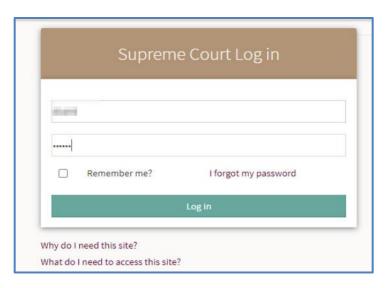
<u>Attorneys who completed their hours for the 2022-2023 period between</u> <u>January 1, 2024 – April 1, 2024</u>

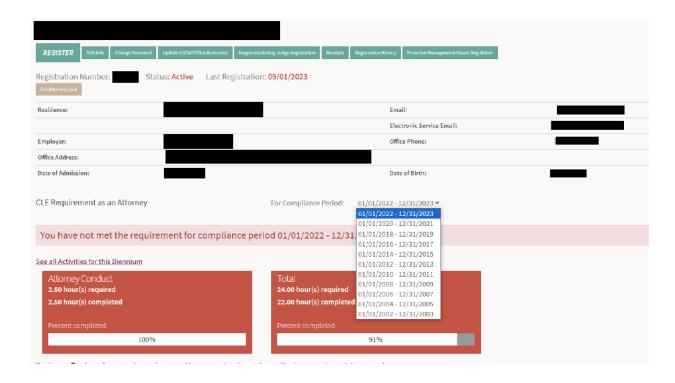
If you did not complete your CLE requirements by December 31, 2023, you can come into compliance and avoid sanction by completing the following: (1) taking sufficient credit hours to **cure all credit hour deficiencies on or before 11:59 pm ET on April 1, 2024,** (2) submitting an online Late Compliance Request through the Attorney Services Portal on or before 11:59 pm ET on April 30, 2024, and (3) paying the applicable late compliance fee by credit card or ACH(checking account) on the portal upon email notification from the Office of Attorney Services by the due date contained in the email. Failure to pay by the due date will result in the rejection of the late compliance request.

To submit a request for late compliance, please be sure to complete all of the following:

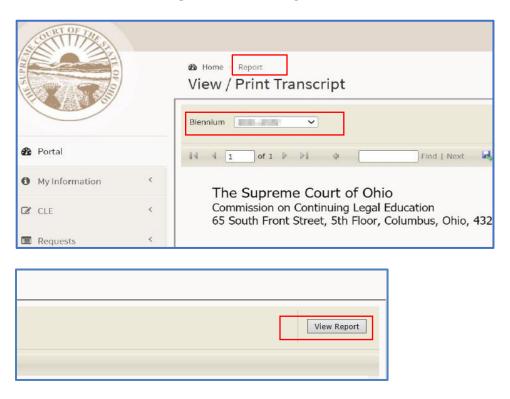
- *Check your 2022-2023 transcript.* Confirm the number and type of hours you need to complete to come into compliance. It is not uncommon for sponsors to report hours for the 2022-2023 after the notice of apparent noncompliance is mailed thereby reducing or even removing your deficiency.
- *Complete all hours* necessary to remove your 2022-2023 deficiency.
- *Confirm* those hours are on your 2024-2025 transcript. These hours can be reported by the sponsor or you can add the hours yourself following these <u>instructions</u>.
 - 1. Log into the <u>Attorney Services Portal</u> to review your transcript for 2022-2023.



- 2. On the portal home page, look at "CLE Requirement as an Attorney."
- 3. To the right, next to "For Compliance Period" select 01/01/2022 12/31/2023 to review how many hours you must complete for late compliance.



4. Check to see if all the hours you need for late compliance are on your 2024-2025 transcript. Select CLE, then View/Print Transcript, then 2024-2025 Biennium. Click View Report on the far right.



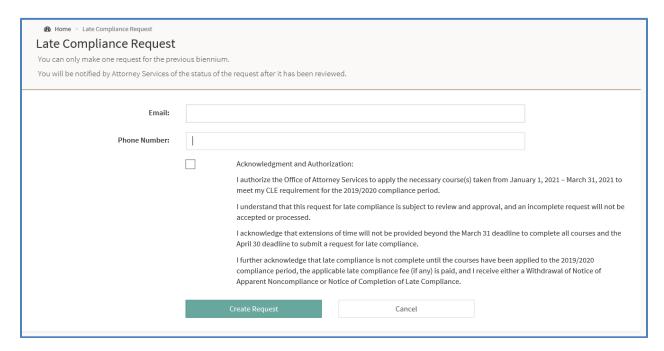
5. If the required hours are on 2024-2025 transcript shows you have enough hours to make up your 2022-2023 deficiency, go to the portal home page and click Late Compliance Request.



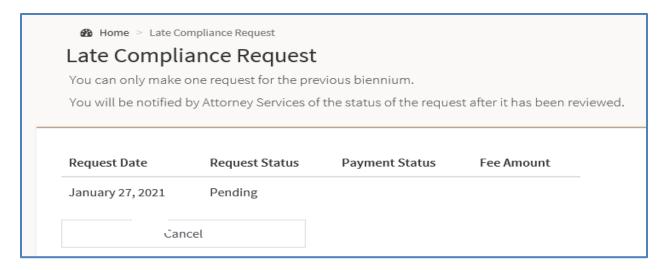
6. Provide an email address and phone number where you can be reached regarding late compliance. Check the box confirming you have read the acknowledgment and authorization.

Note: You cannot submit multiple late compliance requests, so make sure your request is complete! If the transcript does not reflect the credit hours completed to cure the deficiencies, the request cannot be processed and will be denied.

7. Click Create Request.



8. You can check the status of your late compliance request on the portal.



9. If your late compliance request is approved, you will get an email notifying you that the necessary hours have been applied to your 2022-2023 transcript and the late compliance fee must be paid by credit card or ACH payment on the portal. Your late compliance fee is based on your CLE deficiency. It is important that you pay the fee timely or your request will be denied.

DEFICIENCY:	LATE COMPLIANCE FEE:
Six hours or less	\$75
More than six hours but not more than 12 hours	\$150
More than 12 hours but not more than 18 hours	\$225
More than 18 hours	\$300

10. On the portal home page, you will see a message indicating, ""You have unpaid CLE fees. Click to pay."



11. Enter your credit card information or ACH bank account information and select Click to Pay

. A receipt will be emailed to you.

12. A final review of your record will be conducted upon receipt of your late compliance fee. Upon final approval, you will receive a Notice of Completion of Late Compliance. Until or unless you receive notice of completion and the status of your request is marked "Complete," you are subject to sanction and/or suspension.