

**Topic: Attorney  
 Registration – Report CLE  
 Compliance**

**Summary:** *The following document will demonstrate options available for Attorneys to report their CLE compliance within the Attorney Registration and Payment application.*

**This Guide is for:** *NJ and In House Counsel Attorneys only.*

**Table of Contents**

Accessing CLE Compliance through Attorney Registration Process.....	2
Report CLE (Continuing Legal Education) Compliance.....	4
Certification of Information.....	6
CLE Confirmation.....	7

**Accessing CLE Compliance through Attorney Registration Process**

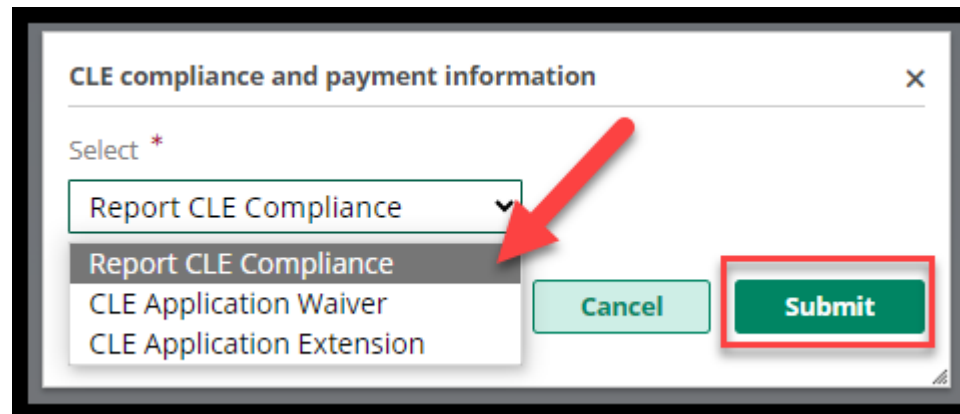
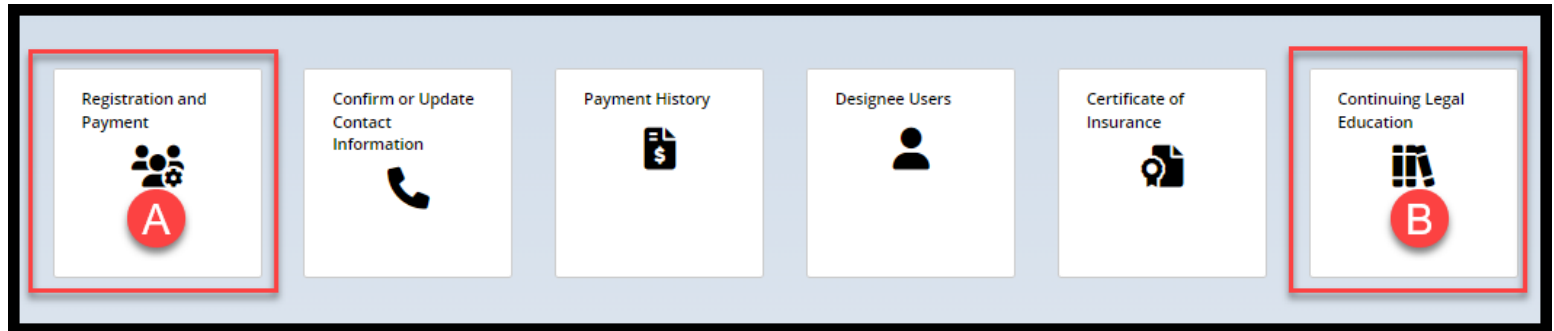
After successfully logging into the Attorney Registration application, the Registration home screen will display.

