

Lawyer Tutorial for Internet Filing of CLE Transcript and Report

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Instructions for updating your CLE transcript and filing your annual report. Internet filing is mandatory beginning in 2010. Starting January 1, 2010 you must access the MCLE commission web site at <http://www.mcle.ne.gov>. You will receive the password you will use to gain access to the site from the Nebraska MCLE Commission. Your username for the system is your bar number.

Lawyers could begin earning credits that roll over to 2010 reporting year beginning October 1, 2009. Those credits will be recorded internally by the MCLE commission in order to insure proper roll over to your 2010 transcript. We will rely on credit reports from the sponsors we are familiar with for tracking credits earned in 2009. If you attend something the MCLE Commission is unaware of, you will need to e-mail us the certificate of credit and course brochure.

The information in this tutorial will be applicable to your credit tracking beginning January 1, 2010

GENERAL INSTRUCTIONS ON PROFESSIONAL REGULATION ONLINE ACCESS

Browser The site has been tested most extensively using Internet Explorer as a browser. Firefox, Opera, Slimbrowser and other browsers should function also, but have not been tested extensively.

Screen Size The optimum screen resolution for viewing and using the web pages on the site is 1024 x 768, with text size set at medium in Internet Explorer. It is possible to use the web pages on the site at a screen resolution of 800 x 600 if your text size is set at the smallest setting, but you will find it necessary to scroll left and right to view and use some of the pages.

If you find a page display slightly jumbled or not completely visible, this is an indication that you need to reduce your text size or boost your screen resolution.

If you have not maintained your CLE transcript during the year, you will find it helpful to have a rough list of the CLE events you attended during the year, with activity numbers if possible.

The site generally is ready to accept annual reports around December 1st of each year. Once your report is submitted you will not get credit for anything you attend for the rest of that calendar year, so it is best to hold off submitting your report until late December each year.

Screen Narratives - Narrative instructions are provided for most web pages, generally at the bottom of the page. In addition, many functions have an initial instruction or advisory page that will be presented before you actually begin the process.

If You Want to Stop a Process... You can halt a process at any time and return to the menu of options available to you, by clicking on the entry [My Account Page for Lawyers] on the menu on the left side of your screen.

Assistance with substantive aspects of the site, such as CLE reporting requirements, extensions, approval or CLE events or similar matters, is available during normal business hours (Mon-Fri, 8a.m.-4:30 p.m.) at the Nebraska MCLE Commission, 402.471.3137.

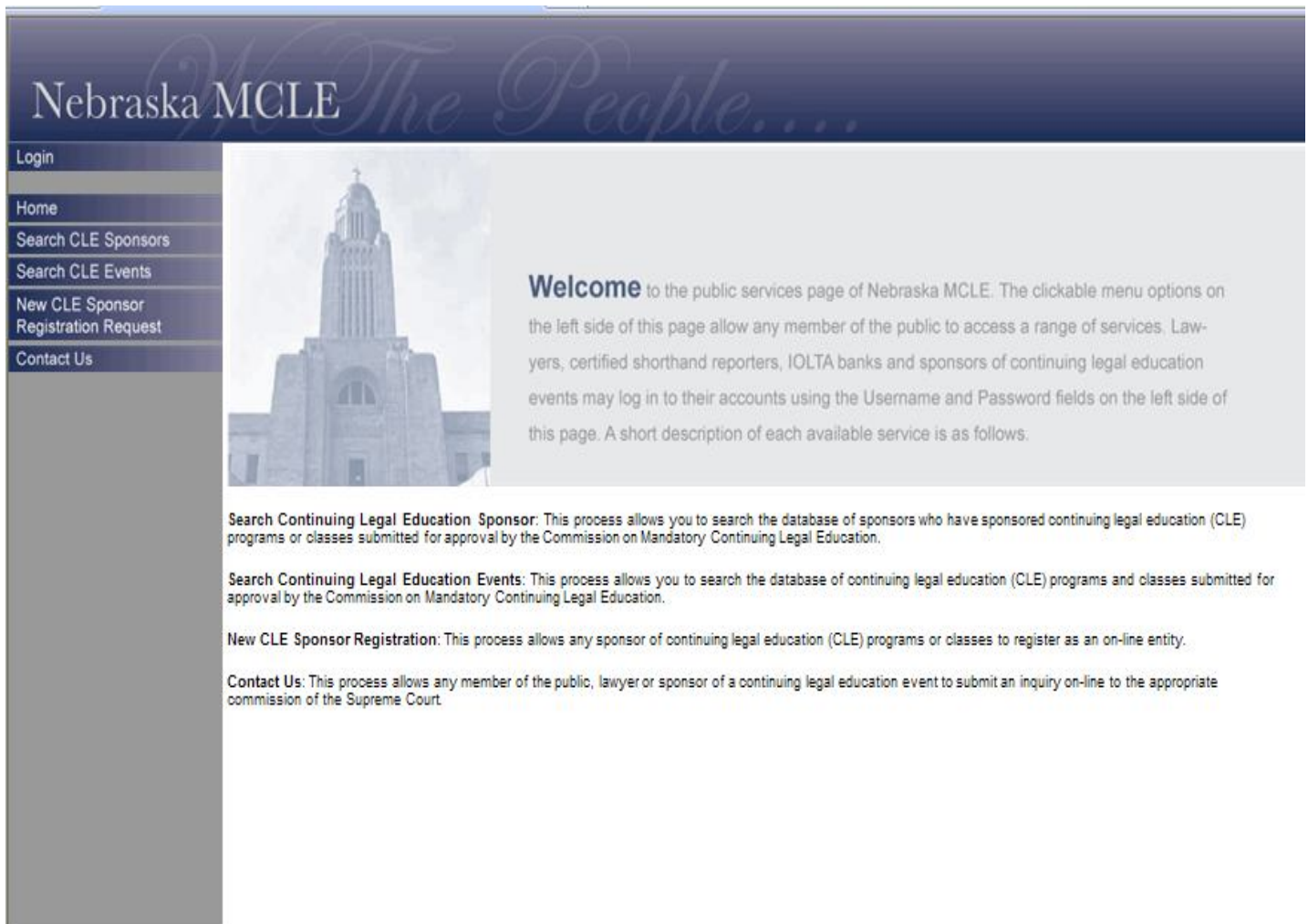
Searching the Database of Approved CLE Events

