

RHODE ISLAND SUPREME COURT MCLE COMMISSION

Important 2021 Reporting Year

MCLE Filing Notice: File by **June 30, 2021**

All MCLE filings (credit reporting, teaching/authorship/out-of-state reciprocal, or waiver applications) must be completed via the *MCLE Portal* online at www.courts.ri.gov

BE SURE TO USE INTERNET EXPLORER AS YOUR BROWSER.

Note: Attorneys who reach the age of seventy (70) after June 30, 2020 are exempt from MCLE requirements and have no obligation to file.

Filing deadline: June 30, 2021 (MCLE reporting year is July 1 – June 30)

Late filing fees/makeup fees are assessed for late filing and makeup credit accrual after June 30th

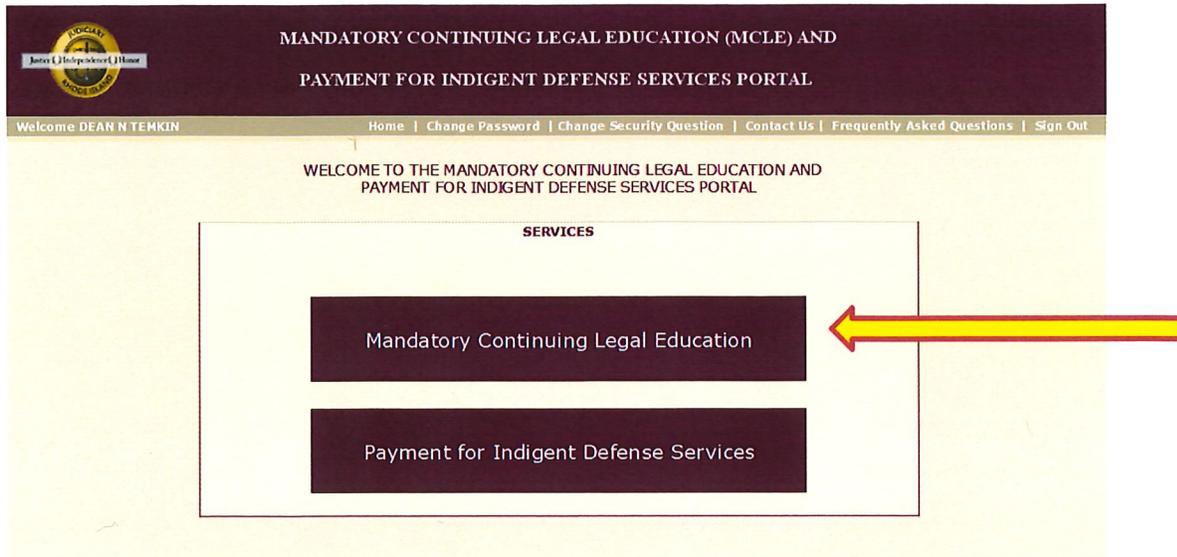
Active attorneys failing to comply with MCLE within one hundred eighty (180) days of non-compliance notice will be removed from the Master Roll of Attorneys

- **DO NOT MAIL** any Appendix G, D, E, or F forms or certificates of attendance to the MCLE office. The papers will not be accepted. **Please contact the MCLE office at (401) 222-4942** if you have any questions. To protect the confidentiality of the MCLE record and in accordance with the MCLE rules and regulations, the MCLE office is authorized to speak **ONLY** with the reporting attorney regarding the attorney's MCLE account or reporting of credits. The responsibility to ensure the accuracy and timely submission of the data rests solely with the reporting attorney.
- **First time MCLE Portal users:** You must **CREATE AN ACCOUNT** – Access is located on the MCLE Portal homepage above the attorney login field. After you create an account, you will receive a temporary password via email to access your MCLE Portal account.
- **ALL previous paper MCLE forms (Appendix G, D, E, F) are now electronic** and accessible within the MCLE Portal.
- **We no longer mail paper MCLE carryover transcripts.** You may view your carryover within the MCLE Portal. To view the transcript, select **Credit Reporting Appendix G**, then the reporting year. Carryover credits appear in the summary totals at the top of the page.
- **Late/makeup fees are automatically assessed (if applicable)** and are now paid via Visa, MC, or Discover. Late filers **MUST** pay on the MCLE Portal at the time of filing. The later you file, the higher the fee (see MCLE Regulations, Appendix C, Schedule of Fees).
- **Always report ALL credits accrued between July 1 and June 30.** Carryover, up to a maximum of ten (10) credits, will automatically compute and will apply to the next MCLE reporting year but not thereafter.
- **BE SURE TO SCROLL DOWN to the Appendix G page bottom, check the certification box and click the “submit” button** to **FILE** your **Credit Reporting Appendix G** via the online MCLE Portal. **WAIT** to see the message: “You have successfully submitted your credits.” Note: **COURSE TITLES ARE REQUIRED IN APPENDIX G.** If you do not see the course listed in the drop down, you must complete an Appendix D for that course.
- **NOTE: Keep your certificates of attendance in your own file for three (3) years.** Do not submit or upload the certificates on the Appendix G. Our internal audit system matches your report to sponsor attendance report, allowing us to verify your attendance.
- **Use Internet Explorer as your web browser:** If you encounter difficulty using a MAC or IPAD, or if your employer's firewall blocks you, you may want to utilize a different computer for MCLE filing purposes.

