

In the  
Indiana Supreme Court



CAUSE NUMBER: 94S00-1003-MS-128

ORDER AMENDING INDIANA RULES FOR ADMISSION TO THE BAR  
AND THE DISCIPLINE OF ATTORNEYS

Under the authority vested in this Court pursuant to Article 7, Section 4 of the Indiana Constitution providing for the admission and discipline of attorneys in this state, Admission and Discipline Rule 3, Section 2; Rule 23, Sections 11, 11.1, 16, and 17.4; Rule 27, Section 1; Rule 28; Rule 29; and Mandatory Continuing Legal Education and Mandatory Judicial Education Guidelines are amended to read as follows (deletions shown by ~~striking~~ and new text shown by underlining):

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**Rule 3. Admission of Attorneys**

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**Section 2. Temporary Admission on Petition.**

*(a) Requirements for Temporary Admission on Petition.* The Supreme Court, the Court of Appeals, the Tax Court, or a trial court, in the exercise of discretion, may permit a member of the bar of another state or territory of the United States, or the District of Columbia, not admitted pursuant to Rule 21, to appear in any particular proceeding, only if the court before which the attorney wishes to appear determines that there is good cause for such appearance and that each of the following conditions is met:

...

(4) The attorney files a verified petition, co-signed by co-counsel designated pursuant to subdivision (a)(1), setting forth:

(i) The attorney's residential address, office address, office telephone number, electronic mail address, and the name and address of the attorney's law firm or

employer, if applicable;

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## **Rule 23. Disciplinary Commission and Proceedings**

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### **Section 11. Pre-hearing Procedures**

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(c) After the filing of a complaint with the Clerk, the parties (commission and respondent) may conditionally agree upon the discipline to be imposed, in which event they shall jointly submit to the Division of Supreme Court Administration Office a statement of circumstances which shall contain the charges, the facts agreed to, the facts in dispute, the evidence the parties separately believe would be adduced in a hearing, the charge(s) which the parties agree are established, and the discipline with which the parties are in conditional agreement. Said statement shall also contain an affidavit executed by the respondent stating that the respondent consents to the agreed discipline and that:

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Said statement may also contain any other information that the parties deem relevant, other than statements by witnesses attesting to the character or reputation of the respondent, which statements may not be ~~filed~~submitted.

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### **Section 11.1. Interim and Summary Suspensions**

(a) Upon finding that an attorney has been found guilty of a crime punishable as a felony, the Supreme Court may suspend such attorney from the practice of law pending further order of the Court or final determination of any resulting disciplinary proceeding.

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### **Section 16. Expenses.**

The judgment of this Court imposing discipline will normally include an order that the respondent pay the costs and expenses of the proceeding. The Executive Secretary shall

prepare an itemized statement of expenses allocable to each case, including expenses incurred by the Commission in the course of the investigatory, hearing or review procedures under this rule and costs attributable to the services of the hearing officer. The Executive Secretary shall include in the itemized statement of expenses a fee of ~~one hundred dollars (\$100)~~ two hundred and fifty dollars (\$250) payable to the Clerk, as reimbursement for the Clerk's processing of all papers in connection with the proceeding. Proceedings for the collection of the costs taxed against the respondent may be initiated by the Executive Secretary on the order approving expenses and costs entered by this Court. An attorney who fails to pay costs and expenses assessed pursuant to this section by the due date of the annual registration fee required by Admission and Discipline Rule 2(b) shall be subject to an order of suspension from the practice of law pursuant to Indiana Admission and Discipline Rule 2(h), and shall be reinstated only upon paying the outstanding costs and expenses and submitting to the Clerk a written application for reinstatement and payment of an administrative reinstatement fee of two hundred dollars (\$200).

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#### **Section 17.4. ~~Interim~~ Immediate Suspension**

In addition to a motion for revocation of probation, the Executive Secretary may also file a verified motion setting forth good cause for the immediate ~~interim~~ suspension of the attorney's license to practice. Upon a showing of good cause, the Court may order the attorney's license suspended ~~on an interim basis~~ immediately until such time as the revocation motion has been determined.

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#### **Rule 27. Professional Corporations, Limited Liability Companies and Limited Partnerships**

One or more lawyers may form a professional corporation, limited liability company or a limited liability partnership for the practice of law under Indiana Code 23-1.5-1, IC 23-18-1 and IC 23-4-1, respectively.