On the left side of the front page of the site appears a menu of items, one of which is entitled [Search CLE Events]. The CLE search utility allows anyone to search the database of CLE events submitted to the Nebraska MCLE Commission for review. You do not need to be logged in to the site as a user to search the CLE event database. When you click on this menu item, the explanation page shown at the right will appear.

Clicking [Continue] on the explanation page will cause the actual search page to appear.

You may conduct a basic keyword search of the database, or an advanced search using more refined search parameters. To conduct a search, enter your desired search terms in the desired windows, and then click the [Find Now] button.

***Tip:** *It is possible to bookmark this actual search page for future use, so that you need not view the explanation page every time you access the search utility.*



Nebraska MCLE The People....

Login

Home

Search CLE Sponsors

Search CLE Events

New CLE Sponsor Registration Request

Contact Us

Welcome to the public services page of Nebraska MCLE. The clickable menu options on the left side of this page allow any member of the public to access a range of services. Lawyers, certified shorthand reporters, IOLTA banks and sponsors of continuing legal education events may log in to their accounts using the Username and Password fields on the left side of this page. A short description of each available service is as follows.

Search Continuing Legal Education Sponsor: This process allows you to search the database of sponsors who have sponsored continuing legal education (CLE) programs or classes submitted for approval by the Commission on Mandatory Continuing Legal Education.

Search Continuing Legal Education Events: This process allows you to search the database of continuing legal education (CLE) programs and classes submitted for approval by the Commission on Mandatory Continuing Legal Education.

New CLE Sponsor Registration: This process allows any sponsor of continuing legal education (CLE) programs or classes to register as an on-line entity.

Contact Us: This process allows any member of the public, lawyer or sponsor of a continuing legal education event to submit an inquiry on-line to the appropriate commission of the Supreme Court.