CLE compliance can be reported in two ways:

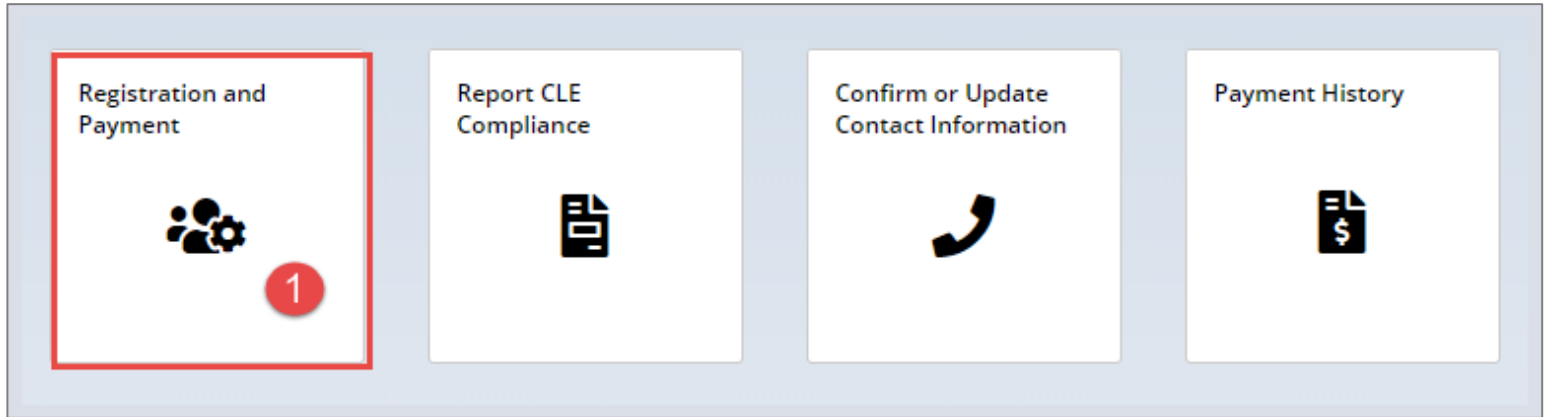
A. Through registration process by clicking on the “Registration and Payment” tile.

B. By clicking on the “Continuing Legal Education” tile.

**Note:** To report CLE compliance through the “Continuing Legal Education” tile, select “Report CLE Compliance” click “Submit” and then follow the instructions from page 4 herein.

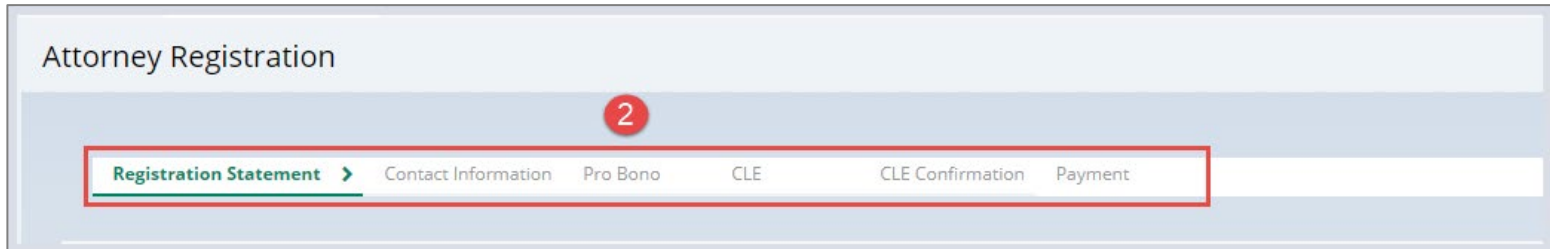


1. Click on the “Registration and Payment” tile to begin the Attorney registration process.



2. Attorney registration has the following steps:

- \* Registration statement
- \* Contact Information
- \* Pro Bono
- \* CLE
- \* CLE confirmation
- \* Payment



**Report CLE (Continuing Legal Education) Compliance**

1. After completing the Registration Statement, Contact Information, and Pro Bono steps you can report your CLE compliance.
2. The CLE Acknowledgement is displayed.

