

**FILED**

December 29, 2015

**OFFICE OF  
APPELLATE COURTS**

STATE OF MINNESOTA

IN SUPREME COURT

ADM09-8008

**ORDER PROMULGATING AMENDMENTS TO THE  
RULES OF THE MINNESOTA STATE BOARD OF  
CONTINUING LEGAL EDUCATION**

The Minnesota State Board of Continuing Legal Education and the Minnesota State Bar Association jointly petitioned the court to amend the Rules of Continuing Legal Education with respect to the credits available for attendance at continuing education programs on law office management. In an order filed September 14, 2015, the court invited written comments on the proposed amendments. No comments were received.

The court has reviewed the petition and the proposed amendments. Pursuant to the inherent authority of this court to regulate the practice of law,

IT IS HEREBY ORDERED that the petition is granted. The attached amendments to the Rules of the Minnesota State Board of Continuing Legal Education be, and the same are, prescribed and promulgated to be effective July 1, 2016. The Rules of the Minnesota State Board of Continuing Legal Education, as amended effective July 1, 2016, shall be posted on the website of the State Board of Continuing Legal Education.

Dated: December 29, 2015

BY THE COURT:



Lorie S. Gildea  
Chief Justice

## AMENDMENTS TO THE RULES OF THE MINNESOTA STATE BOARD OF CONTINUING LEGAL EDUCATION

*In the following amendments, deletions are indicated by a line drawn through the words and additions by a line drawn under the words.*

### Rules of the Minnesota State Board of Continuing Legal Education

#### INDEX

\* \* \*

- 6. Special Categories of Credit
  - A. Ethics and Professional Responsibility
  - B. Elimination of Bias in the Legal Profession and in the Practice of Law
  - ~~C. Law Office Management~~
  - DC. Pro Bono Legal Representation

#### Rule 2. Definitions

In these Rules,

\* \* \*

- Y. "Law office management course" is a course or session within a course designed to enhance the efficient and effective management of the law office by addressing topics of mentoring, staff development, and technology related to a law office.

#### Rule 4. Applying for Credit

- A. **Course Approval and Fee Information.** No segment of any course shall be approved in more than one credit category. In applying for course approval, a sponsoring agency or lawyer shall submit to the Board an application for course approval (see Appendix I) and include the following:

\* \* \*

- (7) For each segment of the course, credit may be requested in one of the following categories:

- (a) standard, including professional development and law office management
- (b) ethics and/or professional responsibility
- (c) elimination of bias
- ~~(d) law office management~~
- ~~(e) professional development.~~

\* \* \*

## **Rule 6. Special Categories of Credit**

\* \* \*

~~C. Law Office Management.~~ A lawyer may receive credit for attendance at a course on law office management, which includes the topics of mentoring, staff development, and technology related to law office management, up to a maximum of 6 credit hours per reporting period. The course must be submitted for approval pursuant to Rule 4. Law office management courses that specifically address elimination of bias in the law office or in the practice of law may be approved instead as courses in the elimination of bias and when so designated are not subject to the 6-hour maximum on law office management courses.

**DC. Pro Bono Legal Representation.** A lawyer may claim 1 hour of standard CLE credit for every 6 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 6 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).

**ED. On-Demand Courses.** A lawyer may claim up to 15 hours of credit within the 45 hour CLE period for on-demand courses as defined in Rule 2R, subject to the following:

\* \* \*

## **Rule 8. Announcement of Approval**

Any person may announce, as to an approved course: This course has been approved by the Minnesota State Board of Continuing Legal Education for \_\_\_\_\_ hours in the following category or categories of credit:

- (a) standard continuing legal education;
- (b) ethics or professional responsibility continuing legal education; or
- (c) elimination of bias continuing legal education; ~~or~~

~~(d) — law office management continuing legal education.~~

**Rule 9. Affidavit of CLE Compliance**

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**B. Special Categories of Credit.** Lawyers must report:

- (1) no fewer than 3 hours of approved courses in ethics or professional responsibility;
- (2) no fewer than 2 hours of approved courses in the elimination of bias in the legal profession and in the practice of law;
- ~~(3) — no more than 6 hours of approved courses in law office management;~~
- ~~(4)~~ no more than 6 hours of credit for pro bono legal representation provided pursuant to Rule 6D and reported by Appendix II; and
- ~~(5)~~(4) no more than 15 hours of credit for on-demand courses.