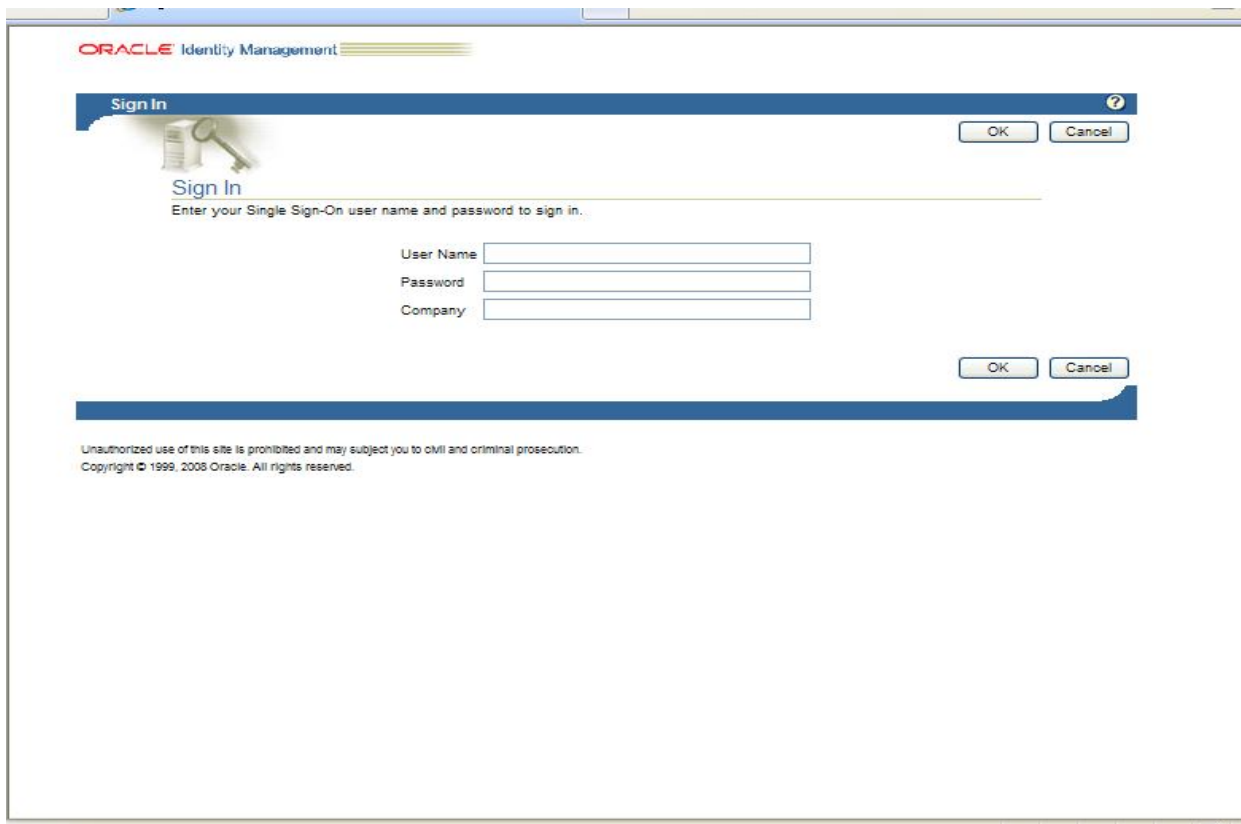
Logging In

Most site functions for lawyers require that you log in as a user. After clicking on “log-in”, you will see two windows labeled —Username and —Password.

Type the user name (your bar number) and password you received at the time of your admission (or in a separate mailing) in the appropriate windows, and then click the OK button..

**Tip: These entries are extremely case-sensitive.*

****Tip: Company field must be blank. Any entries in this field will give the user an error message and will not allow a successful login.***



The screenshot shows a web browser window titled "ORACLE Identity Management". Inside, there is a "Sign In" dialog box. The dialog box has a blue header bar with the text "Sign In" and a question mark icon. Below the header, there is a small graphic of a key and the text "Sign In" followed by "Enter your Single Sign-On user name and password to sign in..". There are three input fields: "User Name", "Password", and "Company". The "Company" field is currently empty. There are "OK" and "Cancel" buttons at the bottom right of the dialog box. At the bottom of the browser window, there is a footer with the text: "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Copyright © 1999, 2008 Oracle. All rights reserved."

Navigating the Menu Page

Once you enter user name and password, and click the [OK] button; your personal menu page entitled —My Account Page for Lawyers will appear.

This page is structured with two components. The first component is the menu of functions that you can perform by clicking a button to start the process. These are grouped into General functions and CLE functions.

The second component is a brief summary of matters pertaining to you, including outstanding but unpaid fees, your current CLE status, and any pending CLE extension or exemption requests pertaining to you. The education status report is based on the last CLE report filed and your current CLE transcript, and will update whenever a change is made in your transcript and when you file your annual CLE report.

Nebraska MCLE *The People...*

Logout

My Account Lawyer

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Search CLE Sponsors

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My Account Page for Lawyer

Test Administrator
Click box below to perform the task.

General Functions	CLE Functions
Maintain Personal Information	Maintain CLE Transcript
Apply for Certificate of Exemption	Submit Annual CLE Report
Request Reinstatement Instructions	Submit CLE Program
Review Payment History	Review Submitted CLE Programs
View Compliance History	View Prior Annual CLE Reports
Tutorial	File for Regular CLE Exemption
	File for Waiver

Outstanding Transactions

Fee Date	Reporting Year	Fee Category	Fee Type	Fee Amount
09/22/2009 12:14 PM	2009	CLE	CLE Late Fee	\$25.00

Education

2010 Continuing Legal Education Hours Attended to Date: 1.0
2009 Hours Carried Forward: 0.0
Total Continuing Legal Education Hours to Date: 1.0
Less 2010 Requirement: 0.0
Projected Continued Legal Education Hours Carried Forward: 1.0

2010 Prof. Resp. Hours Attended: 1.0

To record CLE hours, click on 'Maintain CLE Transcript' above and enter the new information.

Class Attendance

No Lawyer Class Attendance

Extension and Exemptions

Approved Extensions

Request Date	Compliance Date	Complied Date	Extension Type
09/23/2009	2009-12-15		Regular CLE Extension will expire on 2009-12-15

Requested Extensions

No Extensions

Exemptions

Request Date	Exemption Description
09/23/2009 01:35 PM	CLE Certificate of Exemption

Waivers

Approved Waivers

Request Date	Waiver Reason
09/22/2009 12:18 PM	I am disabled

Requested Waivers

Request Date	Waiver Reason	Waiver Description
09/23/2009 01:16 PM	test	Waiver is waiting for approval.

