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March 23, 2017

Dear Mock Trial Attorney Advisors and Judges:

Thank you for participating in this year's Mock Trial program. We concluded another successful season due in large part to the dedicated efforts of our volunteer members. Simply put, this program could not operate without your support!

Pursuant to the Rules pertaining to the Mandatory Continuing Legal Education Program in the State of New York, the New York State Bar Association, as an accredited provider of CLE programs, are required to carefully monitor requests for earning CLE credit through participation in our high school mock trial program.

Each *Attorney Coach*, *Attorney Judge* or *Presiding Judge* may earn CLE credit by participating in a specific activity. That is, an *Attorney Judge* or *Presiding Judge* earns credit for trial time only; an *Attorney Coach* earns credit for time spent working with students only, which does **NOT** include the advisor's personal preparation time.

Participation in a high school or college law completion earns one (1) CLE credit hour for each 50 minutes. **A maximum of three (3) CLE credits** in skills may be earned for judging or coaching mock trial competitions during any one reporting cycle, i.e., in a two-year period* (see attached): **Newly admitted attorneys (less than 24 months) are NOT eligible for this type of CLE credit.** Attached is a full description of the regulations and guidelines.

If you would like to take advantage of the credit offered, please complete the attached form and return it to my attention by **Friday, May 5, 2017** so that I can meet the filing deadline. Information received beyond the deadline will not be processed.

If you have any questions, please give me a call.

Very truly yours,

SUSAN L. KOHLBACHER
Director of Programs & Events

cc: Craig R. Bucki, Mock Trial Program Chair

The following (Section 7) regarding MCLE credit was revised in November 2016:

7. MCLE CREDIT FOR PARTICIPATING ATTORNEYS AND JUDGES

Attorneys and Judges participating in the New York State High School Mock Trial Program are eligible to receive MCLE credit based on their participation in a specific activity (an *Attorney-Judge* or *Presiding Judge* earns credits for trial time only; an *Attorney-Coach* earns credit for time spent working with students—this does not include the attorney’s personal preparation time.)

One (1) CLE credit hour may be earned for each 50 minutes of participation in a high school or college law competition. **A maximum of three (3) CLE credits** in skills may be earned for judging or coaching mock trial competitions **during any one reporting cycle**, i.e., within a two-year period¹ **Newly admitted attorneys (less than 24 months) are NOT eligible for this type of CLE credit.**

The LYC Program will process all requests for MCLE credit through the New York State Bar Association’s Continuing Legal Education Department, an accredited provider of CLE approved by the New York State Continuing Legal Education Board. The procedure is as follows:

- a) County Coordinators receive and disseminate the Request for CLE Credit Verification Form² to attorneys and judges that participate in their counties.
- b) The County Coordinators will collect the Verification Form from attorneys and judges who participated in the Mock Trial Tournament during the current year and mail the original signed copy to the Mock Trial Program Manager in Albany by June 1. Once the form is received in Albany, the Mock Trial Program Manager will forward it to the CLE Department for processing.
- c) MCLE certificates will be generated and sent by **email** to the attorney or judge requesting the credit. **MCLE credit cannot be provided without the signed Request for CLE Credit Verification Form.** A valid email address must be included on the form.

A sample of the Request for CLE Credit Verification Form follows.

¹ 1) The biennial reporting cycle shall be the two-year period between the dates of submission of the attorney's biennial registration statement; 2) An attorney shall comply with the requirements of this Subpart commencing from the time of the filing of the attorney's biennial attorney registration statement in the second calendar year following admission to the Bar.

² County Coordinators will begin disseminating this new form to participating attorneys and judges during the 2016-2017 New York State Mock Trial tournament season.

New York State Bar Association

HIGH SCHOOL MOCK TRIAL PROGRAM VERIFICATION FORM REQUEST FOR CLE CREDIT

Pursuant to the Rules pertaining to the Mandatory Continuing Legal Education Program in the State of New York, as an accredited provider of CLE programs, we are required to carefully monitor requests for earning CLE credit through participation in our high school mock trial program.

Each *Attorney Coach*, *Attorney Judge* or *Presiding Judge* may earn CLE credit by participating in a specific activity. That is, an *Attorney Judge* or *Presiding Judge* earns credit for trial time only; an *Attorney Coach* earns credit for time spent working with students only, which does **NOT** include the advisor's personal preparation time.

Participation in a high school or college law completion earns one (1) CLE credit hour for each 50 minutes. **A maximum of three (3) CLE credits** in skills may be earned for judging or coaching mock trial competitions during any one reporting cycle, i.e., in a two-year period* (see below): **Newly admitted attorneys (less than 24 months) are NOT eligible for this type of CLE credit.**

IMPORTANT!

To receive a CLE credit certificate, you **must complete this form and return it to your County Coordinator**. The Coordinator will send the original signed form to the Mock Trial Program Manager at the NYS Bar Association by June 1 for processing. Certificates will be emailed directly to you once they have been issued by the NYSBA, so be sure to include your email address below.

Name (please print): _____

Address: _____

Specific Activity: ATTORNEY COACH ATTORNEY JUDGE PRESIDING JUDGE

Date(s) of Service: _____ County of Service: _____

of Hours of Service: _____ Email address (required): _____

I certify that the information provided on this form is accurate.

Signature: _____ Date: _____

** 1) The biennial reporting cycle shall be the two-year period between the dates of submission of the attorney's biennial registration statement; 2) An attorney shall comply with the requirements of this Subpart commencing from the time of the filing of the attorney's biennial attorney registration statement in the second calendar year following admission to the Bar.*