

## CLE ELECTRONIC FILING INSTRUCTIONS

### I. Creating An E-Account

- A. Log on to: <https://clereporting.wicourts.gov/session/new> (*Note:* Because this is a secure website, a general *Google* search will not locate this web address).

[If you already have an existing account, click on “**Login**” and go to “**II**” below. If you can not remember your login information, choose “*Can’t Access Your Account or Need a New PIN*” [“Terms of Use.”]

Next, click on “**Register**” to create a new account and complete the following steps for a “**Wisconsin attorney**”. Please note that all of the required information must be the *attorney’s* information. This includes his/her e-mail address.

#### STEP 1

1. Create a user name. (Must be lowercase and between 5 and 12 characters)
2. Enter in your e-mail address. Double check to make sure the address is typed in correctly.
3. Re-type your e-mail address.
4. Create a password. Note the guidelines at the bottom of the screen.
5. Re-type your password.
6. **Write down your User Name, E-Mail Address, Password, and PIN Number** (See Page 2)
7. When done, click “**Continue.**”

#### STEP 2

- Complete “Required Fields.”
- When done, click “**Continue.**”

#### STEP 3

- Choose User Type: **Attorney**
- Enter your State Bar number (seven digits)
- Re-type your State Bar number
- Phone / Fax numbers are not required.
- When done, click “**Continue.**”

#### STEP 4

- Choose three security questions
- When done, click “**Continue.**”

#### STEP 5 (FINAL STEP)

- Provide answers to the six security questions. You may wish to print this page to remember the answers.
- When done, click “**Continue.**”

- B. The next screen will say: “**Wisconsin eCourts account creation successful.**” Within the window, it also gives you your user name and the e-mail address that you

entered. You will be sent an e-mail from [eCourts.Administration@wicourts.gov](mailto:ECourts.Administration@wicourts.gov) that gives you an assigned PIN number. If you have tight security within your firm or governmental e-mail system, please add this address in your own address book to avoid delays.

C. **Please record your user name, password information, PIN number and keep this form for future use.**

User Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Password: \_\_\_\_\_

PIN Number \_\_\_\_\_

II. **Logging in to the Wisconsin eCourts screen**

- Type in your user name and password
- Click “**Log in**”
- If you have forgotten your user name, password, or PIN number, click on “*Create an account or Check for an existing account Options*”

III. **Confirming the PIN screen**

- Enter in the four digit PIN number assigned to you.
- Click “**Continue**”

IV. **Successful Login**

- Click on “CLE Reporting”

V. **Terms of Use screen**

- Read the terms
- If you agree, check the box
- Click “**Continue**”

VI. **Welcome to the Board of Bar Examiners CLE Reporting screen**

- Choose a Reporting Period and click on “**2017-2018 Report of Compliance.**”

VII. **CLE Reporting Period 2017-2018: Reporting**

- This is the main menu. From here you will be able to add course hours, input teaching credit at an ABA Law School, input General Program Approval (GPA) courses, input Out-of-State Approved Self Report courses, input On-Demand courses, and Pro Bono work. You may also claim the Exemption, Waiver, or Comity provisions, report legal writing, view your courses, and submit your CLE Form 1 electronically.
- Your *carryover credits* from the 2015-2016 reporting period have already been entered into the system. **Click on the word “Summary”** to view your carryover

credits which can be found just to the right of “Hours credited from previous year (Box 1)”

**A. Add Course Hours**

1. **Enter the date(s) you took the program** [enter as mm/dd/yyyy]. If the conference was more than one day, you must enter in the start and ending dates of that conference.
2. Select the Location:
  - Select the state (if you physically went some where); otherwise, choose:
    - ➔Live Webcast
    - ➔National Teleconference
3. Click **Search**. The list will appear in alphabetical order by the sponsor.
4. When you find your course, click the **Add** button on the right hand side of the course. If your course is not listed, that means the course has not been approved at this time. You will need to submit the course for approval by submitting a CLE Form 2 available at <https://www.wicourts.gov/services/attorney/edu.htm>.
5. The next screen will show the course you just picked. Listed below your name will be the Sponsor, Title, Date, Location, and the maximum hours for which the course was approved. Make sure this is the course you want. The program will automatically enter in the date attended. If the course/conference was more than one day, but you only attended one day, you will need to adjust the date(s) accordingly.
6. Enter in the **CLE Hours Attended**. Please limit the number of hours you claim to those actually attended.
7. Enter in the **EPR Hours Attended**. Please limit the number of hours you claim to those actually attended.
8. Enter in the **Actual Hours Taught** (if any). If you only taught a portion of the program, and attended the remainder, you can claim the remaining credits in the Hours Attended box. The program will automatically double your teaching credits.
9. To determine your “**EPR Hours Taught**” multiply the number of EPR hours actually taught by two and enter that amount. If you only taught a portion of the EPR program, and attended the remainder, calculate your hours accordingly.
10. Enter in **LAU (Lawyer Awareness and Understanding) Hours Attended** (if any).
11. Enter in **LPM (Law Practice Management) Hours Attended** (if any).