This menu page lists the services available to lawyers from the Commission on Mandatory Continuing Legal Education (MCLE). The primary purpose of this page is to allow Nebraska lawyers to maintain their personal information, maintain their CLE transcript, submit annual reports.

Maintain Your Personal Information

You must review and update your personal information the first time you access the Nebraska MCLE website, any time thereafter that your personal information changes, and each year before you submit your annual reports.

To start this process, click on the menu item [Maintain Personal Information] under the General Functions heading.

The page depicted below will appear, showing the personal information currently stored in the database regarding you.

***Tip:** The first time you perform this function, you may need to enter your gender and the county of your residence before the system will allow you to complete this function.

When you are done entering the information specified on the page during Step 1, click [Continue]. If there are any omissions of required data, the system will prompt you to correct them before it will allow you to proceed

This process allows a lawyer to update his or her address, telephone, employment and other relevant information as it appears on the records of the Commission on Continuing Education. This information is used by staff at the commissions' office to maintain contact with Nebraska lawyers for reporting and other purposes. A limited portion of this information, consisting of data already in the public domain, is made available to the public.

If your changes are accepted, you will be shown a page like the one to the right, marked —Step 2 for your review. If you are satisfied with the accuracy of the information shown on this page, click

[Submit] to finish this process and return to the main menu. If you are not satisfied with the information on this page, you may click the [Back] button to return to Step 1.

Nebraska MCLE The People...

Logout

My Account Lawyer

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Step 1 - Maintain Personal Information

Required fields are identified by an asterisk (*)
[Click here to learn how to change the read only items](#)

Name: Test Administrator

Your business address, business city, business state and business telephone number will be made available to the public via the public data interface. If you do not want this information shared with the public, do not enter data in these fields, and remove the existing data in these fields. If you do this, be sure to select your home address as the desired address for mailings to you. Home address and home telephone numbers are never shared with the public.

Business Address 1: [Text Box]

Business Address 2: [Text Box]

Business Address 3: [Text Box]

Business Country: [Dropdown Menu]

Business City: [Text Box]

Business State: [Dropdown Menu]

Business Province: [Text Box]

Business Zip/Postal Code: [Text Box]

Zip Flow 4: [Text Box]

Admission Date (mm/dd/yyyy): 09/09/2009

Admission Type: Examination

Commission ID: 22535

CLE Status: Active

Firm Name: [Text Box]

Position in Firm: [Text Box]

Gender: Female [Dropdown Menu]

Date Of Birth (mm/dd/yyyy): 09/09/2009

Business Phone Number: [Text Box] Ext: [Text Box]

Business Fax Number: [Text Box]

Mobile Phone Number: [Text Box]

Home Address 1: [Text Box]

Home Address 2: [Text Box]

Home Address 3: [Text Box]

Home Country: [Dropdown Menu]

Home City: [Text Box]

Home State: [Dropdown Menu]

Home Province: [Text Box]

Home Zip/Postal Code: [Text Box]

Zip Flow 4: [Text Box]

Address to use for Correspondence: [Radio Button] Home [Radio Button] Business

Home Phone Number: [Text Box] Ext: [Text Box]

Home Fax Number: [Text Box]

County of Residence: [Dropdown Menu]

Email Address1: [Text Box]

Email Address2: [Text Box]

[Logoff](#)[My Account Lawyer](#)[Home](#)[Search CLE Sponsors](#)[Search CLE Events](#)[New CLE Sponsor
Registration Request](#)[Contact Us](#)**Step 2 - Maintain Personal Information**

Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go the previous page and correct the data. If all of the following information is correct, please click on the 'Submit' button.

Name: Test Administrator
Business Address: 888 So. 10th
Business Address 2:
Business Address 3:
*Business Country: United States
Business City: Lincoln
Business State: Nebraska
Business Province:
Business Zip/Postal Code: 68516
Zip Plus 4: 2211
Admission Date(mm/dd/yyyy): 09/09/2009
Admission Type: Examination
Commission ID: 22535
Client Security Status:
CLE Status: Active
Firm Name:
Position in Firm:
*Gender: F
Date Of Birth: 09/09/2009
Business Phone Number: ext.
Business Fax Number:
Mobile Phone Number:
*Home Address 1: 555 So. 3rd
Home Address 2:
Home Address 3:
*Home Country: United States
*Home City: Lincoln
*Home State: Nebraska
Home Province:
*Home Zip/Postal Code: 68516
Zip Plus 4:
Address to use for Correspondence: Business
*Home Phone Number: 402-444-5151 ext.
Home Fax Number:
*County of Residence: Lancaster

Maintaining Your CLE Transcript

***Tip:** Your CLE transcript is available to you for maintenance at any time during the year. The classes recorded on your transcript form the basis for your annual CLE report. We recommend that you use the transcript maintenance utility to track your CLE attendance throughout the year, by adding the events and the hours you actually attended at each event as you attend them during the year. This technique will greatly expedite filing of your annual report at the end of each year. You will find it helpful to have at least a rough list of the CLE events you attended, with activity numbers if possible, before you begin the process of updating your CLE transcript.

