

Rules on Lawyers Professional Responsibility

Effective January 1, 1977

With amendments effective through July 14, 2021

TABLE OF HEADNOTES

Rule

4. Lawyers Professional Responsibility Board
5. Director

TEXT OF RULES

Rule 4. Lawyers Professional Responsibility Board

(a) Composition. The Board shall consist of:

(1) A Chair appointed by this Court for such time as it designates and serving at the pleasure of this Court but not more than six years as Chair; and

(2) Thirteen lawyers having their principal office in this state, six of whom the Minnesota State Bar Association may nominate, and nine nonlawyers resident in this State, all appointed by this Court to three-year terms except that shorter terms shall be used where necessary to assure that as nearly as may be one-third of all terms expire each February 1. No person may serve more than two three-year terms, in addition to any additional shorter term for which the person was originally appointed and any period served as Chair. To the extent possible, members shall be geographically representative of the state and lawyer members shall reflect a broad cross section of areas of practice.

(b) Compensation. The Chair, other Board members, and other panel members shall serve without compensation, but shall be paid their reasonable and necessary expenses incurred in the performance of their duties.

(c) Duties. The Board is responsible for administering these rules, for establishing the policies that govern the lawyer discipline and disability system, and for providing recommendations and guidance to the Director regarding the operations of the Office of Lawyers Professional Responsibility. The Board may, from time to time, issue opinions on questions of professional conduct. The Board shall prepare and submit to this Court an annual report covering the operation of the lawyer discipline and disability system. The Board may elect a Vice-Chair and specify the Vice-Chair's duties. Board meetings are open to the public, except the Board may go into closed session not open to the public to discuss matters protected by Rule 20 or for other good cause.

(d) Executive Committee. The Executive Committee, consisting of the Chair, and two lawyers and two nonlawyers designated annually by the Chair, shall be responsible for carrying out the duties set forth in these Rules. The Executive Committee shall act on behalf of the Board between Board meetings. If requested by the Executive Committee, it shall have the assistance of the State Court Administrator's office in carrying out its responsibilities. Members shall have served at least one year as a member of the Board prior to appointment to the Executive Committee. Members shall not be assigned to Panels during their terms on the Executive Committee.

(e) Panels. The Chair shall divide the Board into Panels, each consisting of not less than three Board members and at least one of whom is a nonlawyer, and shall designate a Chair and a Vice-Chair for each Panel. Three Panel members, at least one of whom is a nonlawyer and at least one of whom is a lawyer, shall constitute a quorum. No Board member shall be assigned to a matter in which disqualification would be required of a judge under Canon 3 of the Code of Judicial Conduct. The Board's Chair or the Vice-Chair may designate substitute Panel members from current or former Board members or current or former District Committee members for the particular matter, provided, that any panel with other than current Board members must include at least one current lawyer Board member. A

Panel may refer any matters before it to the full Board, excluding members of the Executive Committee.

(f) Assignment to Panels. The Director shall assign matters to Panels in rotation. The Executive Committee may, however, redistribute case assignments to balance workloads among the Panels, appoint substitute panel members to utilize Board member or District Committee member expertise, and assign appeals of multiple admonitions issued to the same lawyer to the same Panel for hearing.

(g) Approval of petitions. Except as provided in these Rules or ordered by this Court, no petition for disciplinary action shall be filed with this Court without the approval of a Panel or the Board.

(Amended and effective May 11, 1978; amended July 22, 1982; amended effective July 1, 1986; amended effective July 1, 1987; amended effective January 1, 1989; amended effective March 1, 1991; amended to govern all lawyer disciplinary actions commenced on or after January 1, 1995; amended effective July 14, 2021.)

Rule 5. Director

(a) Appointment. The Director is an employee of the Judicial Branch, appointed by and serving at the pleasure of this Court. The State Court Administrator will evaluate the Director's performance, with input from the Board, annually or at such times as this Court directs. Every two years, the State Court Administrator and the Board shall make recommendations to this Court concerning the continuing service of the Director.