**Section 1. General Provisions.** One or more lawyers may form a professional corporation, limited liability company or a limited liability partnership for the practice of law under Indiana Code 23-1.5-1, IC 23-18-1 and IC 23-4-1, respectively.

...

(i) Lawyers seeking to organize or practice by means of a professional corporation, limited liability company or limited liability partnership shall obtain applications to do so and instructions for preparing and submitting these applications from the State Board of Law Examiners. Applications shall be upon a form prescribed by the State Board of Law Examiners. Two copies of the application for a certificate of registration shall be delivered to the State Board of Law Examiners, accompanied by a registration fee of two hundred dollars (\$200.00), plus ten dollars (\$10.00) for each officer, director, shareholder, member, partner, other equity owner or lawyer employee licensed to practice law in Indiana of the professional corporation, limited liability company or limited liability partnership, two copies of a certification of the Clerk of the Supreme Court and Court of Appeals of Indiana that each officer, director, shareholder, member, partner, other equity owner or lawyer employee who will practice law in Indiana holds an unlimited license to practice law in Indiana, and two copies of a certification of the Indiana Disciplinary Commission that each officer, director, shareholder, member, partner, other equity owner or lawyer employee licensed to practice in Indiana has no disciplinary complaints pending against him or her and if he or she does, what the nature of each such complaint is. Applications must be accompanied by four copies of the Articles of Incorporation, Articles of Organization or Registration of the professional corporation, limited liability company or limited liability partnership with appropriate fees for the Secretary of State. All forms are to be filed with the State Board of Law Examiners.

Upon receipt of such application form and fees, the State Board of Law Examiners shall make an investigation of the professional corporation, limited liability company or limited liability partnership in regard to finding that all officers, directors, shareholders, members, partners, other equity owners, managers of lawyer employees licensed to practice law in Indiana are each duly licensed to practice law in Indiana and that all hereinabove outlined elements of this Rule have been fully complied with, and the Clerk of the Supreme Court and Court of Appeals shall likewise certify this fact. The Executive Secretary of the Indiana Disciplinary Commission shall certify whether a disciplinary action is pending against any of the officers, directors, shareholders, members, partners, other equity owners, managers or lawyer employees

licensed to practice [law](#) in Indiana. If it appears that no such disciplinary action is pending and that all officers, directors, shareholders, members, partners, other equity owners, managers of lawyer employees required to be are duly licensed to practice law in Indiana are, and that all hereinabove outlined elements of this Rule have been fully complied with, the Board shall issue a certificate of registration which will remain effective until January 1st of the year following the date of such registration.

Upon written application of the holder, upon a form prescribed by the State Board of Law Examiners, accompanied by a fee of fifty dollars (\$50.00), the Executive Director of the Board shall annually renew the certificate of registration, if the Board finds that the professional corporation, limited liability company or limited liability partnership has complied with the provisions of the statute under which it was formed and this Rule. Such application for renewal shall be filed each year on or before ~~November~~ [June](#) 30th. Within ten (10) days after any change in the officers, directors, shareholders, members, partners, other equity owners or lawyer employees licensed to practice [law](#) in Indiana, a written listing setting forth the names and addresses of each shall be filed with the State Board of Law Examiners with a fee of ten dollars (\$10.00) for each new person listed.

Copies of any amendments to the Articles of Incorporation, Articles of Organization or Registration of the professional corporation, limited liability company or limited liability partnership thereafter filed with the Secretary of State's office shall also be filed with the State Board of Law Examiners.

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**Rule 28. ~~[vacated January 1, 2003]~~ Mandatory Continuing Judicial Education**

**SECTION 1. PURPOSE.**

It is essential to the public that Judges continue their education in order to maintain and increase their professional competence, to fulfill their obligations under the Indiana Code of Judicial Conduct, and to ensure the delivery of quality judicial services to the people of the State of Indiana. The purpose of this Rule is to establish [minimum](#) continuing judicial education requirements for each Judge in the State of Indiana.

## **SECTION 2. DEFINITIONS.**

As used in this Rule:

(a) *Approved Courses* shall mean those Substantive Continuing Judicial and Legal Education Courses and those Non Legal Subject Matter Courses which are approved under the Commission's Accreditation Policies in the Guidelines to this Rule. Any course approved for continuing legal education credit under the Commission's Accreditation Policies is also approved for continuing judicial education credit.

