

**COURSE APPROVAL FORM – PUBLISHED LEGAL WRITING  
CLE FORM 4**

**APPLICATION FOR CONTINUING LEGAL  
EDUCATION CREDIT FOR  
PUBLISHED LEGAL WRITING**

**SUPREME COURT OF WISCONSIN  
BOARD OF BAR EXAMINERS**  
110 E. Main St., Suite 310  
P.O. BOX 2748  
MADISON, WI 53701-2748  
TELEPHONE: (608) 266-9760  
FAX: (608) 266-1196

- PRINT OR TYPE THIS APPLICATION
- ONE APPLICATION IS REQUIRED FOR EACH AUTHOR
- SEE REVERSE FOR APPLICABLE RULES

**NOTICE OF DECISION**  
(To be completed by the Board of Bar Examiners.)

The following action has been taken on this application:

- ☐ APPROVED for \_\_\_\_\_ CLE hours. Please attach a copy of this approval to the CLE Form 1 you file for the 20\_\_\_\_\_-\_\_\_\_\_ reporting period.
- ☐ DENIED, pursuant to \_\_\_\_\_.

BBE Staff \_\_\_\_\_ Date \_\_\_\_\_

1. Author's Name: \_\_\_\_\_
2. The citation for this published legal writing is: \_\_\_\_\_
- \_\_\_\_\_

[Citations include the information that would be included in a legal bibliographic reference. For books, citations must include title, publisher and publication date. For articles, citations must include periodical name, article title, volume number, publication date, and page. For electronic or web-based publications, citations must also include the web address.]

3. It has been published as a (select all that apply): ☐ printed publication ☐ electronic or web-based publication
4. Identify the publication type (select all that apply): ☐ article ☐ chapter  
☐ book ☐ significant revision
5. Number of clock hours spent directly in preparation (up to a maximum of 15 hours, pursuant to CLE 7.08): \_\_\_\_\_
6. Date of publication: \_\_\_\_\_
7. Subject matter: \_\_\_\_\_
8. Submit a copy of the publication with this application. **NOTE:** Your publication will be returned if you provide a postage-paid envelope. In cases of joint authorship, only one copy of the publication will be required; however, a CLE Form 4 must be submitted by each author requesting CLE credit.
9. This form must be submitted by the author of the published legal writing. The form may be duplicated as needed; however, the Board only accepts its pre-printed forms or copies of its pre-printed CLE forms.
- 9a. Artificial Intelligence was used to produce this published legal writing (select one): ☐ Yes ☐ No

**By signing this form, the author certifies that any legal citations have been verified for their authenticity and accuracy.**

Signature \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Author's WI Admission Date \_\_\_\_\_

\_\_\_\_\_  
Attorney No. \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

- 10. A COPY OF THIS FORM WILL BE RETURNED TO YOU, WITH A DETERMINATION OF CLE CREDITS NOTED IN THE BOX ABOVE.**

## WISCONSIN MANDATORY CONTINUING LEGAL EDUCATION (CLE) REQUIREMENT

### PUBLISHED LEGAL WRITING

Credit for published legal writing for use toward the Wisconsin mandatory CLE requirements is granted pursuant to the following rules adopted by the Board of Bar Examiners:

#### CLE 7.06(1)

A published legal writing is defined as material that satisfies all of the following criteria:

- (a) It has been published, in print or electronically, in the form of an article, chapter, book, or significant revision;
- (b) It was written in whole or in substantial part by the lawyer submitting the request for approval; and
- (c) It satisfies the criteria set forth in SCR 31.07(2) (a) and (b) in that its objective is to increase the reader's professional competence as a lawyer, and in that its content must deal primarily with matters related to the practice of law, professional responsibility or ethical obligations of lawyers.

#### CLE 7.06(2)

Published legal writings specifically exclude the following:

- (a) Compiling or editing materials written by others;
- (b) Contributions to blogs or brief current-awareness entries in newsletters or magazines;
- (c) Material that is produced on behalf of or in support of a client, including submissions to a court of law or to an administrative agency;
- (d) Authorship of published decisions;
- (e) Material appearing in any media, whether print or electronic the published content of which is controlled by the applicant or by the applicant's firm or employer or that is published by the applicant;
- (f) Material appearing in a publication for general circulation or in a publication directed to a non-lawyer audience; and
- (g) Materials that are developed and distributed at CLE activities in accordance with SCR 31.07(2) (e).

#### CLE 7.07

In order to request approval for a published legal writing, a written request for approval designated CLE Form 4 and a copy of the published legal writing must be submitted by its author to the Board.

#### CLE 7.08

A lawyer may claim his or her actual preparation time up to a maximum of 15 hours for any approved published legal writing.

#### CLE 7.09

A lawyer may not claim in excess of 15 hours for all approved published legal writings in any one reporting period.

#### CLE 7.10

The only reporting period in which hours for an approved published legal writing may be claimed is that in which the writing was published.

**SUPREME COURT OF WISCONSIN  
BOARD OF BAR EXAMINERS**

110 E. Main St., Suite 310  
P.O. Box 2748

Madison, Wisconsin 53701-2748

(608) 266-9760

FAX (608) 266-1196

<http://wicourts.gov/courts/offices/bbe.htm>