(b) Duties. The Director is responsible for the day-to-day operations of the Office of Lawyers Professional Responsibility, shall supervise the employees of that Office, shall prepare and submit to the Board an annual report covering the operation of the Office of Lawyers Professional Responsibility, and shall make such other reports to the Board as the Board or this Court through the Board may require the Director to provide.

(c) Employees. The Director when authorized by the Board may employ, on behalf of this Court, persons at such compensation as the Board shall recommend and as this Court may approve.

(d) Client Security Board Services. Subject to the approval of this Court, the Client Security Board and the Lawyers Board, the Director may provide staff investigative and other services to the Client Security Board. Compensation for such services may be paid by the Client Security Board to the Director's office upon such terms as are approved by the Lawyers Board and the Client Security Board. The Lawyers Board and the Client Security Board may also establish further terms for the provision by the Director of such services.

(Amended July 22, 1982; amended effective July 1, 1986; amended effective July 1, 1987; amended effective January 1, 1989; amended effective July 14, 2021.)

Rules for Admission to the Bar

Effective August 18, 1998
With amendments effective through May 1, 2021

TABLE OF HEADNOTES

Rule

- 4. General Requirements for Admission
- 10. Admission by House Counsel License

TEXT OF RULES

Rule 4. General Requirements for Admission

A. Eligibility for Admission. The applicant has the burden to prove eligibility for admission by providing satisfactory evidence of the following:

- (1) Age of at least 18 years;
- (2) Good character and fitness as defined by these Rules;
- (3) One of the following:
 - (a) Graduation with a J.D. or LL.B. degree from a law school that is provisionally or fully approved by the American Bar Association;
 - (b)(i) A bachelor's degree from an institution that is accredited by an agency recognized by the United States Department of Education or foreign equivalent;
 - (ii) a J.D. degree or equivalent from a law school attended following completion of undergraduate studies;
 - (iii) the applicant has been licensed to practice law in any state or territory of the United States or the District of Columbia in 60 of the previous 84 months; and
 - (iv) that the applicant has been engaged, as principal occupation, in the practice of law for 60 of the previous 84 months in one or more of the activities listed in Rule 7A(1)(c); or
 - (c) the applicant has been licensed to practice law in any state or territory of the United States or the District of Columbia for at least 10 years.
- (4) Passing score on the written examination under Rule 6 or qualification under Rules 7A, 7B, 7C, 8, 9, or 10. An applicant eligible under Rule 4A(3)(b) but not under Rule 4A(3)(a) or 4A(3)(c) must provide satisfactory evidence of a passing score on the written examination under Rule 6 and is not eligible for admission under Rule 7A, 7B, 7C, 8, 9, or 10;
- (5) A scaled score of 85 or higher on the Multistate Professional Responsibility Examination (MPRE); and
- (6) Not currently suspended or disbarred from the practice of law in another jurisdiction or any foreign jurisdiction.

B. Application for Admission. To be accepted as complete, an application must be submitted on a form prescribed by the Board together with the following:

- (1) A fee in an amount prescribed by Rule 12;
- (2) A notarized authorization for release of information form;
- (3) For applicants seeking admission by examination, a passport-style photo;

(4) Two notarized affidavits of good character from persons who have known the applicant for at least one year. To be acceptable, each affidavit shall:

(a) Be executed by a person who is unrelated to the applicant by blood or marriage and not living in the same household;

(b) Be executed by a person who was not a fellow law student during the applicant's enrollment;

(c) Describe the duration of time and circumstances under which the affiant has known the applicant;

(d) Describe what the affiant knows about the applicant's character and general reputation; and

(e) Provide other information bearing on the applicant's character and fitness to practice law.

