

GENERAL CLE INSTRUCTIONS

1. **GENERAL BLUE SIGN IN SHEET (ALL ATTORNEYS)** – YOU ONLY NEED TO SIGN IT **ONCE** AT ANY OF THE SESSIONS FOR THE ENTIRE MEETING.
2. **DELAWARE ATTORNEYS ONLY** – PLEASE REMEMBER TO SIGN IN AND OUT OF ALL PROGRAMS ON THE **PURPLE** DELAWARE SHEETS.
3. **NEW YORK ATTORNEYS ONLY** – PLEASE REMEMBER TO SIGN IN AND OUT OF ALL PROGRAMS ON THE **YELLOW** NEW YORK ATTENDANCE SHEETS.
 - a. PICK UP A NEW YORK CERTIFICATE OF ATTENDANCE FOR **EACH** PROGRAM YOU ATTEND. FILL OUT THE TOP PORTION. THE FORMS MUST BE SIGNED BY THE ABA STAFF PERSON AT THE REGISTRATION DESK.
 - b. Once signed you keep the top **WHITE COPY FOR YOUR RECORDS AND leave the PINK AND YELLOW COPIES AT THE 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 MEETING AND RETURN CARD TO THE 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 UNIFORM CERTIFICATE OF ATTENDANCE AND SUBMIT THE PENNSYLVANIA REQUEST FORM AND THE UNIFORM CERTIFICATE OF ATTENDANCE AND FEES DIRECTLY TO THE PENNSYLVANIA CLE BOARD