

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.

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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 the registration process by clicking on the “Registration and Payment” tile.
- B. By clicking on the “Report CLE compliance” tile.

Note: To report CLE compliance through “ Report CLE compliance” tile, follow the instructions from page 4 “Report CLE (Continuing Legal Education) Compliance.



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.

Note: Additional language has been included for the Judiciary’s Diversity, Inclusion, and Community Engagement Program.

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

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Continuing Legal Education Compliance

2 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 2021 ATTORNEY REGISTRATION PROCESS.

Pursuant to [BACLE Reg. 402:1](#), attorneys who report that they have not completed the CLE requirement by 12/31/2020 will be assessed a \$50 noncompliance fee and given a grace period until 6/25/2021 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 6/25/2021. 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.

Effective January 1, 2021, the number of total ethics and professionalism credits required during a compliance-reporting period will increase from four to five credit hours and must include at least two credit hours of coursework in diversity, inclusion, and elimination of bias. Diversity, inclusion, and elimination of bias programs and courses relevant to the practice of law may include, among other topics, implicit and explicit bias, equal access to justice, serving a diverse population, diversity and inclusion initiatives in the legal profession, and cultural competency in the practice of law or the administration of justice. [Read the Notice and Order](#).

Attorneys in Group 2 reporting compliance with the CLE requirement in 2021 are not required to meet this revised ethics credit requirement.

Throughout calendar year 2021, the Judiciary’s Diversity, Inclusion, and Community Engagement Program will offer a series of free real-time virtual courses on implicit bias and elimination of bias.

For questions relating to CLE compliance, please contact the Board on Continuing Legal Education at (609) 815-2930 or email 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

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 link to send an email to Board on Continuing Legal education.

Continuing Legal Education Compliance

Acknowledgement

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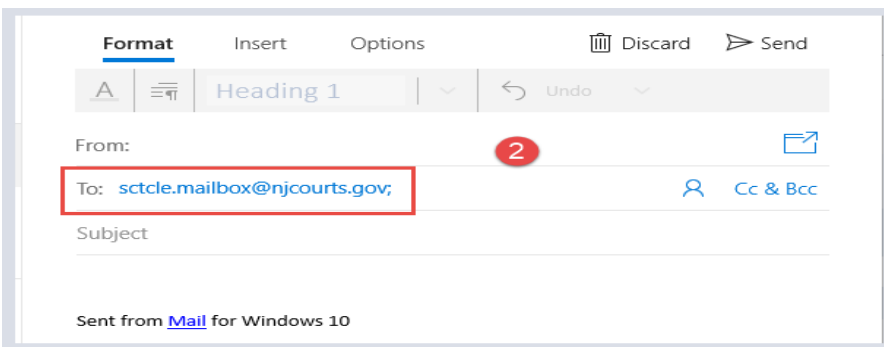
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3. The Compliance Reporting section will display CLE Compliance Reporting Options based on your CLE status.

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

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Back

1 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 “Report CLE Compliance” tile, click Confirm to save your response.