(b) Attorney shall mean a person who has been admitted to practice law in the State of Indiana and whose name appears in the files of the Board of Law Examiners as provided under Admission and Discipline Rule 4.

(c) Bar shall mean the Indiana Bar and includes those persons who are Attorneys under subsection (b) above.

(d) Business Day shall mean Monday, Tuesday, Wednesday, Thursday, and Friday of each week but shall not include Federal or Indiana state holidays.

(e) Clerk shall mean Clerk of the Indiana Supreme Court, Court of Appeals and Tax Court.

(f) Commission shall mean the Indiana Commission For Continuing Legal Education created by Section 4 of Rule 29.

(g) Commissioner shall mean a person who is a member of the Commission.

(h) Educational Period shall mean a three-year period during which a Senior Judge, City or Town Court Judge, Marion County Small Claims Court Judge, or a part-time Court Commissioner or Referee must complete thirty-six (36) hours of Approved Courses.

Educational Periods shall be sequential, in that once a particular three-year period terminates, a new three-year period and thirty-six (36) hour minimum shall commence.

(i) Full-time Court Commissioner or Referee shall mean an attorney serving as a court commissioner or referee in a circuit, superior or probate court and who does not practice law regardless of the number of hours worked per week for the court.

(j) Judge shall mean a regularly sitting Justice of the Indiana Supreme Court, Judge of the Indiana Court of Appeals or Tax Court, Judge of an Indiana circuit, superior or probate court, Magistrate, court commissioner or referee of any such court, Judge of an Indiana city or town court including non-attorney judges, and Senior Judge certified by the Indiana Supreme Court Division of State Court Administration. The term Judge does not include state or

federal administrative law judges. State and federal administrative law judges are governed by the provisions of Admission and Discipline Rule 29.

(k) Judicial Officer Educational Period shall mean a three-year period during which a State Level Judicial Officer (as defined below) must complete fifty-four (54) hours of Approved Courses. Judicial Officer Education Periods shall be sequential in that once a particular three-year period terminates, a new three-year period and fifty-four (54) hour minimum shall commence.

(l) Non-attorney Judge shall mean a person who has been elected to serve as the judge of a city or town court and who is not required by statute to be a licensed attorney to hold the office of city or town court judge.

(m) Non Legal Subject Matter (NLS) Courses shall mean courses that the Commission approves for Non Legal Subject Matter credit pursuant to the Commission's Accreditation Policies in the Guidelines to this Rule because, even though they lack substantive judicial or legal content, they nonetheless enhance an attendee's proficiency in the management or administration of a court.

(n) Part-time Court Commissioner or Referee shall mean an attorney serving as a court commissioner or referee in a circuit, superior or probate court and who continues to practice law regardless of the number of hours worked per week for the court.

(o) State Level Judicial Officer shall mean a sitting Justice of the Indiana Supreme Court, Judge of the Indiana Court of Appeals or Tax Court, Judge of a circuit, superior or probate court, magistrate, and a full-time court commissioner or referee of a circuit, superior or probate court.

(p) Substantive Continuing Judicial and Legal Education Courses shall mean courses that the Commission approves for credit pursuant to the Commission's Accreditation Policies in the Guidelines to this Rule because the course pertains to subject matter having significant intellectual or practical content relating to the administration of justice, the adjudication of cases, the management of cases or court operations by the judicial officer or to the education of judicial officers with respect to their professional or ethical obligations.

(q) Supreme Court shall mean the Supreme Court of the State of Indiana.

(r) Year shall mean calendar year unless otherwise specified in this Rule.

(s) Professional Responsibility Credits shall mean credits for topics that specifically address judicial ethics or professional responsibility. Any course that is approved for ethics or professional responsibility under the Commission’s accreditation policies is also approved for judicial ethics credit.

(t) Distance Education shall mean instructional delivery that does not constrain the student to be physically present in the same location as the instructor and does not require an attendant at the learning site to monitor attendance.

(u) New Judge Orientation Program shall mean the General Jurisdiction Orientation Program conducted by the Indiana Judicial Center.