C. Evidence of Graduation (Conferral of Degree). At least 30 days prior to the examination, each applicant shall file, or cause to be filed, an original document from the applicant's law school, signed by the dean or other authorized person stating:

(1) That the law school has conferred a J.D. or LL.B. degree upon the applicant; or

(2) That the applicant has completed all coursework 30 days prior to the examination for which the applicant has applied, fulfilled all requirements for conferral of degree, and will be awarded a J.D. or LL.B. degree within 120 days following the examination. An applicant filing evidence of conferral of degree pursuant to Rule 4D(2) shall cause to be filed a certified transcript verifying the award of the degree within 120 days following the examination.

D. Additional Filing When Admitted Elsewhere. An applicant who has been admitted to practice in another jurisdiction shall also file or cause to be filed at the time of the application:

(1) A copy of the application for admission to the bar from the bar admissions authority in each jurisdiction in which the applicant has applied for admission to the practice of law;

(2) A document from the proper authority in each other jurisdiction where admitted showing the date of admission to the bar;

(3) A document from the proper authority in each other jurisdiction where admitted stating that the applicant is in good standing; and

(4) A document from the proper authority in each other jurisdiction where admitted indicating whether the applicant is the subject of any pending complaint or charge of misconduct.

E. Applicant Without MPRE Score. An applicant may file an application without having taken the MPRE. However, the applicant shall not be admitted until he or she has submitted evidence of an MPRE scaled score of 85 or higher. Such applicants must be admitted within 12 months of the date of a written notice from the Board or the application will be considered to have been withdrawn.

F. Additional Information Required. At the request of the Board, an applicant will be required to obtain and submit additional information.

G. Continuing Obligation to Update Application. An applicant has a continuing obligation to provide written updates to the application. This obligation continues until such time as the applicant is admitted, the application is withdrawn, or there is a final determination by the Board or Supreme Court. Applicants conditionally admitted under Rule 16 must continue to update their application for the term of the consent agreement.

H. Required Cooperation.

(1) An applicant has the duty to cooperate with the Board and the director by timely complying with requests, including requests to:

(a) Provide complete information, documents, and signed authorizations for release of information;

(b) Obtain reports or other information necessary for the Board to properly evaluate the applicant's fitness to practice;

(c) Appear for interviews to determine eligibility for admission or facilitate the background investigation.

(2) An applicant shall not discourage a person from providing information to the Board or retaliate against a person for providing information to the Board.

(3) If the Board determines that an applicant has breached the duty to cooperate, the Board may deem the application withdrawn, may deny an opportunity to test, or may deny admission.

I. Repeat Examinee. An applicant who has been unsuccessful on a prior Minnesota Bar Examination may reapply by submitting:

(1) A new application for admission pursuant to Rule 4B;

(2) The proper fee under Rule 12;

(3) A notarized authorization for release of information on a form prescribed by the Board;

(4) A passport-style photo; and

(5) If the original application is more than two years old, new affidavits as described in Rule 4B(4) of these Rules.

J. Incomplete Application. An application determined to be incomplete shall be returned to the applicant.

K. Withdrawal of Application. An applicant may withdraw the application by notifying the Board in writing at any time prior to the issuance of an adverse determination.

(Amended effective March 14, 2000; amended effective September 1, 2004; amended effective July 1, 2007; amended effective September 1, 2011; amended effective February 1, 2013; amended effective May 1, 2021.)

Rule 10. Admission by House Counsel License

A. Practice by House Counsel. A lawyer licensed in another jurisdiction shall not practice law in Minnesota as house counsel unless he or she is admitted to practice in Minnesota under this Rule, Rule 6 (Admission by Examination), Rule 7 (Admission Without Examination), or Rule 9 (Admission by Temporary House Counsel License).

B. Eligibility. A lawyer licensed in another jurisdiction or the holder of a temporary house counsel license issued pursuant to Rule 9B and 9C, who intends to practice in Minnesota for more than 12 months, may apply for a house counsel license when the lawyer:

(1) Is employed in Minnesota as house counsel solely for a single corporation (or its subsidiaries), association, business, or governmental entity whose lawful business consists of activities other than the practice of law or the provision of legal services;

(2) Has practiced law by engaging in one or more of the activities listed in Rule 7A for at least 36 of the previous 60 months; and

(3) Complies with the eligibility provisions of Rule 4A(1), (2), (3)(a) or (c), (4), (5), and (6).