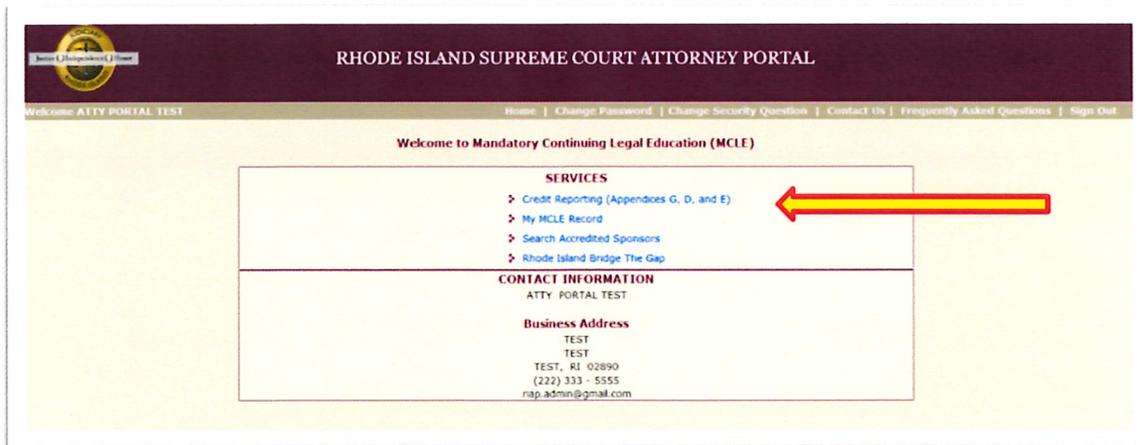
To File: Use **Internet Explorer** as your browser. Go to www.courts.ri.gov and click on “Legal Education and Indigent Payment Portal” – See arrow below.

Use the Attorney Login (1st time users need to create an account prior to login).

Select "Mandatory Continuing Legal Education" from the main services menu.



Select "Credit Reporting (Appendices G, D, E and F)" under services.



Select the compliance year and the attorney type on Summary Reporting Form (Appendix G). Then, begin typing the sponsor name in the sponsor name field, and select the name from the drop-down sponsor list that will appear. Then, hit the “Tab” key on your keyboard to view the course drop-down list (scroll and select the course name).

MANDATORY CONTINUING LEGAL EDUCATION (MCLE) AND
PAYMENT FOR INDIGENT DEFENSE SERVICES PORTAL

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Summary Reporting Form (Appendix G)

Compliance Year: 2021

Attorney Type: Active Attorney
 Full-Time Military Personnel
 Waiver or Exemption Eligible

This Appendix G will not be accepted unless completed in full and certified by the attorney below. In the case of unaccredited sponsors, Appendix D must also be submitted. Submit Appendix G as soon as all ten (10) credits are accrued (inclusive of ten (10) ethics credits).

Credit Reporting (Appendix G) Summary

	Total Credits	In-person	Teleseminar/ Webinar/ Webcast	Video Replay	Ethics	Instructor	In-house	Authorship	
Previous Year Carry-over Hours :	8.50	0.00	0.00	0.00	3.00	0.00	0.00	0.00	(9 Credits Approval Pending)
Total Current Year Course Hours :	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(9 Credits Approval Pending)
Current Year Carry-over Hours :	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Sponsor Name and Course Name	Course Date (MM-DD-YYYY)	Total Credits	Mode of Instruction				Credit Type			Status	Action
			In-person	Teleseminar/ Webinar/ Webcast	Video Replay	Ethics	Instructor	In-house	Authorship		
RHODE ISLAND BAR ASSOCIATION											
ETHICAL REPLY: A CLE GAME SHOW		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

If the sponsor name or the course name is not listed in the drop-down list, you must complete an Appendix D located in “Related Actions” in the left margin.