### **SECTION 3. EDUCATION REQUIREMENTS.**

(a) Every State Level Judicial Officer shall complete no less than fifteen (15) hours of Approved Courses each year and shall complete no less than fifty-four (54) hours of Approved Courses each Judicial Officer Educational Period as defined in Section 2(k). At least five (5) hours of Approved Courses in Professional Responsibility, either as a free standing program or integrated as part of a substantive program, shall be included within the hours of continuing education required during each three (3) year Judicial Officer Educational Period. No more than eighteen (18) hours of the Judicial Officer Educational Period requirement shall be filled by Non Legal Subject Matter Courses. No more than nine (9) hours of the Judicial Officer Educational Period requirement shall be filled through interactive Distance Education. All credits for a single educational activity will be applied in one (1) calendar year.

(b) Any judge not covered by (a) shall complete no less than six (6) hours of Approved Courses each year and shall complete no less than thirty-six (36) hours of Approved Courses each Educational Period as defined in Section 2(h). At least three (3) hours of Approved Courses in Professional Responsibility, either as a free standing program or integrated as part of a substantive program, shall be included within the hours of continuing education required during each three (3) year Educational Period. No more than twelve (12) hours of the Educational Period requirement shall be filled by Non Legal Subject Matter Courses. No more than six (6) hours of the Educational Period requirement shall be filled through interactive Distance Education. No more than three (3) hours of the Educational Period

Requirement shall be filled through in-house education programs in accordance with the Guidelines. All credits for a single educational activity will be applied in one (1) calendar year.

(c) Every Judge of a circuit, superior or probate court first elected or appointed to the bench after January 1, 2006 shall attend the next regularly scheduled New Judge Orientation Program following the date of the judge's election or appointment unless the Chief Justice of Indiana, for good cause shown in a written request, excuses attendance.

(d) For all current sitting State Level Judicial Officers, their existing three-year Continuing Legal Education cycle under Rule 29 terminates as of December 31, 2010. A State Level Judicial Officer's first three (3) year Judicial Officer Educational Period as defined in Section 2(k) of this Rule shall commence on January 1, 2011 with no carry-over hours.

(e) An Attorney serving as a Senior Judge, City or Town Court Judge, Marion County Small Claims Court Judge or a part-time Court Commissioner or Referee shall remain in their current three (3) year cycle established under Section 3(b) of Rule 29. For Non-attorney Judges, the first three year Educational Period shall commence on January 1 of the first full calendar year in office.

(f) In the event an Attorney becomes a State Level Judicial Officer during a three (3) year Educational Period as defined in Section 2(h) of Rule 29, the State Level Judicial Officer must complete the year of appointment with the same requirements as those of an Attorney under Rule 29. Thereafter, a State Level Judicial Officer's Educational Period shall commence January 1 of the first full calendar year in office.

(g) In the event a State Level Judicial Officer ceases to be such an officer within a State Level Judicial Officer Educational Period, the former officer must complete the year and three (3) year Educational Period with the same requirements as those of an Attorney as required by Rule 29 or those of a Senior Judge under Section 3(b) of this Rule if senior judge status is obtained. Hours earned during the State Level Judicial Officer Educational Period will be converted to CLE hours for the remainder of the three year Educational Period.

(h) Educational seminars or programs conducted by the Indiana Judicial Center shall be approved for Substantive Continuing Judicial and Legal Education credit.

(i) A Judge who fails to comply with the educational requirements of this rule shall be subject to suspension from office and to all sanctions under Section 7. A Judge so suspended

shall be automatically reinstated upon compliance with Section 7(b) "Reinstatement Procedures". The Commission shall issue a statement reflecting reinstatement which shall also be sent to the Clerk to show on the Roll of Attorneys that the Judge is in good standing.

#### **SECTION 4. POWERS AND DUTIES OF THE INDIANA COMMISSION FOR CONTINUING LEGAL EDUCATION AND EXECUTIVE DIRECTOR.**

The powers and duties of the Indiana Commission for Continuing Legal Education Executive Director under this Rule shall be the same as under Section 6 of Rule 29.

#### **SECTION 5. EXEMPTIONS AND OTHER RELIEF FROM THE RULE.**

(a) United States Supreme Court Justices, United States Court of Appeals Judges, United States District Court Judges and full-time Magistrates, and United States Bankruptcy Court Judges are exempt from this Rule and Rule 29 on Mandatory Continuing Legal Education. The educational requirements imposed on such judges and full-time magistrates by federal rules are deemed to satisfy the requirements of this Rule and Rule 29.

