



## 2021 CLE-in-a-Box 25 Hour CLE RULES

**The Los Angeles County Bar Association (LACBA) is not the California State Bar.** Completion of the “2021 CLE-in-a-Box” sign-in sheet does not by itself fulfill the State Bar’s MCLE requirements. 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.

The original sign-in sheet for the “2021 CLE-in-a-Box” must be submitted to LACBA’s office by Jan. 31, 2021. If you purchase the 2021 CLE-in-a-Box after Jan. 31, 2021, or your compliance deadline is not Feb. 1, 2021, you must submit your form to LACBA by Jan. 31<sup>st</sup> of your compliance year.

**Witness Requirement:** Verification of viewing and listening is required for those programs for which you seek participatory credit. To obtain participatory credit, you must complete the enclosed sign-in sheet and have it signed by a witness. To satisfy compliance by the deadline based on your last name, the completed sign-in sheet should be returned to LACBA by Jan. 31<sup>st</sup> of your compliance year. If returning the sign-in sheet by mail, it should be postmarked no later than Jan. 27<sup>th</sup> of your compliance year.

**Directions:** Under California Rules and Regulations, any program in this CLE package can qualify for “participatory” credit (Rule 4.1), which can be combined with up to 12.5 hours of “self-study” programs, to satisfy the total 25 hour requirement. To use any of these programs as participatory CLE credit, those programs must be verified by LACBA (Rule 4.1 and 4.1.2).

To satisfy this requirement, you must:

1. Use the substantive written materials provided by LACBA in CLE-in-a-Box while viewing or listening to the program (Rule 7.1.4);
2. The viewing and listening must be scheduled at a time and location so as to be free of interruptions from telephone calls and other office matters (Rule 7.1.5);
3. Provide your signature for proof of attendance, obtained at the time of viewing and listening to the program (Rule 7.2.1);
4. Provide a witness verification of your attendance, obtained at the time of viewing and listening to the program that states the witness observed your attendance during the period of viewing and listening to the program (Rule 7.2.1); and
5. Provide the time, date, location, and title of each program viewed and listened to.

After you have completed the number of hours of participatory CLE credit that you want to submit to the State Bar, return your sign-in sheet with your signature, the witness verification signature(s) and the other information required above to: **Los Angeles County Bar Association, Attention: CLE-in-a-Box, 1055 West 7th Street, Suite 2700, Los Angeles, CA 90017.** Upon confirmation of receipt of the required signatures, verification(s), and information, LACBA will mail a Certificate of Attendance within 4 weeks.

For additional information and questions, please review the accompanying “2021 CLE-in-a-Box Frequently Asked Questions.” You may also contact LACBA Member Services at (213) 896-6560 with questions .