Tab over and select the date from the calendar. Next, insert the total number of credits earned for the conference or session under the “Total Credits” column. You will then need to indicate a “Mode of Instruction.” Insert the total number of credits under either “In-person,” “Teleseminar/Webinar/Webcast,” or “Video Replay.” If the course contained ethics credit, insert the appropriate number under the “Ethics” column.

If your attorney type is *waiver eligible* (see waiver directions). For authorship credit, please complete Appendix E; or if credit was earned through teaching, please complete the Appendix F under “Related Actions.”

New lawyers admitted in fiscal year 2019 may carry-in up to ten (10) credits earned after the date of attorney admission by selecting attorney type “admitted during MCLE year 2019.” Look for course name “Prior Year Carry In Course.”

**MANDATORY CONTINUING LEGAL EDUCATION (MCLE) AND
PAYMENT FOR INDIGENT DEFENSE SERVICES PORTAL**

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Summary Reporting Form (Appendix G)

Compliance Year: 2021

Attorney Type

Active Attorney
or one of the following

Full-time Military Personnel

Waiver or Exemption Eligible

This Appendix G will not be accepted unless completed in full and certified by the attorney below. In the case of unaccredited sponsors, Appendix D must also be submitted. Submit Appendix G as soon as [all ten \(10\) credits are accrued](#) (inclusive of fees (3) ethics credits).

Credit Reporting (Appendix G) Summary

	Total Credits	In-person	Teleseminar/ Webinar/ Webcast	Video Replay	Ethics	Enstructor	In-house	Authorship	
Previous Year Carry-over Hours :	8.50	0.00	0.00	0.00	3.00	0.00	0.00	0.00	(0 Credits Approval Pending)
Total Current Year Course Hours :	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0 Credits Approval Pending)
Current Year Carry-over Hours :	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Sponsor Name and Course Name	Credits (MCLE Type)	Total Credits	Mode of Instruction				Credit Type			Status	Action
			In-person	Teleseminar/ Webinar/ Webcast	Video Replay	Ethics	Enstructor	In-house	Authorship		
RHODE ISLAND BAR ASSOCIATION	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
ETHICAL JEOPARDY: A CLE GAME SHOW	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

[show more](#)

Attorney Certification

I hereby certify that the information is complete and accurate, and that I did in fact attend the courses listed for the number of credits indicated. I understand that it is my responsibility to maintain such records as may be required to substantiate my compliance for a period of three (3) years following the close of a reporting year.

[Save as Draft](#) [Return to MCLE Home](#)

IMPORTANT: USE INTERNET EXPLORER as your browser. CHECK THE ATTORNEY CERTIFICATION BOX AND CLICK THE SUBMIT BUTTON TO FILE your Summary Reporting Form (Appendix G). WAIT until you see the *successfully submitted* message. Credits will show as *PENDING* under the status field until approved by MCLE Commission administration. Credits will show as *DRAFT* until all ten (10) credits, inclusive of two (2) legal ethics credits are submitted.

IMPORTANT: If you are filing an Appendix D, once it is approved, you will receive an automated email. This email explains that YOU MUST ACCESS YOUR APPENDIX G TO CERTIFY AND SUBMIT your credits for the year. Once this is complete, you will receive an automated email confirming compliance for that year.

How to File MCLE Reciprocal or Medical Waiver Request

NOTE: In October 2015, the Rhode Island Supreme Court eliminated the active *non-practicing waiver* effective for the 2016 MCLE reporting year. Therefore, except for reciprocal, medical, or other types of waivers, **all active practitioners** must accrue and file credits for MCLE by June 30, 2021.

Waiver Filing Directions

- Access the MCLE Portal at www.courts.ri.gov
- Create an account and use your bar number and password to login.
- Select “Mandatory Continuing Legal Education” from the menu.
- Select “Credit Reporting (Appendices G, D, E and F).”
 - On the Appendix G form, select the required “Compliance Year.”
 - Select MCLE attorney type “Waiver Eligible.” The waiver form will open.
 - Click the radio button for the waiver type you are requesting. Then, upload your signed letter and additional documentation, if required, from your scanned computer files.
- Be sure to hit the submit button to file your request.