



MCLE Reporting Information Attorney Action Required Report Online - www.mcleboard.org

Deadlines for attorneys with last names N through Z admitted to Illinois bar before July 1, 2006
June 30, 2009 – complete 20 hours of MCLE credit or be entitled to claim an exemption
July 31, 2009 – report MCLE compliance or valid exemption *to avoid \$150 late fee*

A. Report Online...Secure, Accurate, Fast and Immediate Confirmation

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, for the online reporting link. You will input your birth date, last name on file with the Attorney Registration and Disciplinary Commission (“ARDC”) and 7-digit ARDC registration number (found on your ARDC card and on the enclosed form). 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...If You Prefer

Enclosed is your two-sided 2009 Reporting Certification Form. ***This is the only notice provided before your report is late and a late fee is due.*** 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 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, 2009, 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, 2009, 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; (2) did not comply; (3) full exemption; or (4) partial exemption. *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 and full exemption; or (2) complied and partial exemption. 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, 2009.

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, 2009

If you do not report compliance or a valid exemption by July 31, 2009, you will have until September 30, 2009 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, 2009, you may report "did not comply" by July 31, 2009. If you report "did not comply" by July 31, 2009, you will then have until September 30, 2009 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. You may also call 312-924-2420. Thank you for your attention to the MCLE reporting process.