To start this process, click on the menu item [Maintain CLE Transcript] under the CLE Functions heading. The explanation page shown below will appear.

After you have read the instructions noted on this page, click [Continue] to proceed to the transcript utility.

Nebraska MCLE The People....

Logoff

My Account Lawyer

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Search CLE Sponsors

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Contact Us

Maintain CLE Transcript

This process is used to maintain a transcript of the accredited continuing legal education (CLE) activities and legal ethics activities you attend. Only activities **accredited by the Nebraska Commission on CLE** count in fulfilling your requirements. The transcript utility will not allow you to claim credit for any activity not approved by the commission. Every activity accredited by this Commission has been issued an Activity ID Number.

The credit hours approved and professional responsibility hours approved for a class are the maximum hours a lawyer may claim on their annual CLE report. The transcript maintenance utility will not allow you to claim more regular hours or Professional Responsibility hours than were approved by the commission for a particular class.

The annual limits on the amount of computer-based CLE that may be claimed are not applied as a part of the transcript maintenance utility. You should list all of the computer-based CLE you attend on your transcript, even if it exceeds five hours. The annual limits on computer-based CLE will be separately applied on your regular CLE report when you file them.

Continue

Adding events to the transcript is a two-step process:

First, use the Search Form to locate the event you attended. You may search by Activity ID Number, date, keyword, or by area of law. A keyword search may be based on the seminar name, the sponsor name or the manner of presentation (e.g., telephone or webcast).

Once the search result has returned the correct CLE event in the first block, click the [Add] button to add that event to your transcript detail.

***Tip:** Because Sponsor names may be abbreviated, or titles inexact, a search by date is often the quickest way to find your event.

Second, fill in the windows in the transcript detail to specify how many regular hours and ethics hours you actually attended at each event. Once you have added the desired events to the transcript detail block and specified the actual hours attended, you should click the [Save] button to save the changes you have made to your CLE transcript.

***Tip:** If you add one event to your transcript and immediately mark your actual attendance hours for that event in the transcript detail, be sure to click the [Save] button before you go back to the Search Form to locate another seminar or event. An alternative approach is to use the Search Form to add all the events you have attended to the transcript, then record the actual attendance hours for all of these events in your transcript detail before clicking the [Save] button.

Once you have finished adding events to your transcript and have clicked the [Save] button to retain the information, you will see a new edition of the page stating that your transcript was saved successfully. You then may click the [Go To My Account] button to return to the main lawyer menu.

Submit Your Annual CLE Report

Before you begin the process of filing your annual CLE report, you should:

- 1) add all of your CLE attendance information for the year to the transcript utility and save the information there;
- 2) review your personal information for accuracy;

To start the process of filing your annual CLE report, click on the menu item [Submit Annual CLE Report] under the CLE Functions heading.

You will be shown a screen similar to the one on the right, which displays your current personal information and your current transcript of CLE events for the reporting year. You should review both the personal information and the CLE transcript for accuracy.

If you need to update the personal information, click the appropriate button at the bottom of the page to access the [Maintain Personal Information] utility.

If you need to update the transcript of CLE events for the reporting year, click the appropriate button at the bottom of the page to access the [CLE Transcript] utility.

After you have performed any necessary updates, begin the Submit Annual CLE Report process again and click the [Submit] button to submit the report to the Nebraska MCLE Commission.

Nebraska MCLE *The People...*

Logout

My Account Lawyer

Home

Search CLE Sponsors

Search CLE Events

New CLE Sponsor Registration Request

Contact Us

Step 1 - Submit Annual Continuing Legal Education Report

Please review the following information and click "Submit":

Name: MAURINE ANN BRADDOCK
Firm Name:
Position: ATTORNEY
Commission ID: 1234
SSN:

Business Address: Address1: Mailing 1
Address 2:
Address 3:
Country: United States
City: City
State: Nebraska
Province:
Zip/Postal Code: 12356 -
Business Phone: 900-123-1234
Business Fax: 900-123-6676

Home Address: Address1: line1
Address 2: line2
Address 3: line3
Country: United States
City: city
State: Nebraska
Province:
Zip/Postal Code: 55666 - 6546
Home Phone: 111-222-3333
Home Fax:
Resident County: Clayton

Mobile Phone:
Email1:
Email2:

Legal Education Attended:

Activity ID	Sponsor	Course Title	Start Date	End Date	City
45534	STERLING EDUCATION SERVICES	Landlord-Tenant Law	02/09/2008	02/09/2008	Cedar Rap
45915	Nebraska STATE BAR ASSOCIATION	Law Over Lunch: Personal Injury Basics	03/12/2008	03/12/2008	Des Moines
44858	STATE OF IOWA	CONTESTED CASES	06/17/2008	06/17/2008	DES MOINE
45939	Nebraska STATE BAR ASSOCIATION	test	12/12/2008	12/13/2008	webstad
45938	10 JAG MSO	test1234	12/22/2008	12/24/2008	West

