

GENERAL CLE INSTRUCTIONS

1. **BLUE SIGN IN SHEET** – YOU ONLY 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 ATTENDACE 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.
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 CERTIFICATE OF ATTENDANCE AND FEES DIRECTLY TO THE PENNSYLVANIA CLE BOARD

IF YOU HAVE ANY CLE QUESTIONS PLEASE CONTACT:

Toyin Alaka
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Section of Business Law
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