The screenshot displays the 'Attorney Registration' interface. At the top, a navigation bar includes 'Registration Statement', 'Contact Information', 'Pro Bono', 'CLE', 'CLE Confirmation', and 'Payment'. The 'CLE' link is highlighted with a red box and a red circle containing the number '1'. Below this, the 'Continuing Legal Education Compliance' section is shown. It features an 'Acknowledgement' link, also highlighted with a red box and a red circle containing the number '2'. Below the link, there is a paragraph of text: 'For information on New Jersey's mandatory continuing legal education requirement and compliance reporting, click [here](#).' This is followed by a notice for Group 2 Attorneys (born July-December) regarding the 2019 CLE requirement. The notice states that attorneys who do not complete their CLE requirement by 12/31/2018 will be assessed a \$50 noncompliance fee and given a grace period until 07/22/2019. It also mentions that those who fail to complete or report CLE compliance by the end of the grace period will be assessed an additional \$50 noncompliance fee, for a total of \$100, and will be required to submit a reporting form. Finally, it notes that attorneys who remain noncompliant are subject to being declared administratively ineligible to practice New Jersey law and may be removed from the CLE Ineligible List.

By clicking on links in **green**, you will be provided additional information on that topic.

1. The information will open in a new tab. To navigate back to the Registration process, click the tab labeled 'Registration'. Clicking the 'x' will close the tab.
2. Click on the [SCTCLE.mailbox@njcourts.gov](mailto:SCTCLE.mailbox@njcourts.gov) link to send an email to Board on Continuing Legal education.

Continuing Legal Education Compliance

Acknowledgement

For information on New Jersey's mandatory continuing legal education requirement and compliance reporting, click [here](#).

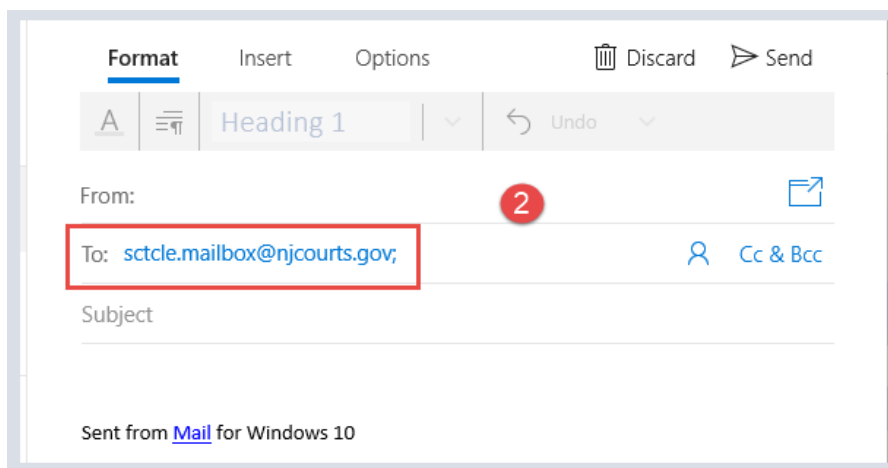
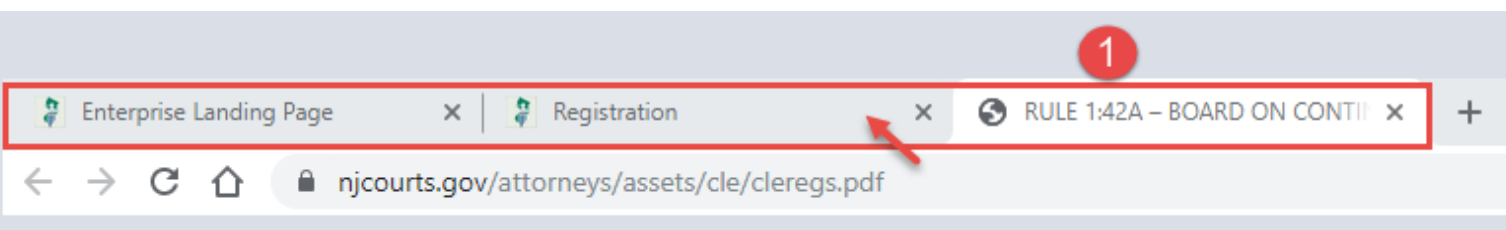
Group 2 ATTORNEYS (BIRTH MONTH JULY THROUGH DECEMBER) ARE DUE TO REPORT COMPLIANCE WITH THE CONTINUING LEGAL EDUCATION (CLE) REQUIREMENT DURING THE 2019 ATTORNEY REGISTRATION PROCESS. **1**

Pursuant to [BCLE Reg. 402:1](#), attorneys who report that they have not completed the CLE requirement by 12/31/2018 will be assessed a \$50 noncompliance fee and given a grace period until 07/22/2019 to complete their CLE requirement. Upon completion of the CLE credits, they MUST return to this on-line registration system to report final compliance on or before 07/22/2019. After the expiration of the grace period, attorneys can no longer report CLE compliance through the on-line registration system.

