

# SUPREME COURT OF WISCONSIN – BOARD OF BAR EXAMINERS

Post Office Box 2748, Madison, WI 53701-2748

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

## 2017-2018 CLE REPORTING INFORMATION

**WHO MUST FILE:** Lawyers who were admitted to practice law in Wisconsin in an even-numbered year and who are on active status according to the membership records of the State Bar of Wisconsin are required to file a CLE Form 1 electronically. By filing CLE Form 1, lawyers are reporting their compliance with Wisconsin's 30-hour mandatory continuing legal education (CLE) requirements for the reporting period beginning January 1, 2017, and ending December 31, 2018. Lawyers admitted in 2018 are not required to report their CLE credits until February 1, 2021.

**LAWYERS ADMITTED IN 2016:** Lawyers admitted in 2016 may report up to 15 approved CLE hours attended between their date of Wisconsin bar admission and the end of 2016. However, EPR hours will only be accepted if attended after January 1, 2017.

**LAWYERS WHO ARE AGE 70 OR OLDER:** Lawyers who attain the age of 70 by December 31, 2018, may be eligible for emeritus membership status with the State Bar of Wisconsin. Emeritus members are under no obligation to comply with the Wisconsin mandatory CLE requirements. However, the State Bar of Wisconsin must authorize such a classification change for it to be effective.

**FILING DEADLINE:** Courses must be completed by January 31, 2019, and your 2017-2018 CLE Form 1 must be filed with the Board of Bar Examiners by February 1, 2019. 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, 2019.
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 30 approved hours, including 3 approved EPR 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/attorney/edu.htm>.

**LIST OF APPROVED COURSES:** The Board approves thousands of CLE activities each year. 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 TO THE CLE FORM 1:** Lawyers who attend additional approved credit hours after they have filed their CLE Form 1 may amend their 2017-2018 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 are not accepted by facsimile or e-mail transmission, must be signed by the lawyer, and must be received in accordance with the filing deadline.

**NEEDING ASSISTANCE:** Please contact our CLE Manager Team: **Tammy McMillen at 608-261-2350 or Julie Halverson at 608-261-2349.**