# Certificate of Compliance

## UTAH SUPREME COURT BOARD of MANDATORY CONTINUING LEGAL EDUCATION

**For cycle July 1** _____
**through June 30** _____

Telephone: (801)746-5230
Email: STAFF@MCLEUtah.org
www.MCLEUtah.org

Name: _____ Utah State Bar Number: _____

Email: _____ Telephone Number: _____

| Date of Activity | Sponsor Name/ Program Title | E=Elective V=Verified CLE | Regular Credits | Ethics Credits | Professionalism & Civility Credits | Total Credits |
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| (Six hours of Verified CLE (Live) credit required) | | Number of Verified CLE (Live) Credits | | | | |
| | | **Total Credits** | | | | |

**Active Status Lawyer** – Lawyers on active status must complete, during each one-year compliance cycle (July 1–June 30), a minimum of 12 hours of Utah Accredited CLE. At least six hours of the CLE must be Verified (live) CLE, which may include any combination of In-person CLE, Remote group CLE, or Verified E-CLE. The remaining six hours of CLE may include Elective (self-study) CLE or Verified (live) CLE. The 12 hours must include a minimum of one hour of Ethics CLE and one hour of Professionalism and Civility CLE. Please visit www.MCLEUtah.org for a complete explanation of Rule 1-604.

**Licensed Paralegal Practitioners** – Licensed paralegal practitioners on active status must complete, during each one-year compliance cycle (July 1–June 30), a minimum of six hours of Utah Accredited CLE. At least three hours of the CLE must be Verified (live) CLE, which may include any combination of In-person CLE, Remote Group CLE, or Verified E-CLE. The remaining three hours of CLE may include Elective (self-study) CLE or Verified (live) CLE. The six hours must include a minimum of one hour of Ethics CLE and one hour of Professionalism and Civility CLE. Please visit www.MCLEUtah.org for a complete explanation of Rule 1-604.

**House Counsel –** House Counsel Lawyers must file with the MCLE Board by July 31 of each year a House Counsel Certificate signed by the jurisdiction where House Counsel Lawyer maintains an active license evidencing that the lawyer has completed the hours of continuing legal education required of active lawyers in the jurisdiction where House Counsel is licensed.

**New Lawyer CLE Requirement** – A lawyer who is obligated to and who successfully fulfills the requirements of the NLTP will receive 12 Accredited Verified (live) CLE hours for the compliance cycle during which the lawyer completes the NLTP requirements. New lawyers are required to attend the New Lawyer Ethics Program. This program satisfies the Ethics CLE requirement and the Professionalism and Civility CLE requirement for the compliance cycle during which the new lawyer completes the NLTP requirements. *If the New Lawyer Training Program will not be completed by June 30 of the current compliance cycle, the attorney needs to comply with the regular 12 hour, active attorney, MCLE requirements and use the NLTP completion credits for the following cycle.

**Active Emeritus Status –** Lawyers on active emeritus status must comply with MCLE requirements by participation in six hours of Accredited CLE during each Compliance Cycle. Rule 1-607.

**Active Military Duty –** Lawyers who are serving or called to federal active military duty that will last for 90 consecutive days or longer during any portion of a compliance cycle will have MCLE requirements waived for that particular compliance cycle. Each lawyer serving active military duty must file with The Board a statement of compliance providing verification of the date the lawyer was called to federal active military duty. The statement of compliance is due by July 31 annually. Rule 1-606.

## EXPLANATION OF ACTIVITY TYPE

**Rule 1-613. CLE Accreditation for qualified audio and video presentations, webcasts, computer interactive programs, writing, lecturing, teaching, public service, and live attendance.**

**Elective CLE (E) Self-Study**
No more than six hours during a compliance cycle for a lawyer, nor three hours during a compliance cycle for a licensed paralegal practitioner, may be obtained through qualified pre-recorded audio/video presentations, computer interactive programs; writing; lecturing and teaching credit. Please visit www.MCLEutah.org for a complete explanation of Rule 1-613 (a), (b), (c) and (d).

**Verified CLE (V) Live**
There is no restriction on the number of hours that may be obtained through attendance of Verified (live) CLE programs during a reporting period.

**THE ABOVE IS ONLY A SUMMARY. FOR A FULL EXPLANATION, SEE RULE 1-609 OF THE RULES GOVERNING MANDATORY CONTINUING LEGAL EDUCATION FOR THE UTAH SUPREME COURT.**

**Rule 1-614(a)** – On or before July 31 each year, each lawyer or licensed paralegal practitioner subject to MCLE requirements must file a Certificate of Compliance with The Board, appropriately evidencing the lawyer's or licensed paralegal practitioner's completion of accredited CLE ending the preceding 30th day of June.

**Rule 1-614(b)** – Each lawyer or licensed paralegal practitioner shall pay a filing fee in the amount of $10.00 at the time of filing the Certificate of Compliance. Any lawyer or licensed paralegal practitioner who fails to complete the MCLE requirement by the June 30 deadline, or fails to file by the July 31 deadline, shall be assessed a $100.00 late fee. Lawyers and licensed paralegal practitioners who fail to comply with the MCLE requirements and are administratively suspended under Rule 1-615 will be assessed, in addition to the filing fee and late fee, a $200 reinstatement fee or, if the failure to comply is a repeat violation within the past 5 years, a $500 reinstatement fee.

**Rule 1-614(c)** – Each lawyer or licensed paralegal practitioner will maintain proof to substantiate the information provided on the filed Certificate of Compliance. The proof may contain, but is not limited to, certificates of completion or attendance from sponsors, certificates from course leaders, or materials related to credit. The lawyer or licensed paralegal practitioner must retain this proof for a period of *four years* from the end of the period for which the Certificate of Compliance is filed. Proof must be submitted to the Board upon written request.

I hereby certify that the information contained herein is complete and accurate. I further certify that I am familiar with the Rules and Regulations governing The Utah Supreme Court Board of MCLE including Rule 1-614. A copy of the Supreme Court Board of Mandatory Continuing Education Rules and Regulation may be viewed at www.MCLEUtah.org

Date: _____ Signature: _____

Make your MCLE compliance payment online. We accept all major credit cards (American Express, Discover, Mastercard, and Visa). CHECKS ARE NO LONGER ACCEPTED.

*Updated October 8, 2026*