(b) A Judge shall be exempted from the educational requirements of the Rule for such period of time as shall be deemed reasonable by the Commission upon the filing of a verified petition with the Commission and a finding by the Commission that special circumstances unique to the petitioning Judge have created undue hardship. Subsequent exemptions may be granted.

(c) A Judge who is physically impaired shall be entitled to establish an alternative method of completing the educational requirements of this Rule upon the filing of a verified petition with the Commission and a finding by the Commission that the alternative method proposed is necessary and consistent with the educational intent of this Rule. Any petition filed under this subsection shall contain a description of the physical impairment, a statement from a physician as to the nature and duration of the impairment, a waiver of any privileged information as to the impairment and a detailed proposal for an alternative educational method.

(d) A Judge who believes that he or she will be unable to make timely compliance with the educational requirements imposed by this Rule may seek relief from a specific compliance date by filing a verified petition with the Commission. The petition shall set forth reasons

from which the Commission can determine whether to extend such compliance date. A petition seeking such an extension of time must be filed as much in advance of the applicable compliance date as the reasons which form the basis of the request afford. The Commission, upon receipt and consideration of such petition, shall decide if sufficient reasons exist, and may grant an extension for such period of time as shall be deemed reasonable by the Commission. In no event shall such an extension be granted beyond the time when the next compliance date, as required by the Rule, occurs.

#### **SECTION 6. ANNUAL REPORTING TO JUDGES.**

(a) On or before September 1 of each year, the Commission shall mail or electronically transmit to each Judge, a statement showing the Approved Courses which the Judge is credited on the records of the Commission with having attended during the current year and the current Educational Period. This statement will be sent to the mailing or e-mail address for the Judge listed on the Roll of Attorneys maintained by the Clerk. A Judge shall at all times keep his or her address and e-mail address current with the Roll of Attorneys. If the Judge has completed the minimum hours for the year or Educational Period, the statement will so reflect and inform the Judge that he or she is currently in compliance with the education requirements of the Rule. It shall not be a defense to noncompliance that a Judge has not received an annual statement. Additional statements will be provided to a Judge upon written request and a five dollar (\$5.00) fee made payable to the Continuing Legal Education Fund.

If the statement shows the Judge is deficient in educational hours, but the Judge believes he or she is in compliance for the year or Educational Period the Judge shall file a letter of explanation, a Sponsor certification of course attendance, a personal affidavit of attendance, and an application for course accreditation. The documents required by this subsection shall be filed by December 31 of the year or Educational Period in question unless an extension of time to file the same has been granted by the Commission. When a Judge has resolved the above discrepancies, the Commission shall issue a statement showing that the Judge is in compliance with the Rule for the year or Educational Period. In the event credit is not granted, the Judge shall have thirty (30) days after written notification of that fact to comply with the educational requirements. Failure to do so will result in referral to the Supreme Court for suspension.

(b) If the statement incorrectly reflects that the Attorney or Judge has completed the minimum hours for the year or the Educational Period, then it shall be the duty of the Attorney or Judge to notify the Commission and to complete the educational requirements mandated by this Rule.

## **SECTION 7. SANCTIONS AND REINSTATEMENTS.**

(a) *Sanctions.* On January 1, a one-hundred fifty dollar (\$150.00) late fee accrues against each Judge who has not met his/her yearly or Educational Period requirements for the period ending December 31st of the previous year. On February 1 of each year the Commission shall mail a notice assessing a one-hundred fifty dollar (\$150.00) late fee to those Judges who are shown as not having completed the yearly or Educational Period requirements. The Commission will consider the Judge delinquent for Continuing Judicial Education (CJE) until both certification of attendance at an approved program and payment of the late fee are received. Late fees and surcharges are to be deposited by the Commission immediately upon receipt. If the delinquent Judge has not fulfilled the yearly or educational period requirements at the time the Court issues an order suspending that Judge from office and the practice of law, the delinquency fee is forfeited. If the Judge is reinstated to the office and the practice of law pursuant to the provisions of Admission and Discipline Rule 28(7) within one year of suspension, any forfeited late fee shall be credited toward the reinstatement fee. A one hundred dollar (\$100.00) surcharge will be added to the late fee for each consecutive year for which a Judge fails to timely comply with CJE requirements.