C. Requirements. In order to qualify for the house counsel license, the applicant shall comply with the requirements of these Rules and file the following with the Board:

- (1) An application for a license to practice law in Minnesota as described in Rule 4B;
- (2) The documents listed in Rules 4C and 4D;
- (3) An affidavit from an officer, director, or general counsel of applicant's employer or parent company stating the date of employment and attesting to the fact that applicant is employed as house counsel solely for that employer, that applicant is an individual of good character, and that the nature of the employment meets the requirements of Rule 10B(1);
- (4) A fee consistent with Rule 12F; and
- (5) Other information, as requested by the Board.

D. Limitation. A license issued pursuant to this Rule authorizes the holder to practice solely for the employer designated in the Rule 10C(3) affidavit, except that the lawyer is authorized to provide "pro bono legal representation" to a "pro bono client" referred to the lawyer through an "approved legal services provider" as these phrases are defined in Rule 2S, Rule 2R, and Rule 2B, respectively, of the Rules of the Supreme Court for Continuing Legal Education of the Bar.

E. Expiration of House Counsel License. The house counsel license shall expire upon termination of the holder's employment with the employer referenced in Rule 10C(3). After a house counsel license expires, the former license holder, unless already admitted to practice law in Minnesota under another of these Rules, shall not practice law in Minnesota or otherwise represent that he or she is admitted to practice law in Minnesota.

F. Notice of Termination of Employment. A house counsel license holder shall notify both the Board and the Lawyer Registration Office in writing within 10 business days of termination of employment with the employer referenced in Rule 10C(3).

G. Re-Issuance of House Counsel License. At the director's discretion, a house counsel license that has expired due to termination of holder's employment may be re-issued if re-issuance is requested within 90 days of the expiration of the license, provided that the other requirements of this Rule are met at the time of the request for re-issuance. The fee for re-issuance shall be consistent with Rule 12M.

H. Credit for Admission Without Examination. Time in the practice of law under the house counsel license may be counted toward eligibility for admission without examination under Rule 7A.

I. Professional Conduct and Responsibility. A lawyer licensed under this Rule shall abide by and be subject to all laws and rules governing lawyers admitted to the practice of law in this state.

(Added effective September 1, 2004; amended effective July 1, 2007; amended effective July 23, 2007; amended effective September 1, 2011; amended effective February 1, 2013; amended effective July 1, 2017; amended effective May 1, 2021.)

Supervised Practice Rules

Adopted July 1, 2020

With amendments effective through March 1, 2021

The Supervised Practice Rules supersede the Student Practice Rules as of July 1, 2020

TABLE OF HEADNOTES

Rule

12	Authorized Practice by Legal Paraprofessionals in Pilot Project
Appendix	Appendix 1 to Rule 12

TEXT OF RULES

Rule 12. Authorized Practice by Legal Paraprofessionals in Pilot Project

Rule 12.01 Scope of Work

An eligible legal paraprofessional may, under the supervision of a member of the bar, provide the following services:

(a) Provide advice to and appear in court on behalf of tenants in housing disputes as defined in Minnesota Statutes, chapter 504B, and Minnesota Statutes, section 484.014. Eligible legal paraprofessionals may only provide such services in district courts that have established a Housing Court or a dedicated calendar for housing disputes, except that eligible legal paraprofessionals shall not appear in Housing Court in the Fourth Judicial District.

