

ANNUAL MEETING GENERAL CLE INSTRUCTIONS

PLEASE READ THE SCANTRON FORM AND EACH INDIVIDUAL STATE FORM COMPLETELY FOR INSTRUCTIONS REGARDING REPORTING PROCEDURES FOR YOUR JURISDICTION.

1. **CLE COURSE ATTENDANCE FORM (SCANTRON FORM)** – PICK UP A UNIFORM CERTIFICATE OF ATTENDANCE FROM EACH ENTITY SPONSORING A CLE PROGRAM SESSION THAT YOU ATTEND.

COMPLETE THE CLE COURSE ATTENDANCE FORM. IF A PRE-PRINTED LABEL HAS NOT BEEN PROVIDED, FILL IN YOUR NAME, ADDRESS, CITY, STATE, AND ZIP CODE. INCLUDE YOUR BAR ID NUMBER(S) AND STATE(S).

COMPLETE THE REVERSE SIDE OF THE SCANTRON FORM BY INSERTING THE SESSION AND SPONSOR NAME, THE SIX-DIGIT SESSION IDENTIFICATION CODE. THE CORRESPONDING OVALS SHOULD BE DARKENED COMPLETELY. DO NOT FORGET TO SIGN THE FORM!

2. **NEW YORK ATTORNEYS ONLY** – PLEASE REMEMBER TO SIGN IN AND OUT OF ALL PROGRAMS ON THE NEW YORK ATTENDANCE SHEETS.

- a. PICK UP A NEW YORK CERTIFICATE OF ATTENDANCE FOR EACH PROGRAM YOU ATTEND. THEY MUST BE SIGNED BY AN ABA STAFF PERSON OR THE PERSON AT THE REGISTRATION DESK.
- b. KEEP WHITE COPIES FOR YOUR RECORDS AND RETURN PINK AND YELLOW COPIES TO THE REGISTRATION DESK.

3. **TEXAS ATTORNEYS ONLY** – PLEASE USE **ONLY** ONE CLE COURSE ATTENDANCE CARD FOR THE ENTIRE MEETING.

- a. FILL CARD OUT COMPLETELY (WITH A #2 PENCIL) FILL IN ONLY THE GRAND TOTAL OF CLE CREDIT HOURS YOU ARE ENTITLED TO FOR THE ENTIRE MEETING AND RETURN CARD TO THE REGISTRATION DESK

4. **PENNSYLVANIA ATTORNEYS ONLY** - PLEASE USE **ONLY** ONE PENNSYLVANIA CREDIT REQUEST FORM FOR THE ENTIRE MEETING.

- a. FILL IN TOTAL HOURS EARNED ON THE FORM COMPLETE ALONG WITH THE UNIFORM CERTIFICATE OF ATTENDANCE AND SUBMIT THE PENNSYLVANIA REQUEST FORM AND THE CERTIFICATE OF ATTENDANCE AND FEES DIRECTLY TO THE PENNSYLVANIA CLE BOARD

IF YOU HAVE ANY CLE QUESTIONS PLEASE CONTACT:

Toyin Alaka
Meeting Registrar
Section of Business Law
phone: 312/988-5564
fax: 312/988-5578