Activity Summary:

2008 Continuing Legal Education Hours Attended: 12.25*

2007 Hours Carried Forward: 30.0

Total Continuing Legal Education Hours: 42.25

Less 2008 Requirement: 10.0

(Not applicable to 2008 Bar Admittees)

Continued Legal Education Hours Carried Forward: 5.0

(Not to exceed 5.0 hours)

* Restrictions

Maximum computer based hours:	5.0
Maximum in house hours:	5.0
Maximum teaching hours:	3.0

This process is used to file your annual report of accredited continuing legal education (CLE) activities and legal ethics activities attended. Only Nebraska Commission on CLE count in fulfilling your requirements. The transcript utility will not allow you to claim credit for any activity not activity approved by this Commission has been issued an Activity ID Number.

If hardship or extenuating circumstances prevented you from completing minimum CLE requirements during the reporting year, you may request your requirements by returning to the My Account Page for Lawyers and selecting the appropriate menu item. The Commission does grant ext circumstances warrant, but generally does not grant outright waivers of the requirements.

If you do not practice law in Nebraska and your present position does not require you to be eligible to practice law in Nebraska, you may wish Exemption. You may apply for a certificate of exemption by returning to the My Account Page for Lawyers and selecting the appropriate menu

By clicking the continue button, you submit this report pursuant to chapters 41 and 42 of the Court Rules, and certify to the Nebraska Supreme Court, and that, in your opinion, the attended activities listed do meet the established standards of the Commission on Continuing Legal Edu

Maintain Personal Information Maintain Transcript Submit

When you have entered the information required on this screen, click —Submit proceed to the confirmation screen.

***Tip:** Click the button marked [Printable Version] to display a version formatted for printing.

Only activities approved by the Nebraska MCLE Commission on CLE count in fulfilling your CLE requirements

Submit a CLE Program (for Approval)

This process allows a lawyer to submit a program and associated class sessions for approval by the Commission on Continuing Legal Education if the sponsor of the program has not obtained approval prior to the program taking place.

***Tip:** Before submitting a CLE program for accreditation, check to make sure it has not already been approved for credit (see page 3 of this handout).

***Tip:** Cutting and pasting text into the Description box will cause a system error.

Nebraska MCLEThe People...

Logoff

My Account Lawyer

Home

Search CLE Sponsors

Search CLE Events

New CLE Sponsor Registration Request

Contact Us

Step 1 - Submit CLE Program

If the same course is offered in a live format and later repeated as "on demand" you must take a separate application to present the program in an "on demand" format.
Required fields are identified by an asterisk (*)

*Program Name:

Description:

*Sponsor:

Select

*Attachments:

Browse...

Upload

Uploaded files

Attachment Instructions: Minimum of one (1) attachment is required. Generally, this should be the agenda or brochure for the program, which should provide sufficient detail regarding the schedule and content to allow the Commission to make an informed decision regarding seminar content and actual instruction time. For additional guidance, see the discussion at the bottom of this page or call the Commission at (402) 471-3137.

Area of Law:

Any

In-house Activity:

☐

Classes:

*Start Date (mm/dd/yyyy)	*End Date (mm/dd/yyyy)	*City	*State	*Credit Minutes Requested	*Prof. Resp. Minutes Requested	*Class Type	Remove
			Select			Select	clear

Continue

***Tip:** You must hit [Add Class] before hitting the [Continue] button.

***Tip:** If the submission will not go through, check the size of the attachment- there is a limit to the amount of information the system can upload. At least one class session must be created for each program. The type of class session may vary. Also, at least one attachment must be uploaded. Generally, this will be the agenda or brochure for the program, which should include sufficient detail regarding the schedule and content to allow the Commission to make an informed determination regarding both seminar content and actual instruction time. The lawyer also may want to upload the outlines for sessions for which ethics credit is requested, especially if the general brochure or agenda does not specifically describe the ethics content. There is a system-imposed limit to the size of attachments, and lawyers are asked not to upload outlines for seminars in their entirety. Attachments uploaded by the lawyer will be available to the public, including lawyers browsing the database of CLE programs in search of classes to attend. The "Area of Law" designation is optional, and is collected only as an aid to lawyers seeking programs or classes pertaining to particular subject matter. The "Credit Minutes Requested" and "Professional Responsibility Minutes Requested" should be completed with the lawyer's calculation of the total actual instruction time and total actual legal ethics instruction time, respectively. Time used for breaks, meals, introductory remarks and concluding remarks should not be counted when calculating instruction time. Additional information regarding the accreditation policies of the Commission is available at the Commission's general web page: <http://www.nsc.mcle.ne.gov>

During Step 2 of the process, you will review your submission for accuracy, and then submit it to the commission for review. If some of the data is incorrect, click the [Back] button to go to the previous page and correct the data. If all of the information is correct, click the [Submit] button.

At Step 3, you will be shown a confirmation screen.

