



# 2019 CLE-in-a-Box

## ▶ 25 HOUR AUDIO PACK

## FREQUENTLY ASKED QUESTIONS

---

### **What are the compliance dates?**

Group 1 (A-G) compliance period is Feb. 1, 2016 to Jan. 31, 2019. The deadline to report is Feb. 1, 2019. You must have completed the necessary hours and returned your sign-in sheet to LACBA by Jan. 31, 2019.

Group 3 (N-Z) compliance period is Feb. 1, 2017 to Jan. 31, 2020. The deadline to report is Feb. 1, 2020. You must have completed the necessary hours and returned your sign-in sheet to LACBA by Jan. 31, 2020.

Group 2 (H-M) compliance period is Feb. 1, 2018 to Jan. 31, 2021. The deadline to report is Feb. 1, 2021. You must have completed the necessary hours and returned your sign-in sheet to LACBA by Jan. 31, 2021.

---

### **What are the MCLE requirements specified by the State Bar of California?**

The State Bar requires that attorneys complete 25 hours of MCLE within their assigned three year compliance period. Of the 25 hours, the following must be completed in the required subject areas: at least 4 hours in Legal Ethics, 1 hour in Recognition and Elimination of Bias in the Legal Profession and Society, and 1 hour in Competence Issues. Up to half of the required 25 hours may be taken as self-study credit. Self-study credit is self-reported to the State Bar.

---

### **Does CLE-in-a-Box meet the required subject areas?**

Yes, CLE-in-a-Box contains 4 hours in Legal Ethics, 1 hour in Recognition and Elimination of Bias in the Legal Profession and Society, and 1 hour in Competence Issues.

---

### **Is CLE-in-a-Box eligible for participatory and/or self-study credit?**

All or part of CLE-in-a-Box may be used for participatory credit. The State Bar also allows up to 12.5 hours of credit to be obtained by self-study.

---

### **What are the requirements to use the CLE-in-a-Box for participatory credit?**

You must meet the following requirements to use CLE-in-a-Box to obtain participatory credit:

- ▶ Be in the presence of a witness when you listen to the audio CDs/MP3s and review the written materials (contained on the materials CD or flash drive) for those programs for which you would like to claim participatory credit;
- ▶ Complete the enclosed sign-in sheet with all required information and witness signature(s); and
- ▶ Return the completed original sign-in sheet to LACBA no later than Jan. 31 of your specified compliance year. LACBA will mail you a Certificate of Attendance, usually within 4 weeks. (Please keep the Certificate of Attendance for your files.)

*(continued on back)*

## FREQUENTLY ASKED QUESTIONS *(continued)*

---

### **Does turning in the CLE-in-a-Box sign-in sheet fulfill the State Bar of California MCLE requirements?**

No, you must formally report your compliance directly to the State Bar through the use of your online profile at [www.calbar.ca.gov](http://www.calbar.ca.gov) by your compliance date deadline.

---

### **Do I really need a witness to receive participatory credit?**

Yes. In order to receive participatory credit, the State Bar requires that you listen to the audio CDs/MP3s and review the written materials in the presence of a witness. There are no exceptions to this rule.

---

### **Can I listen to CLE-in-a-Box in the car and receive participatory credit?**

Yes, but you can only receive participatory credit if you have a witness in the car with you.

---

### **What if I cannot find a person to serve as my witness?**

Then you cannot use this compliance product to receive participatory credit to meet the MCLE requirements. Generally, you may use up to 12.5 hours as self-study credit, if no witness is available.

---

### **If I cannot find a person to serve as my witness, can I submit an affidavit or letter explaining my circumstances?**

Affidavits or letters explaining why there is no witness are not acceptable in order to receive participatory credit. Sign-in sheets submitted without a witness signature cannot be processed for participatory credit.

---

### **Can I use CLE-in-a-Box for self-study credit?**

Part or all of CLE-in-a-Box may be used for self-study credit. The State Bar allows up to half of your total requirement to be obtained through self-study credits. You are required to maintain a log of your self-study hours that includes the title of the activity, the name of the provider, the subject matter, the total amount of credit hours earned, and if applicable, the amount of hours earned in the required subject areas.

---

### **What is the due date to return the CLE-in-Box sign-in sheet?**

The original sign-in sheet for the 2019 CLE-in-a-Box must be submitted in person at LACBA's office by Jan. 31, 2019, or it should be post marked no later than Jan. 29. If you purchase the 2019 CLE-in-a-Box after Jan. 31, 2019, or your compliance deadline is not Feb. 1, 2019, you must submit your form to LACBA by Jan. 31 of your compliance year.

---

### **Can I turn in a copy of the sign-in sheet and keep the original?**

You must sign and return the original sign-in sheet, which we have printed on special cream-colored paper. Photocopies will not be accepted.

---

*(continued on next page)*

## FREQUENTLY ASKED QUESTIONS (continued)

---

### **Should I keep a photocopy of my sign-in sheet for my records?**

Yes, we recommend that you make a photocopy of your sign-in sheet for your records. Remember to send in the original signed sign-in sheet to LACBA.

---

### **What if I lose or ruin my original sign-in sheet?**

Please contact LACBA Member Services at 213.896.6560 and we will mail you another original sign-in sheet, which will be marked as a special replacement original. A request for a replacement sign-in sheet is not accompanied by an extension. All sign-in sheets must still be received by Jan. 31 of your specified compliance year.

---

### **Where do I return the CLE-in-Box sign-in sheet?**

Please mail the signed, original copy of the CLE-in-a-Box sign-in sheet to:

Los Angeles County Bar Association  
Attention: CLE-in-a-Box  
1055 West 7th Street, Suite 2700 Los  
Angeles, CA 90017

Sign-in sheets returned by mail should be postmarked no later than Jan. 29 of your compliance year. You may also submit your original sign-in sheet in person at the above address by the Jan. 31 deadline. However, your Certificate of Attendance will still be mailed to you. Due to the large volume of sign-in sheets to be processed, a Certificate of Attendance cannot be picked up in person or processed on-the-spot. Sign-in sheets received after the Jan. 31 deadline or postmarked later than Jan. 29 will not be processed unless you have an extension from the State Bar.

---

### **Can I share the CLE-in-a-Box with another attorney?**

No. Part of the fee from the CLE-in-a-Box includes the cost of processing the paperwork required to meet the State Bar's MCLE requirements.

---

### **Can I use the CLE-in-a-Box to meet the MCLE requirements if I am also licensed in another state?**

You must contact the bar association(s) of the additional states in which you are licensed to determine whether or not this product will meet its MCLE requirements. Each state sets its own requirements.

For more information and answers to common questions regarding MCLE requirements, please contact the State Bar at [www.calbar.ca.gov](http://www.calbar.ca.gov) or 1-888-800-3400.