(b) Provide advice to and appear in court on behalf of clients in family law cases, but such services shall be limited to advice and hearings related to child-support modifications, parenting-time disputes, and paternity matters. With the approval of the supervising attorney, legal paraprofessionals may also appear in court in family law cases for the following purposes: (1) default hearings, (2) pretrial hearings, and (3) informal family court proceedings. Legal paraprofessionals may also appear with a client in family law mediations where, in the judgment of the supervising lawyer, the issues are limited to less complex matters, which may include simple property divisions, parenting-time matters, and spousal-support determinations. Under no circumstances shall a legal paraprofessional provide advice or appear in court or at a mediation under this paragraph if the family law case involves allegations of domestic abuse or child abuse.

(c) With authorization from the supervising attorney, prepare and file a limited set of documents identified in Appendix 1 to these rules without the supervising attorney's final review.

Communications between the client and the eligible legal paraprofessional shall be privileged under the same rules that govern the attorney-client privilege and work product doctrine.

For each case where a legal paraprofessional will appear in court on behalf of the client, the certificate of representation for the matter must identify both the supervising attorney and the legal paraprofessional. The legal paraprofessional may sign the certificate of representation, but must include with the filed certificate of representation a statement signed by the supervising attorney that authorizes the legal paraprofessional to appear in court. The signed authorization must identify the types of proceedings for which the legal paraprofessional is authorized to provide services and the starting and ending dates during which the paralegal is authorized to appear in court.

Rule 12.02 Eligible Legal Paraprofessionals

An eligible legal paraprofessional must meet the following requirements:

(a) Education and Work Experience Requirements. To participate in the pilot project, a legal paraprofessional must have the following education or work experience:

(1) an Associate's or Bachelor's Degree in paralegal studies from an institutionally accredited school; or

(2) a paralegal certificate from an institutionally accredited school in addition to an Associate's or Bachelor's degree in any subject from an institutionally accredited school; or

(3) a law degree from an ABA accredited school; or

(4) a high school diploma and 5 years of substantive paralegal experience.

(b) Ethics and Continuing Legal Education Requirements. To participate in the pilot project, a legal paraprofessional must satisfy the following ethics and continuing education requirements:

(1) hold Minnesota Certified Paralegal credentials from the Minnesota Paralegal Association; or

(2) provide proof that the legal paraprofessional has earned ten continuing legal education credits, including two credit hours in ethics, within the two years prior to seeking certification under Rule 12.04(a); or

(3) provide proof that the legal paraprofessional has obtained a paralegal studies degree or certificate, or a juris doctorate within the two years prior to seeking certification under Rule 12.04(a). Such a program must include an ethics component.

(c) Written Agreement with a Supervisory Attorney. To participate in the pilot project, a legal paraprofessional must enter into a written agreement with a licensed Minnesota attorney who agrees to serve as the paralegal's supervisory attorney. The written agreement must set forth the scope and types of work the legal paraprofessional may undertake consistent with the scope of the pilot project and the steps the supervisory attorney will take to ensure that the paralegal is serving the client's interests.

(d) Roster of Approved Legal Paraprofessionals. To participate in the pilot project, a legal paraprofessional must remain in good standing on the roster of approved legal paraprofessionals established and maintained by the Standing Committee on the Legal Paraprofessional Pilot Project.

Rule 12.03 Supervisory Attorney

The attorney who supervises a legal paraprofessional authorized to participate in the pilot project shall:

(a) be a member in good standing of the bar of this court;

(b) assume personal professional responsibility for and supervision of the legal paraprofessional's work, including court appearances;

(c) assist the legal paraprofessional to the extent necessary, and sign all pleadings;

(d) carry malpractice insurance that will sufficiently cover the attorney's supervision of the legal paraprofessional and the work and actions of the supervised legal paraprofessional, or ensure that the legal paraprofessional has secured adequate malpractice insurance; and

(e) execute a written agreement that establishes the terms of the supervised legal paraprofessional's work and the supervision conditions.