Those who fail to complete and/or report CLE compliance by the expiration of the grace period will be assessed an additional \$50 noncompliance fee, for a total of \$100, and be required to submit a reporting form provided by the Board, along with documentation proving compliance.

Attorneys who remain noncompliant with the CLE requirement are subject to being declared administratively ineligible to practice New Jersey law. To be removed from the CLE Ineligible List, attorneys must make up all required credits for each compliance period that they are noncompliant and pay all required fees.

For questions relating to CLE compliance, please contact the Board on Continuing Legal Education at (609) 815-2930 or email [SCTCLE.mailbox@njcourts.gov](mailto:SCTCLE.mailbox@njcourts.gov) **2**



3. The Compliance Reporting section will display CLE Compliance Reporting Options based on your CLE status.

4. Select the appropriate option.

**Certification of Information**

At the bottom of the CLE screen, the Certification of Information section certifies that the information provided is true.

1. Click the NEXT button to proceed to the CLE Confirmation page.

**Compliance Reporting** 3

To be compliant with the mandatory continuing legal education (CLE) requirement in New Jersey, attorneys are required to complete 24 credits of approved courses within a two-year period ( 01/01/2017 to 12/31/2018 ). Attorneys admitted in 2017 have a one-year transitional reporting requirement. (See BCLE Reg. 401:4). Timely reporting and certification of your compliance is required.

**Please check your Certificates of Attendance prior to selecting one of the option below.**

CLE Compliance Reporting Options 4

I did complete my continuing legal education (CLE) requirement by the deadline date of December 31, 2018.

I did not complete my continuing legal education (CLE) requirement by the deadline date of December 31, 2018, but have since completed it within the grace period ending 07/22/2019.

I have not yet completed my continuing legal education (CLE) requirement that was due by December 31, 2018.

For questions relating to CLE compliance, please contact the Board on Continuing Legal Education at (609) 815-2930 or email [SCTCLE.mailbox@njcourts.gov](mailto:SCTCLE.mailbox@njcourts.gov)

**Certification of Information**

By clicking 'Next', I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email [SCCO.Mailbox@njcourts.gov](mailto:SCCO.Mailbox@njcourts.gov)