On May 1 of each year, a list of those Judges still failing to complete the yearly or Educational Period requirements will be submitted to the Supreme Court for immediate suspension from practice of law and suspension from the office of judge. These Judges will suffer the suspension of their license to practice law and suspension from the office of judge and all related penalties until they are reinstated.

(b) *Reinstatement Procedures.* A Judge suspended shall be automatically reinstated upon petition to the Commission and payment of a two hundred dollar (\$200.00) reinstatement fee in addition to any applicable surcharge. The petition must demonstrate the petitioner's compliance according to the following reinstatement schedule:

(1) for a suspension of one (1) year or less the petitioner must, between the date of suspension and the date of the petition for reinstatement:

(i) complete the hours required to satisfy the deficiency which resulted in the suspension; and

(ii) complete six (6) additional hours of Approved Courses in a separate course or courses;

(2) for a suspension of more than one (1) year a petitioner must, between the date of suspension and the date of the petition for reinstatement:

(i) complete the hours required to satisfy the deficiency which resulted in the suspension;

(ii) complete thirty-six (36) hours of Approved Courses, twelve (12) hours of which must have been completed within the last twelve (12) month period prior to the date of the petition; and

(iii) begin a new Educational Period as of January 1st of the year of reinstatement pursuant to Section 3(a) of this Rule.

The Commission shall issue a statement reflecting reinstatement which shall also be sent to the Clerk to show on the Roll of Attorneys that the Judge is in good standing. A Judge suspended by the Supreme Court who continues to hold office or practice law shall be subject to the sanctions by the Supreme Court.

Extensions to provide course attendance certifications for courses which were timely taken may be granted for good cause shown; extensions of time to complete educational requirements are not permitted except under Section 5 of this Rule. Providing or procuring of false certifications of attendance at educational courses shall be subject to appropriate discipline under the Admission and Discipline Rules.

### **SECTION 8. DISPUTES REGARDING COMMISSION RECORDS.**

Any Judge who disagrees with the records of the Commission in regard to the credits recorded for the Judge during the current year or Educational Period and is unable to resolve the disagreement pursuant to Section 6 of this Rule, may petition the Commission for a determination as to the credits to which the Judge is entitled. Petitions pursuant to this Section shall be considered by the Commission at its next regular or special meeting, provided that the petition is received by the Commission at least ten (10) business days

before such meeting. The Judge filing the petition shall have the right to attend the Commission meeting at which the petition is considered and to present relevant evidence and arguments to the Commission. The rules of pleading and practice in civil cases shall not apply, and the proceedings shall be informal. The determination of the Commission shall be final as to the number of credits for the Judge and shall be appealable directly to the Supreme Court. In the event of a good faith dispute which is not resolved pursuant to Section 6, the educational and reporting deadlines of this Rule shall be extended until thirty (30) days after the full Commission has ruled on the disputed issue, or if an appeal is taken, until thirty (30) days after the Supreme Court has ruled on the disputed issue.

#### **SECTION 9. PETITIONS.**

Any petition filed with the Commission pursuant to this Rule shall be in writing and shall be signed and verified by the Judge seeking relief. The petition shall be sent by registered or certified mail to the attention of the Executive Director at the Commission's offices at the address shown on the most recent statements or on the Commission's web page pursuant to Section 6 of this Rule.

#### **SECTION 10. CONFIDENTIALITY.**

Unless otherwise directed by the Supreme Court or by another court having jurisdiction, the files, records and proceedings of the Commission, as they may relate to or arise out of a Judge or Sponsor attempting to satisfy the continuing judicial educational requirements of this Rule shall be confidential and shall not be disclosed except in furtherance of the duties of the Commission or upon the request of the Judge or Sponsor affected.

#### **SECTION 11. CONFLICT OF INTEREST.**

A member, agent or administrator of the Commission shall abstain from participating in any decision involving a sponsor or provider of educational services of which he or she is an officer. A member, agent or administrator of the Commission shall not be an employee of an entity principally engaged in sponsoring or providing continuing legal education services.

