

Please review the general CLE credit guidelines. We expect to have a total of 13.5 CLE hours for the programs at the meeting.

GENERAL ABA CLE INSTRUCTIONS

1. **BLUE SIGN IN SHEET** – ALL ATTORNEYS NEED TO SIGN IT **ONCE** FOR THE ENTIRE MEETING.
2. **DELAWARE ATTORNEYS ONLY** – PLEASE REMEMBER TO SIGN IN AND OUT OF ALL PROGRAMS ON THE DELAWARE SHEETS.
3. **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 THE PERSON AT THE ABA REGISTRATION DESK.**
 - b. ONCE SIGNED PLEASE KEEP WHITE COPIES FOR YOUR RECORDS AND THE PINK AND YELLOW COPIES WILL BE RETAINED AT THE **ABA** REGISTRATION DESK.
4. **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 **ABA** PORTION OF THE MEETING AND RETURN CARD TO THE **ABA** REGISTRATION DESK
5. **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 **ABA** 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