



## **Important Information Concerning Your Illinois Law License Please Read Carefully**

**Your name is currently removed from the Master Roll of Attorneys authorized to practice law in Illinois because you failed to comply with your MCLE requirements from a prior MCLE reporting period.** Removal from the Master Roll of Attorneys for failure to comply with your MCLE requirements is not an exemption from the current July 1, 2008 through June 30, 2010 reporting period. However, before you can begin to earn credits for the current July 1, 2008 through June 30, 2010 reporting period, you must first either: earn the required credits from the reporting period for which you were removed; or be eligible for an exemption from those requirements, then report your compliance or valid exemption to the MCLE Board and pay a \$250.00 reinstatement fee.

To determine how many credits need to be earned in order to be reinstated, please log on to the MCLE Board's website and select the green button labeled "Attorneys Report Online." After you have logged into the system, you will receive messaging specific to your circumstance. Once you have completed the requirements or determined that you are eligible for an exemption from those requirements, you may then log back into the system and request reinstatement by reporting compliance or a valid exemption and paying the \$250.00 reinstatement fee. Following reinstatement, you may then begin earning credits towards meeting the current July 1, 2008 through June 30, 2010 reporting period requirements of 24 total MCLE credits including at least 4 professional responsibility credits.

If you are not reinstated and do not report compliance with the current July 1, 2008 through June 30, 2010 reporting period requirements by July 31, 2010, you will then have until September 30, 2010 to be reinstated with payment of \$250.00 reinstatement fee, earn the required credits for the current reporting period, report compliance and pay a \$150.00 late fee. Alternatively, you may report a valid exemption from the current reporting period requirements using the enclosed form before being reinstated but that report must be received by the MCLE Board no later than July 31, 2010 to prevent a \$150.00 late fee from being assessed. You may also report non-compliance with the July 1, 2008 through June 30, 2010 reporting period requirements before being reinstated by using the enclosed form. If you report non-compliance by July 31, 2010, you will then have until September 30, 2010 to be reinstated with payment of \$250.00 reinstatement fee, earn the credits for the current reporting period and report compliance but the late fee to be submitted will only be \$100.00 because you reported non-compliance by July 31, 2010.

If you do not report compliance or a valid exemption and pay the required late fee by September 30, 2010, the MCLE Rules of the Supreme Court of Illinois require that the MCLE Board refer your name to the Attorney Registration and Disciplinary Commission ("ARDC"). The ARDC will then mail a notice containing a final date for compliance. (The ARDC sets that date and the MCLE Board does not know that date as of the writing of this letter.) If you do not report compliance or a valid exemption and pay the late fee by the final date set by the ARDC, your name will be removed from the Master Roll of Attorneys authorized to practice law due to MCLE non-compliance with July 1, 2008 through June 30, 2010 requirements. If you wish to be reinstated in the future, you will need to complete the credits from each reporting period for which you were removed and you will also need to submit a \$250.00 reinstatement fee for each of those reporting periods.



## MCLE Reporting Information Attorney Action Required

**You may not begin earning credits toward meeting the current reporting period requirements until you have been reinstated to the Master Roll for MCLE purposes**

### **July 1, 2008 through June 30, 2010 MCLE Reporting Period**

June 30, 2010 – be reinstated, complete current MCLE requirements or be entitled to claim an exemption

July 31, 2010 – report MCLE compliance or valid exemption *to avoid \$150 late fee*

#### **A. Report Online (available only after reinstatement)**

The MCLE Board recommends that you report using its secure, online reporting system. Last year, more than 60 percent of lawyers reported online. Online reporting greatly reduces the risk of errors from scanning hard copy forms. Reporting online also prevents you from omitting required information. You have not reported until the Board receives all of the required information.

To report online, go to the MCLE Board web site, [www.mcleboard.org](http://www.mcleboard.org), and select the green button labeled “Attorneys Report Online” to login and begin reporting. You will input your 7-digit Attorney Registration and Disciplinary Commission (“ARDC”) number (found on your ARDC card and on the enclosed form), your last name on file with the ARDC and your birth date. To obtain your ARDC number, please contact the ARDC at 312-565-2600. Remember to print the receipt of your report for your records.