### **Rule 29. Mandatory Continuing Legal Education**

#### **SECTION 1. PURPOSE.**

The purpose of this Rule is to establish ~~minimal~~minimum continuing legal education

requirements for each Attorney admitted to the Bar of the State of Indiana. ~~and each non-attorney judge. The minimum continuing education requirements for an Attorney who serves as a Judge in the State of Indiana shall be governed by the provisions of Admission and Discipline Rule 28.~~

## **SECTION 2. DEFINITIONS.**

As used in this Rule:

(a) *Approved Courses* shall mean those Substantive Legal Courses and those Non Legal Subject Matter Courses (as defined below) which are approved under the Commission's Accreditation Policies in the Guidelines to this Rule.

(b) *Attorney* shall mean a person who has been admitted to practice law in the State of Indiana and whose name appears in the files of the Board of Law Examiners as provided under Admission and Discipline Rule 4. The term Attorney includes a state or federal administrative law judge.

(c) *Bar* shall mean the Indiana Bar and includes those persons who are Attorneys under subsection (b) above.

(d) *Business Day* shall mean Monday, Tuesday, Wednesday, Thursday, and Friday of each week but shall not include Federal or Indiana state holidays.

(e) *Clerk* shall mean Clerk of the Indiana Supreme Court, Court of Appeals and Tax Court.

(f) *Commission* shall mean the Indiana Commission For Continuing Legal Education created by Section 4 of this Rule.

(g) *Commissioner* shall mean a person who is a member of the Commission.

(h) *Educational Period* shall mean a three-year period during which an Attorney ~~or Judge~~ must complete thirty-six (36) hours of Approved Courses. Educational Periods shall be sequential, in that once an Attorney's particular three-year period terminates, a new three-year period and thirty-six hour minimum shall commence.

(i) ~~Judge shall mean a regularly sitting Judge or other Judicial Officer in Indiana, including non-attorney Judges. [Deleted, eff. January 1, 2011]~~

(j) *Non Legal Subject Matter (NLS) Courses* shall mean courses that the Commission approves for Non Legal Subject Matter credit pursuant to Section 3(a) of this Rule because, even though they lack substantive legal content, they nonetheless enhance an attendee's proficiency in the attorney's practice of law.

(k) *Supreme Court* shall mean the Supreme Court of the State of Indiana.

(l) *Year* shall mean calendar year unless otherwise specified in this Rule.

(m) *Professional Responsibility Credits* shall mean credits for topics that specifically address legal ethics or professional responsibility.

(n) *Distance Education* shall mean instructional delivery that does not constrain the student to be physically present in the same location as the instructor and does not require an attendant at the learning site to monitor attendance.

~~(o) *New Judge Orientation Program* shall mean the General Jurisdiction Orientation Program conducted by the Indiana Judicial Center.~~

### **SECTION 3. EDUCATION REQUIREMENTS.**

(a) Every Attorney, except as provided below, ~~and every Judge of a city, town or Marion County small claims court, who is not licensed as an Attorney,~~ shall complete no less than six (6) hours of Approved Courses each year and shall complete no less than thirty-six (36) hours of Approved Courses each Educational Period. At least three (3) hours of Approved Courses in professional responsibility shall be included within the hours of continuing legal education required during each three-~~(3)~~ year Educational Period. Such hours may be integrated as part of a substantive program or as a free standing program. ~~All credits for a single educational activity will be applied in one (1) calendar year.~~ No more than twelve (12) hours of the Educational Period requirement shall be filled by Non Legal Subject Matter Courses. No more than six (6) hours of the Educational Period requirement shall be filled through interactive Distance Education. No more than three (3) hours of the Educational Period requirement shall be filled through in-house education programs in accordance with the Guidelines. All credits for a single educational activity will be applied in one (1) calendar year.

~~(b) Every Trial Judge of a circuit, superior, probate or county court first elected or appointed to the bench after January 1, 2006 shall attend the next regularly scheduled New Judge Orientation Program following the date of the Judge's election or appointment unless the Chief Justice of Indiana, for good cause shown in a written request, excused the Judge.~~  
[\[Deleted, eff. January 1, 2011\]](#)

(c) Attorneys admitted to the Indiana Bar before December 31, 1998, on the basis of successfully passing the Indiana Bar examination, shall have a grace period of three (3) years

commencing on January 1 of the year of admission and then shall commence meeting the minimum yearly and Educational Period requirements thereafter. Attorneys admitted after December 31, 1998, shall commence meeting the yearly and Educational Period requirements starting on January 1 after the year of their admission by completing programs designated by the Commission as appropriate for new lawyers.

