE Office ***to be received no later than 4:45 p.m., December 17, 2007 (Close of business).*** Please consider using a verifiable express mail method close to the deadline. Forms received after the December 17 deadline will result in a \$100 Late Filing Fee. This form must show at least 12.0 CLE hours including 2.0 ethics hours. See MCLE Regulation 108.

Your Current MCLE Record to Date, MCLE Rules, Regulations, and Forms as well as a Listing of Upcoming Approved Courses Are Available on the VSB Web site at www.vsb.org
Or you may Contact the MCLE Office at (804) 775-0577.

VIRGINIA MCLE BOARD

707 East Main St. Suite 1500

Richmond, VA 23219-2800

www.vsb.org

**2007 MCLE Form 1
END OF YEAR REPORT**

**MCLE Reporting Deadline
DECEMBER 17, 2007**

REPORT MUST SHOW A TOTAL OF AT LEAST 12 CLE HOURS INCLUDING (2) ETHICS HOURS

Confirm updates and corrections to your MCLE record at www.vsb.org.

\$100 Non-Compliance Fee assessed for courses attended after October 31, 2007.

\$100 Late Filing Fee for 2007 reports or forms RECEIVED after December 17, 2007. Our offices close at 4:45 PM.

IMPORTANT INSTRUCTIONS ON REVERSE (See also MCLE Regulation 108)

As amended above, or as attached, I certify that I have attended and/or carried over at least 12.0 CLE hours including 2.0 Ethics hours of approved continuing legal education courses for compliance with the 2007 MCLE requirement. A materially false statement shall be subject to appropriate disciplinary action.

Signature

Date

QUESTIONS? Call the MCLE Office (804) 775-0577

Daytime Phone

E-mail Address