You may print a copy for your records using your browser controls. Clicking the [Go to My Account] button will return you to the main menu.

Review Submitted CLE Programs

This process allows a Lawyer to view the programs and classes submitted by the lawyer for approval by the commission. All of the programs and classes submitted by the lawyer during approximately the past two years will be listed, in descending chronological order. The current approval status--Pending, Approved or Denied—will be shown for each class session. The lawyer may narrow the display of programs by entering a keyword search term or terms, hitting the [Find Now] button and viewing the revised list produced by the search. Any written materials associated with a program and previously uploaded by the lawyer will be shown and will be available for download.

Nebraska MCLE

Nebraska MCLE

Logoff

My Account Lawyer

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Search CLE Sponsors

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Continuing Legal Education Events Basic Search
NOTE: You must provide a value for at least one of the fields below to search Program Name and Program Description

Keyword Search:

Review Submitted Programs

No Records Exist

This process allows a Lawyer to view the programs and classes submitted by the lawyer for approval by the Commission on Mandatory Continuing Legal Education. All of the programs and classes submitted by the lawyer during approximately the past two years will be listed, in descending chronological order. The current approval status--Pending, Approved or Denied—will be shown for each class session. The lawyer may narrow the display of programs by entering a keyword search term or terms, hitting the "Find Now" button and viewing the revised list produced by the search. Any written materials associated with a program and previously uploaded by the lawyer will be shown and will be available for download.

File for an Extension of Time to File Your CLE Report

The Commission does grant extensions of time when circumstances warrant, but generally does not grant outright waivers of the requirements. You must provide a reasonably detailed and specific statement of the hardship or extenuating circumstances upon which your application is based, and a reasonably specific statement of the relief you are seeking. The maximum possible extension the Commission may grant is six months beyond the end of the period during which the required CLE should have been completed. If the extension request is due to a disability it must be accompanied by a physician's statement outlining the reason for the needed extension.

To start this process, click on [File for Regular CLE Extension].

The Nebraska MCLE Commission may grant waivers of minimum regular CLE requirements or extensions of time in which to fulfill the requirements and file required reports.

The screenshot shows the Nebraska MCLE website interface. On the left is a navigation menu with links: Logoff, My Account Lawyer, Home, Search CLE Sponsors, Search CLE Events, New CLE Sponsor Registration Request, and Contact Us. The main content area is titled "Step 1 - File for CLE". Below the title, it states "Required fields are identified by an asterisk (*)". The form includes a dropdown menu for "Type of Extension you want:" with a downward arrow. There is an "Attachments:" section with a text input field, a "Browse..." button, an "Upload" button, and a label "Uploaded files". Below this are two more dropdown menus: "Disability, Hardship or extenuating circumstance:" and "Relief Sought:". At the bottom of the form, a note states: "Any request for an extension due to disability must be accompanied by a physician's statement with sufficient information to justify the extension." followed by a "Continue" button. Below the form, a box contains the text: "Neb. Ct. R. §3-401.13 provides that: If, due to disability, hardship, or extenuating circumstances, an attorney is unable to complete the hours of accredited CLE during the preceding reporting period as required by § 3-401.4, the attorney may apply to the Director for an extension of time in which to complete the hours. Such request for extension of time shall be filed with the Director by December 1 of the end of the annual reporting period. No extension of time to complete CLE shall be granted unless written application for the extension is made in the manner prescribed by the Nebraska Supreme Court. An extension of time shall not exceed a period of six (6) months immediately following the last day of the year in which the requirements were not met. The press of business shall not be considered a disability, hardship, or extenuating circumstance."

When you are satisfied with your entries, click [Continue] to proceed to the next step.

In Step 2, you will review your request for accuracy. If editing is necessary, click the [Back] button to return to Step 1. If the information is correct, you may submit it to the commission by clicking the [Continue] button.

When you have entered the information required on this screen, click [Submit] to proceed to the confirmation screen.

At Step 4, you will be shown a confirmation screen similar to the one above. You may print a copy of the page for your records using the print function in your browser. You should check the "My Account" page later to view the message approving or denying your application after it has been acted upon.

If you do not see a message on your "My Account" page or receive an e-mail message approving or denying your application within ten days, please contact the commissions' office at the e-mail address nsc.mcle@nebraska.gov

Apply for a Certificate of Exemption

To start this process, click on [Apply for Certificate of Exemption] under General Functions.

You will see an explanation page similar to the one shown to the below. After you have read and understood this explanation, click [Continue] to proceed to Step 1 of the report submission process.

The screenshot shows the Nebraska MCLE website interface. On the left is a vertical navigation menu with links: Logoff, My Account Lawyer, Home, Search CLE Sponsors, Search CLE Events, New CLE Sponsor Registration Request, and Contact Us. The main content area is titled "Step 1 - Apply for Certificate of Exemption". It includes a header "Required fields are identified by an asterisk (*)" and a "Name" field with the value "Test Administrator". Below this is a "*Reason For Change:" dropdown menu currently set to "-Select-". The form contains several paragraphs of text explaining the reasons for exemption, such as being inactive/suspended/disbarred, military service, or mandatory judicial branch education. At the bottom, there is a checkbox labeled "I Agree" and two buttons: "Back" and "Continue".