Rule 12.04 Standing Committee for Legal Paraprofessional Pilot Project

The Standing Committee for the Legal Paraprofessional Pilot Project shall establish, in collaboration with the State Court Administrator, procedures as follows:

(a) for certifying legal paraprofessionals as authorized to participate in the pilot project and establishing and maintaining a public roster of legal paraprofessionals eligible to participate in the pilot project;

(b) for evaluating the results and outcome of the pilot project and making further recommendations to the Supreme Court; and

(c) for submitting, reviewing, investigating, and resolving complaints made against legal paraprofessionals and supervising attorneys, including removing legal paraprofessionals from the roster and prohibiting supervising attorneys from participating in the pilot project if there is a good cause to do so. Rostered legal paraprofessionals and supervising attorneys shall cooperate with standing committee investigations and failure to cooperate may be the basis for removal from the pilot project.

(Added March 1, 2021.)

Appendix 1 to Rule 12 of the Supervised Practice Rules

General Filing Documents	Family Law Specific
<ul style="list-style-type: none"> • Notice of Appearance • Certificate of Representation • Application to Serve by Alternate Means • Affidavit of Default • Affidavit of Service • Substitution of Counsel • Notice of Withdrawal • Notice of Filing • Affidavit for Proceeding In Forma Pauperis • Proposed In Forma Pauperis Order • Settlement Agreement • Request for Continuance • Motion to Request Correction of Clerical Mistakes 	<ul style="list-style-type: none"> • Confidential Information Form 11.1 • Confidential Information Form 11.2 • Felon name change notice • Notice to Public Authority • Notice of Default and Nonmilitary Status Affidavit of Non-Military Status • Default Scheduling Request • Notice of Intent to Proceed to Judgment • Proposed Default Findings • Initial Case Management Conference Data Sheet • Scheduling Statement • Parenting/Financial Disclosure Statement • Discovery (Interrogatories, Request for Production of Documents, Request for Admissions) • Summary Real Estate Disposition • Judgment • Certificate of Dissolution • Delegation of Parental Authority • Revocation of Delegation of Parental Authority • Application for Minor Name Change • Parenting/Financial Disclosure Statement • Certificate of Settlement Efforts • Notice of Motion and Motion to Modify Parenting Time • Stipulation of the Parties • Notice of Motion and Motion to Modify Child Support/Medical Support • Notice of Motion and Motion (examples: Stop COLA, Reinstate Driver's License) • Request for County to Serve Papers
<p style="text-align: center;">Landlord-Tenant Specific</p> <ul style="list-style-type: none"> • Affidavit of Compliance and Proposed Order for Expungement • Notice of Motion and Motion for Expungement of Eviction Record • Petition for Emergency Relief Under Tenant Remedies Act • Rent Escrow Affidavit • Eviction Answer • Eviction Action Proposed Findings of Fact, Conclusions of Law, Order and Judgment • Answer and Motion for Dismissal or Summary Judgment (Eviction) • Notice of Motion and Motion to Quash Writ of Recovery • Petition for Possession of Property After Unlawful Lockout 	

Rules of the Minnesota State Board of Continuing Legal Education

Adopted April 17, 2000 Effective July 1, 2000
With amendments effective through January 1, 2021

TABLE OF HEADNOTES

Rule

- 6. Special Categories of Credit
- 9. Affidavit of CLE Compliance

TEXT OF RULES

Rule 6. Special Categories of Credit

A. Ethics and Professional Responsibility. To be approved for ethics credit, the courses or sessions within the courses approved must meet the following requirements:

- (1) Be at least 30 minutes in length; and
- (2) Be separately identified as ethics or professional responsibility on the course agenda and on the Course Approval Form at Appendix I.

B. Elimination of Bias in the Legal Profession and in the Practice of Law. To be approved for elimination of bias credit, the courses or sessions within such courses must meet the following requirements:

- (1) Be at least 60 minutes in length;
- (2) Be identified on the application as fulfilling the elimination of bias requirement and be accompanied by a narrative describing how the course or sessions of the course meet one or more of the learning goals as described in the Course Approval Form at Appendix I;
- (3) Focus on issues in the legal profession and in the practice of law and not issues of bias in society in general; and
- (4) Not include courses on the substantive law of illegal discrimination unless such courses meet one or more of the learning goals for elimination of bias courses set forth in the Course Approval Form at Appendix I.

