

60-Day Notice of Impending Suspension

Instructions for Compliance with the MCLE Requirement

According to our records, you have not completed all requirements for MCLE compliance.

All 2020 CLE hours and delinquency fees must **be received by this office no later than 4:45 p.m. EDT, May 28, 2021 to avoid suspension. POSTMARK IS NOT CONSIDERED.**

FAX or E-mail will not be accepted.

Please use a verifiable express delivery service such as FedEx or UPS close to the deadline.

The Virginia State Bar is closed to visitors due to COVID-19, please plan accordingly.

1. REVIEW THIS NOTICE and your online record for accuracy and make any necessary corrections to the courses listed on this form or the MCLE End of Year Report.
2. ATTACH A COPY OF YOUR SIGNED CERTIFICATION(S) OF ATTENDANCE provided by the course sponsor for any course not listed on this form or online. Do not rely on the course sponsor to submit them for you.
3. IF YOU NEED TO TAKE ADDITIONAL HOURS, we recommend that you only take Virginia pre-approved courses to finish your 2020 MCLE requirement.
4. IF YOU NEED TO APPLY FOR A NON-APPROVED COURSE attach an Attorney Application for CLE Course Approval Form 4. **Incomplete CLE applications or applications received after 4:45 p.m. EDT April 1, 2021 will NOT be considered and may result in suspension.** If the course sponsor cannot supply a Virginia Certification of Attendance, consider the course not approved.
5. ALL DISTANCE LEARNING PROGRAMS (Online, CD-Rom, Teleconferences & Webcasts) require attendance forms that are verified and provided by the course sponsor *and* include the Virginia course ID#.
6. MCLE BOARD REQUESTS. Requests for extensions, waivers of hours or fees, or other special considerations received after May 3, 2021 will not be considered prior to suspension.

THIS NOTICE SERVES AS YOUR INVOICE FOR FEES OWED.

Fees can be paid online at the VSB Portal. Only Visa and Mastercard are accepted.

Fees:

Failure to have completed CLE requirements by December 31 - \$100 Noncompliance Fee

Failure to have reported all CLE hours by February 15 - \$100 Late Filing Fee

Failure to report all CLE hours by April 1 - \$100 Additional Late Filing Fee

YOUR CONTINUED GOOD STANDING IS IMPORTANT TO US.
PLEASE CALL (804) 775-0577 IF YOU HAVE QUESTIONS ABOUT THESE INSTRUCTIONS OR
YOUR MCLE RECORD.