



## Office of Admissions & Continuing Education

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### **Information Regarding Continuing Legal Education Requirements for New Lawyers**

The Indiana Continuing Legal Education Rules (Admission and Discipline Rule 29) require attorneys admitted based on successfully passing the Indiana Bar Examination to report CLE hours during the year (January 1 to December 31) following the year of admission. Newly admitted attorneys must complete 36 hours of approved educational programs designated by the CLE Commission as appropriate for new attorneys during their first three-year educational period.

Six of the 36 hours must be from an "Applied Professionalism Course" or the completion of a CLE Commission-approved mentoring program during this three-year period.

A list of approved courses for newly admitted attorneys, including Applied Professionalism Courses, may be found on the Office of Admissions and Continuing Education's website at <http://www.in.gov/judiciary/ace/2338.htm>

### **Frequently Asked Questions (FAQs) What is the New Lawyer Education Requirement?**

The New Lawyer Education Requirement is as follows:

You must complete a minimum of 36 credit hours designated as appropriate for new lawyers within your first three-year education period. A minimum of six hours must be completed per year. Six of the 36 hours must be from a CLE Commission accredited six-hour Applied Professionalism Program.

If you were admitted at least five years in another state at the time of your Indiana admission, you may seek an exemption from the rule requiring attendance at an Applied Professionalism Course.

### **How do I find New Lawyer Programs and Applied Professionalism Courses?**

You may visit the Office of Admissions & Continuing Education's website at <http://www.in.gov/judiciary/ace/2338.htm> where you will find a searchable database of CLE courses, with courses approved for new attorneys or applied professionalism as search criteria. CLE Commission-accredited six-hour Applied Professionalism Programs are offered by a variety of sponsors.

Additionally, the Indiana State Bar Association's mentoring program (Mentor Match) has been approved for Applied Professionalism credit. Contact the ISBA at (317) 639-5465 or <http://www.inbar.org/>

## **How does Office of Admissions and Continuing Education know if I have satisfied the New Lawyer Education Requirement?**

Sponsors of accredited courses and activities for new lawyers must report attendance to the Office of Admissions and Continuing Education within thirty (30) days of an activity. However, you are ultimately responsible for keeping your records current with our office. You will be sent a continuing legal education transcript via email in early September of each year and it is your job to inform the Office of Admissions and Continuing Education of any omissions or inaccuracies.

You must keep your email address current at all times with the Roll of Attorneys to insure receipt of your annual CLE transcript and annual registration fee notice. All address and name changes may be made at <http://portal.courts.in.gov>

## **I will be practicing in another state. Does the New Lawyer Education Requirement apply to me?**

Yes, if you are listed on the active Roll of Attorneys, you must complete a three-year education period as described above. If you become an inactive attorney by submitting an affidavit of inactive status through the portal at <http://portal.courts.in.gov> you need not satisfy the New Lawyer Education Requirement until you reactivate your license. You must, however, continue to pay an annual inactive registration fee.

Please contact the Office of Admissions and Continuing Education at (317) 232-2552 or [ace@courts.in.gov](mailto:ace@courts.in.gov) if you have any questions regarding your continuing legal education requirements.