

# SUPREME COURT OF WISCONSIN – BOARD OF BAR EXAMINERS

Post Office Box 2748, Madison, WI 53701-2748

<https://www.wicourts.gov/courts/offices/bbe.htm>

## 2022-2023 CLE REPORTING INFORMATION

**WHO MUST FILE:** Lawyers who were admitted to practice law in Wisconsin in an odd-numbered year and who are listed as active or senior active status according to the membership records of the State Bar of Wisconsin are required to file a CLE Form 1 electronically. By electronically filing CLE Form 1, lawyers are reporting their compliance with Wisconsin’s mandatory continuing legal education (CLE) requirements for the reporting period beginning January 1, 2022, and ending December 31, 2023.

**LAWYERS ADMITTED IN 2021:** Lawyers admitted in 2021 may report up to 15 approved CLE hours attended between their date of Wisconsin bar admission and the end of 2021. List those courses within your 2022-2023 electronically filing account. However, EPR (ethics and professional responsibility) hours will only be accepted if attended after January 1, 2022.

**ATTENDANCE AND FILING DEADLINES:** Courses must be completed by January 31, 2024, and your 2022-2023 CLE Form 1 must be electronically filed with the Board of Bar Examiners no later than February 1, 2024. Filing is effective when the form is e-filed on the BBE website. See SCR 31.13(2) for filing details.

**LATE PENALTIES:** Lawyers who do not establish compliance on a timely basis will be assessed a late fee of \$100.00 in accordance with the Supreme Court Rules. Late fees are routinely assessed if:

1. A course used to satisfy the regular CLE or the EPR requirement is attended after January 31, 2024.
2. The CLE Form 1 is not timely filed. See “**Submitting Your Report**” within the *CLE Electronic Filing Instructions*.
3. The CLE Form 1 (or a subsequent and timely amendment thereto) does not establish approved CLE credit hours, including approved EPR credit hours, or the election of an appropriate exemption, or the declaration of a previously authorized waiver.

**NOTE:** **Late fees must be made payable to the Board of Bar Examiners** and mailed to: Board of Bar Examiner, Post Office Box 2748, Madison, WI 53701-2748 or by ePayment through the Wisconsin court website at <https://www.wicourts.gov/services/payment/>.

**LIST OF APPROVED COURSES:** A searchable list of approved courses can be found at <https://www.wicourts.gov/services/attorney/edu.htm>. Contact the Board office if you have questions about course approvals.

**AMENDING THE CLE FORM 1:** Lawyers who attend additional approved credit hours after they have filed their CLE Form 1 may amend their 2022-2023 Form 1 by sending in a **written request** to the Board of Bar Examiners. The amendment will serve to increase carryover hours for the next reporting period. Requests to amend reports must be received directly from the lawyer and in accordance with the filing deadline.

**NEEDING ASSISTANCE:** Please contact our CLE Manager Team: **Tammy McMillen at 608-261-2350.**