In Step 2, you will review your request for accuracy. If editing is necessary, click on the [Back] button to return to Step 1. If the information is correct, you may submit it to the commission by clicking the [Submit] button.

When you have submitted this request successfully, you will be shown the confirmation screen. A statement regarding the application also will be displayed on your menu page under the Extensions and Exemptions block.

Request Reinstatement Instructions

If your license status is inactive or exempt, or if your license is suspended for failure to comply with reporting and fee payment duties, you may request instructions on the steps you must take to reinstate your license to active status.

To start this process, click on [Request Reinstatement Instructions] under General Functions. The page depicted on the below will be displayed. You will need to enter current address and other contact information, and then click [Continue] to proceed to the next step.

Nebraska MCLE

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Step 1 - Request Reinstatement Instructions

Required fields are identified by an asterisk (*)

Name: Test Administrator

*Address to use for Correspondence: ☐ Home ☐ Business

*Mailing Address 1:

Mailing Address 2:

Mailing Address 3:

*Country:

*City:

*State:

Province:

Zip/Postal Code: -

Phone Number: (xxx-xxx-xxxx) Ext

Email Address:

This process allows a lawyer who currently has a Certificate of Exemption to request instructions regarding requirements he or she must fulfill for reinstatement.

The general procedures and requirement for reinstatement with the MCLE Commission are found at Neb.Ct.R. §3-401.12. If you intend to seek to be reinstated to practice in Nebraska, you will need to file the statement contemplated by §3-401.12.

The general procedures for reinstatement to active status with the Commission on CLE are contained at Rule 42.7. You will be required to complete and return an application for reinstatement, along with a \$25.00 reinstatement fee payable to the Commission on Mandatory Continuing Legal Education. Three alternatives exist for satisfying CLE requirements, depending on your individual circumstances. Your first option is to retake the bar examination under Rule 42.7(2). If you have been engaged in full-time practice in another state, you may show equivalent CLE for each inactive year, under the second option provided by Rule 42.7(1). Otherwise, the third option allowed by Rule 42.7(3) applies and for each year one remains on inactive practice status, fifteen (15) hours of accredited activities must be attended to satisfy reinstatement requirements. This total of regular CLE hours must include two hours in the area of legal ethics for each two year period commencing with the later of the effective date of this ethics requirement on January 15, 1988, or the biennium of your exemption grant. The legal ethics CLE requirement also can be satisfied by taking the Multistate Professional Responsibility Examination.

If you have entered all required information on the prior page, you then will be shown a confirmation page. You will need to review and confirm the accuracy of the information you provided, and then click [Submit] to send the request to the offices of Supreme Court Commissions.

Review Your Payment History

To start this process, click on —Review Payment History|| under General Functions. If you review this after you have submitted a report and paid the associated fee, the fee payment you made should show up under the history.

To return to the main menu, click the [Go To My Account] button.

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Review Payment History

Payment Date	Amount	Product Description	ePayment Transaction ID
No Payment History Available			

Go To My Account

This page allows you to see the history of past fee and assessment payments you made to the Commission on Mandatory Continuing Legal Education. The fee and assessment payment history reflected on this page includes payments made using the on-line payment mechanism on the commissions' web site, and payments made to the commission by other means, such as check or cash payment at the office of the commissions.

View Your Compliance History

To start this process, click on [View Compliance History] under General Functions. A list of the dates you submitted CLE reports in prior years will be displayed.

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View Compliance History

Report Year	Cle Compliance Date
No Compliance History Available	

[Go To My Account](#)

This page allows you to view the dates when you achieved compliance with CLE reporting and fee payment responsibilities in past years.

To return to the main menu, click the [Go To My Account] button.

View Your Prior Annual CLE Reports

To start this process, click on [View Prior Annual CLE Reports] under the CLE Functions.

A list of the annual CLE reports you previously have submitted on-line will be displayed. You may see the content of each report by clicking on its listing. Reports submitted in paper form are not available for viewing through this process.

The screenshot shows the Nebraska MCLE website interface. The header features the text 'Nebraska MCLE' and 'The People...'. A left sidebar contains a navigation menu with the following items: Logoff, My Account Lawyer, Home, Search CLE Sponsors, Search CLE Events, New CLE Sponsor Registration Request, and Contact Us. The main content area is titled 'View Prior CLE Reports'. It includes a 'Date' field displaying 'Tue Sep 22 12:42:41 CDT 2009' and a 'Go To My Account' button. A disclaimer at the bottom of the main area states: 'This page allows you to view or download copies of annual CLE reports you previously have filed with the Mandatory Continuing Legal Education Commission. Only prior reports filed on-line are available for viewing at this page. Reports filed in paper form by regular mail are not available for download at this page.'

To return to the main menu, click the [Go To My Account] button.