12. Click **Save**. A message will appear on top (**in red letters**) letting you know that **your course was successfully saved**.
13. Click **Clear Search** and repeat the steps above for additional course entries.
14. **AFTER all your courses have been entered**, please proceed to Page 7  
**“L – Submitting Your Report”**

**B. Teaching-ABA Law School**

1. Select the ABA Approved Law School
2. Enter in the Semester Course Title
3. Enter in the Semester Dates
4. Enter in the Location
5. Enter in the total Hours Taught. Teaching an entire law school course yields one hour for each hour of presentation.
6. If your class was approved for EPR credits, you will need to report the course in the “Add Course Hours” section, rather than under “Teaching-ABA Law School.”
7. Click **“Save.”** A message will appear on top (**in red letters**) letting you know that your course was added successfully.
8. **AFTER all your courses have been entered**, please proceed to Page 7  
**“L – Submitting Your Report”**

**C. Add General Program Approval (GPA) Course Hours**

1. Select the GPA Sponsor. If the sponsor you are looking for is not listed, you must report the course in the “Add Course Hours” section.
2. Type in the Course Title
3. Enter the Date Attended
4. Enter the Location
5. Enter the Hours Attended
6. Enter the Hours Taught (if any). Your credits will automatically double.

7. If your class was approved for EPR credits, you will need to report the course in the “Add Course Hours” section, rather than under “Add General Program Approval (GPA) Course Hours.”
8. Click “**Save.**” A message will appear on top (**in red letters**) letting you know that your course was added successfully.
9. **AFTER all your courses have been entered**, please proceed to Page 7  
“**L – Submitting Your Report**”

**D. Out-of-State Approved Self Report**

1. Use this section to report credits for courses approved for continuing legal education credit by, and attended in, any other state or territory or the District of Columbia (other than Wisconsin).
2. Enter the Sponsor
3. Enter the jurisdiction in which the course was attended and approved
4. Enter the Course Title
5. Enter the Date Attended
6. Enter the total Hours Attended (including EPR hours)
7. Enter the Hours Taught (if any). Your credits will automatically double in the “Total Teaching Hours” box. If you taught EPR, multiply the number of EPR hours actually taught by two and enter that amount in the “Teaching EPR Hours” box. If you only taught a portion of the EPR program, and attended the remainder, calculate your hours accordingly.
8. Enter the EPR Hours Attended
9. Click “**Save.**” A message will appear on top (**in red letters**) letting you know that your course was added successfully.
10. **AFTER all your courses have been entered**, please proceed to Page 7  
“**L – Submitting Your Report**”

**E. On-Demand [See SCR 31.05 (5)]**

1. Enter the Sponsor
2. Enter the Course Title
3. Enter the Date You Viewed Program

4. Enter the total Hours attended
5. Click “**Save.**” A message will appear on top (**in red letters**) letting you know that your course was added successfully.

**F. Attendance Exemption [See SCR 31.04 (2)]**

Your membership status will remain Active if you choose this option.

See the website for more information at: [https://www.wicourts.gov/supreme/sc\\_rules.jsp](https://www.wicourts.gov/supreme/sc_rules.jsp)

1. Please proceed to Page 7 “**L – Submitting Your Report**”

**G. Attendance Waiver [SCR 31.12 (2)]**

Attorneys **must have written approval from the Board prior** to choose this option.

See the website for more information at: [https://www.wicourts.gov/supreme/sc\\_rules.jsp](https://www.wicourts.gov/supreme/sc_rules.jsp)

1. Please proceed to Page 7 “**L – Submitting Your Report**”

**H. Comity Exemption [SCR 31.04(3)]**

Your membership status will remain Active if you choose this option.

See the website for more information at: [https://www.wicourts.gov/supreme/sc\\_rules.jsp](https://www.wicourts.gov/supreme/sc_rules.jsp)

1. Please proceed to Page 7 “**L – Submitting Your Report**”

**I. Legal Writing Hours**

1. Enter in the total approved legal writing hours. *Note:* You must have received prior approval by the Board of Bar Examiners before submitting your hours.
2. Click “**Update hours.**” A message will appear on top (**in red letters**) “Legal Writing Hours were updated successfully.”

**J. Pro Bono**

1. Identify Pro Bono legal service completely and accurately. Enter the program, dates of service, and total hours. A qualified pro bono program is defined in SCR 31.01 (2). Only active programs are listed.
2. Click “**Save.**” A message will appear on top (**in red letters**) letting you know that your course was added successfully.

**K. Your Course**

Use this field to View or Remove courses you attended.

**L. Submitting Your Report**

1. Click on the word “Summary”
2. Enter in your four digit PIN number (lower left hand side)
3. Click **Submit CLE Form**. You **do not** need to send in a hard copy to the Board of Bar Examiners. Please allow 2-3 week to process your report. After your report has been audited, you will receive a computer generated e-mail from [cle@wicourts.gov](mailto:cle@wicourts.gov) confirming your compliance.

**NOTE: Your report will be considered filed at the time you submit it.**

**VII. CLE Reporting Period 2017-2018 Thank You screen**

A message appears (in red letters) “CLE Form 1 has been saved successfully.”

You may print the CLE Form 1 for your records if you choose.

**For assistance please contact our CLE Manager Team:**

**Tammy McMillen at (608) 261-2350 or Julie Halverson at (608) 261-2349**