If you claim any non-traditional credits (*see Section C on reverse side*), there is a \$20.00 flat fee. That fee can be paid online by credit card. You may also report online and submit the fee by mailing a check with the invoice printed online. If you claim any non-traditional credits, ***your report is not complete until the Board receives the \$20.00 fee.***

#### **B. Report by Mail**

Enclosed is your two-sided 2010 Reporting Certification Form. ***This is the only notice provided before your report is late and a late fee is due. You may not use it to report compliance with current reporting period requirements before you are reinstated to the Master Roll for MCLE purposes.***

However, you may use the enclosed form to report non-compliance with or a valid exemption from the current reporting period requirements before being reinstated. Complete all parts of both sides that apply to your status. Please mark an “X” in the correct box(es). Sign and date it. If you submit an incomplete or blank form, you have not reported and ***another form will not be mailed before the July 31 deadline.***

Keep your MCLE records for three years in case you are audited. Do not mail certificates of attendance or any other records with the form. The Board will not retain or return those records. Do not write any notes or make marks on the form other than X’s or numbers in the boxes. These forms are machine scanned so additional notes or marks cannot be recorded in your report nor responded to.

Mail the completed form (and the \$20.00 fee for non-traditional credits, if applicable) to:

*U.S. Postal Service Only:*  
MCLE Board  
P.O. Box 3484  
Springfield, IL 62708-3484

*Express Deliveries:*  
MCLE Board c/o INB Processing Center  
307 E. Jackson  
Springfield, IL 62701

The Board does not send written confirmation that it received your mailed report. To obtain written confirmation that your report has been received, go to the Board's web site, [www.mcleboard.org](http://www.mcleboard.org) and, once you log into the online reporting system, you can check whether the Board received your completed report. Please print a receipt of your report and keep it for your records.

If you mail your report and the Board does not receive it by July 31, 2010, you have not timely reported and you will need to pay a \$150.00 late fee required by the Court's MCLE Rules. If the Board does not receive your completed form by July 31, 2010, the Board accepts **only** the following as proof of timely filing: (1) a U.S. Postal Service Registered or Certified Mail receipt; or (2) written documentation from a public carrier, such as Fed Ex or UPS, or a messenger service. ***The late fee cannot be waived unless one of these documents is presented. No other information is accepted.***

### **C. Important Reporting Considerations for All Attorneys**

#### **Reporting statuses and reporting more than one status**

These are the reporting options: (1) complied (only after reinstatement); (2) did not comply; (3) full exemption; or (4) partial exemption (only after reinstatement). See Rule 791(a)-(c) for available exemptions and whether an exemption is full or partial.

Some attorneys complied with the MCLE requirements but can also claim either a full or partial exemption. If supported by facts, these combinations are acceptable: (1) complied (only after reinstatement) and full exemption; or (2) complied (only after reinstatement) and partial exemption (only after reinstatement). Other combinations are not acceptable. Reporting non-compliance with any other status is recorded as "did not comply" only.

#### **Exemptions for inactive status or retired status...ARDC license status only**

If your Illinois license is on active status but you are not practicing law, you are not exempt merely because you are not practicing. To claim an exemption as inactive or retired, your Illinois license must be on inactive status or retired status with the ARDC pursuant to Rule 791 by June 30, 2010. ***Reporting an MCLE exemption based on inactive status or retired status on the MCLE reporting form does not change your license status.*** For questions about available license statuses or to place your license on inactive status or retired status, contact the ARDC at 312-565-2600.

#### **Non-traditional credits**

If you report credits from any of these non-traditional activities, you must submit a \$20.00 flat fee: (1) attending a law school course; (2) attending bar association meetings at which you earned 1.0 hour or less of MCLE credit; (3) teaching an accredited CLE course; (4) teaching a law course part time at a law school, university, college or community college (includes judging a law school moot court argument); and (5) writing published legal scholarly books or articles.

See Rule 795(d) on non-traditional activities. To claim such credits, please write an "X" in the correct box(es) and submit a \$20.00 payment with your report. **Checks are payable to: MCLE Board.** Checks made payable to other entities cannot be cashed and do not constitute payment.

#### **Late fees: \$150 for failing to report timely or \$100 for reporting non-compliance by July 31, 2010**

If you do not report compliance or a valid exemption by July 31, 2010, you will have until September 30, 2010 to earn the required credits, report compliance and pay a \$150.00 late fee. If you do not complete your MCLE credits by June 30, 2010, you may report "did not comply" by July 31, 2010. If you report "did not comply" by July 31, 2010, you will then have until September 30, 2010 to earn the required credits and report compliance but the late fee to be submitted with that report is \$100.00.

For quick access to the MCLE Rules and answers to frequently asked questions, visit the Board's web site, [www.mcleboard.org](http://www.mcleboard.org). You may also call 312-924-2420. Thank you for your attention to the MCLE reporting process.