C. Pro Bono Legal Representation. A lawyer may claim one hour of standard CLE credit for every six hours of pro bono legal representation as defined by Rule 2U that the lawyer provides to a pro bono client as defined by Rule 2T in a legal matter that has been referred to the lawyer by an approved legal services provider as defined by Rule 2B or by a state court or federal court program. No more than six hours of credit may be claimed per reporting period by a lawyer for pro bono legal representation. In order to receive CLE credit the lawyer must submit an Affidavit of Pro Bono Representation to the Board (see Appendix II).

D. On-Demand Courses. A lawyer may claim up to 30 hours of credit within the 45-hour CLE period for on-demand courses as defined in Rule 2R, subject to the following provisions:

- (1) The course meets all other requirements of Rules 2, 5, and 6;
- (2) The course sponsor agrees to have one or more faculty members accessible to all participants via electronic or other means through the 24-month period during which the program is approved for Minnesota CLE credit;

(3) The course sponsor or course applicant completes and submits to the Board an Application for Course Approval; and

(4) The approval for an on-demand course is valid for 24 months after the date of approval by the Board office.

(Amended effective February 1, 2004; amended effective July 1, 2008; amended effective February 1, 2010; amended effective July 1, 2013; amended effective July 1, 2014; amended effective July 1, 2016; amended effective January 1, 2021.)

Rule 9. Affidavit of CLE Compliance

A. Contents of Affidavit. To maintain active status, a lawyer shall report participation in no fewer than 45 credit hours of approved continuing legal education courses within a single reporting period that are in compliance with the provisions of Rule 9B. A lawyer may report the credits through the Board's Online Attorney and Sponsor Integrated System (OASIS) or by Affidavit of CLE Compliance (Appendix III). Effective July 1, 2010, the Affidavit of CLE Compliance (Appendix III) must be accompanied by a \$10 processing fee. There is no processing fee for submission through OASIS.

B. Special Categories of Credit. Lawyers must report:

(1) no fewer than three hours of approved courses in ethics or professional responsibility;

(2) no fewer than two hours of approved courses in the elimination of bias in the legal profession and in the practice of law;

(3) no more than six hours of credit for pro bono legal representation provided pursuant to Rule 6C and reported by Appendix II; and

(4) no more than 30 hours of credit for on-demand courses.

C. Timely Affidavit. The affidavit must be received by the Board office or postmarked no later than August 31 following the close of the final year of the three-year period specified by the Lawyer Registration Office as a lawyer's continuing legal education category. Electronic affidavits must be submitted on or before August 31.

D. Late Affidavit Fee. A lawyer who submits an Affidavit of CLE Compliance after the deadline specified in paragraph C above, but before issuance of a notice of noncompliance, shall submit along with the late affidavit a late filing fee in the amount of \$75. This fee is payable notwithstanding the Board's grant of an extension of time. Additional late fees will not be charged for late affidavits filed within a single reporting period.

E. Notice of Noncompliance Fee. A lawyer who submits an Affidavit of CLE Compliance after the Board has issued a notice of noncompliance, but before the Court has issued an order placing the lawyer on involuntary restricted status, shall submit along with the affidavit a notice of noncompliance fee in the amount of \$200.

F. Active Duty Military Service. A lawyer called to active duty military service who requests an extension of time to complete CLE requirements because of active duty military service shall be granted an extension of at least six months from the date of return from active duty status. Upon request, the Board shall grant a waiver of a late filing fee or a notice of non-compliance fee assessed as a result of the lawyer's active duty military status.

(Amended effective February 1, 2004; amended effective February 1, 2010; amended effective July 1, 2014; amended effective July 1, 2016; amended effective January 1, 2021.)