1  
Back Next

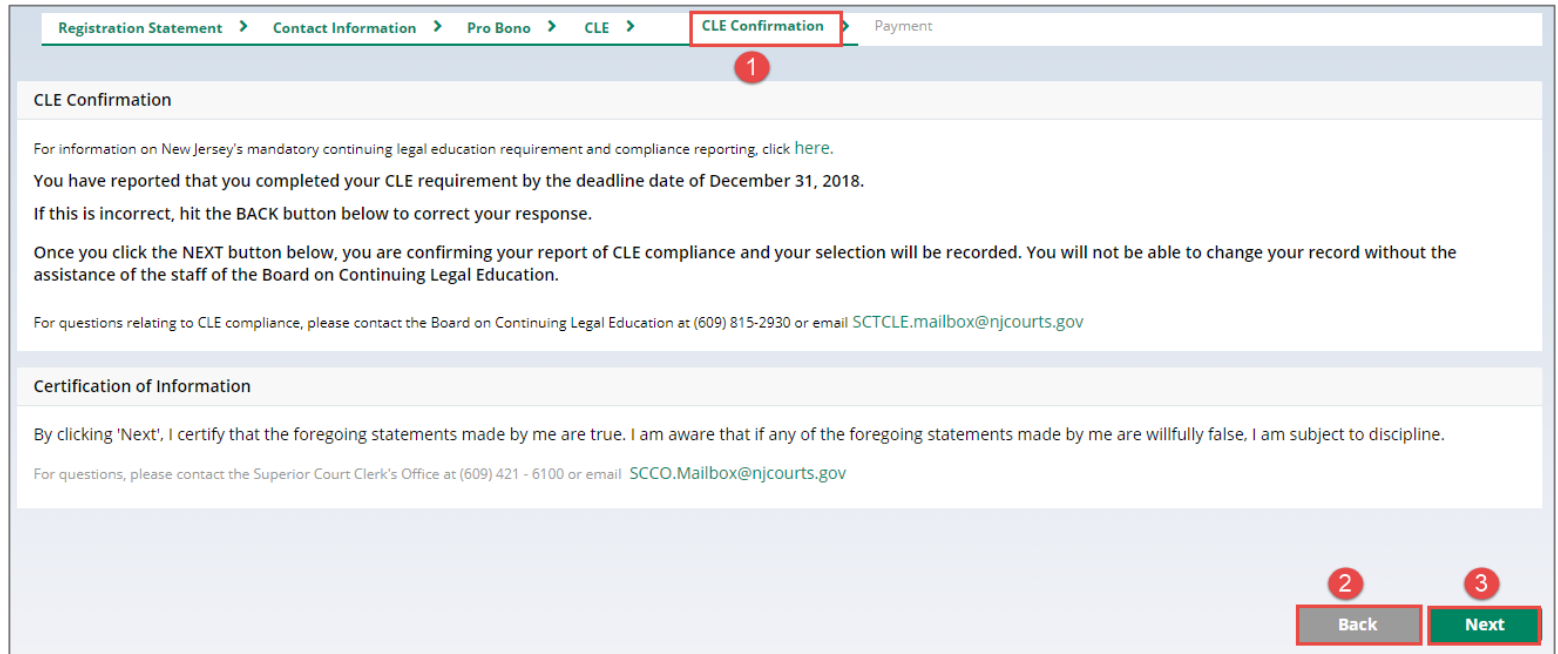
**CLE Confirmation**

1. CLE Confirmation step displays your CLE reporting status.
2. To change your response to the CLE questions click the BACK button.
3. Click the NEXT button to confirm and proceed to the payment step.

**NOTE:** Once you click the NEXT button, you are confirming your report of CLE compliance and your selection will be recorded.

You will not be able to change your record without the assistance of the staff of the Board on Continuing Legal Education.

**NOTE:** If you accessed this section through the “Continuing Legal Education” tile, click Confirm to save your response.



Registration Statement > Contact Information > Pro Bono > CLE > **CLE Confirmation** > Payment

**CLE Confirmation**

For information on New Jersey's mandatory continuing legal education requirement and compliance reporting, click [here](#).

You have reported that you completed your CLE requirement by the deadline date of December 31, 2018.

If this is incorrect, hit the BACK button below to correct your response.

Once you click the NEXT button below, you are confirming your report of CLE compliance and your selection will be recorded. You will not be able to change your record without the assistance of the staff of the Board on Continuing Legal Education.

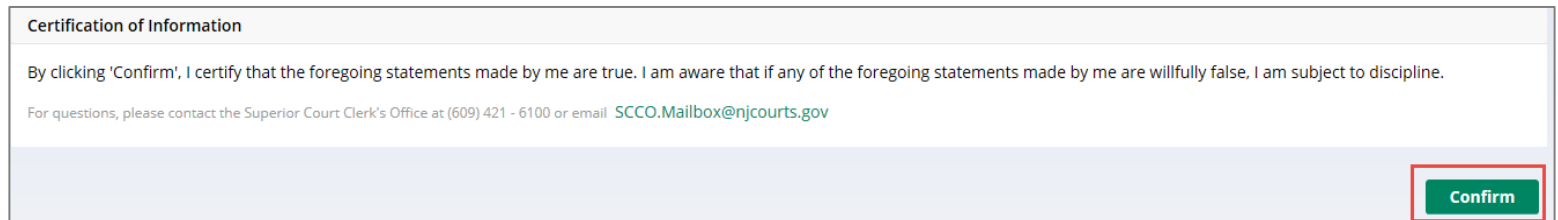
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**Back** **Next**



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**Confirm**