For Attorneys admitted after December 31, 1998, at least six (6) of the thirty-six (36) Educational Period ~~R~~requirements shall be satisfied by attending an Applied Professionalism Program for Newly Admitted Attorneys which has been accredited by the Commission.

(d) Attorneys admitted on foreign license or Attorneys who terminate their inactive status shall have no grace period. Their first three-year Educational Period shall commence on January 1 of the year of admission or termination of inactive status.

~~(e) For Judges of city, town and Marion County small claims courts, who are not Attorneys, the first three year Educational Period shall commence on January 1 of the first full calendar year in office.~~

~~A Judge who fails to comply with the educational requirements of this rule shall be subject to suspension from office and to all sanctions under Section 10. A Judge so suspended shall be automatically reinstated upon compliance with Section 10(b) "Reinstatement Procedures". The Commission shall issue a statement reflecting reinstatement which shall also be sent to the Clerk to show on the Roll of Attorneys that the Judge is in good standing. [Deleted, eff. January 1, 2011]~~

(f) In recognition of the nature of the work, commitment of time, and the benefit of Attorney participation in the Indiana General Assembly, during an Attorney's Educational Period, for each calendar year in which the Attorney serves as a member of the Indiana General Assembly for more than six (6) months, the Attorney's minimum number of continuing legal education hours for that Educational Period shall be reduced by six (6) hours.

...

## **SECTION 6. POWERS AND DUTIES OF THE COMMISSION AND EXECUTIVE DIRECTOR.**

(a) In addition to the powers and duties set forth in this Rule or Rule 28, the Commission shall have the power and duty to:

...

## **SECTION 8. EXEMPTIONS AND OTHER RELIEF FROM THE RULE.**

(a) An Attorney ~~or Judge~~ shall be exempted from the educational requirements of the Rule for such period of time as shall be deemed reasonable by the Commission upon the filing of a verified petition with the Commission and a finding by the Commission that special circumstances unique to the petitioning Attorney ~~or Judge~~ have created undue hardship. Subsequent exemptions may be granted.

~~(b) The educational requirements imposed on Judges and full-time magistrates of the United States Supreme Court, Courts of Appeal, District Courts and Bankruptcy Courts are deemed to satisfy the requirements of this Rule. Thus such Judges and magistrates shall be exempt from this Rule. [Deleted, eff. January 1, 2011]~~

(c) An Attorney ~~or Judge~~ who is physically impaired shall be entitled to establish an alternative method of completing the educational requirements of this Rule upon the filing of a verified petition with the Commission and a finding by the Commission that the alternative method proposed is necessary and consistent with the educational intent of this Rule. Any petition filed under this subsection shall contain a description of the physical impairment, a statement from a physician as to the nature and duration of the impairment, a waiver of any privileged information as to the impairment, and a detailed proposal for an alternative educational method.

(d) An Attorney shall be exempt from the educational and reporting requirements of this Rule if the Attorney has filed an affidavit of inactivity or a retirement affidavit under Section 21(b) of Rule 23 of the Supreme Court. An Attorney who has been inactive for less than a year, and desires to resume active status, shall complete any balance of his or her yearly or Educational Period requirements as of the date of inactive status.

(e) An Attorney ~~or Judge~~ who believes that he or she will be unable to make timely compliance with the educational requirements imposed by this Rule may seek relief from a specific compliance date by filing a verified petition with the Commission. The petition shall set forth reasons from which the Commission can determine whether to extend such compliance date. A petition seeking such an extension of time must be filed as much in

advance of the applicable compliance date as the reasons which form the basis of the request afford. The Commission, upon receipt and consideration of such petition, shall decide if sufficient reasons exist, and may grant an extension for such period of time as shall be deemed reasonable by the Commission. In no event shall such an extension be granted beyond the time when the next compliance date, as required by the Rule, occurs.

#### **SECTION 9. ANNUAL REPORTING TO ATTORNEYS AND JUDGES.**

(a) On or before September ~~October~~-1 of each year, the Commission shall mail or electronically transmit to each Attorney ~~or Judge~~, a statement showing the Approved Courses which the Attorney ~~or Judge~~ is credited on the records of the Commission with having attended during the current year and the current Educational Period. This statement will be sent to the mail or e-mail address for the Attorney ~~or Judge~~ listed on the Roll of Attorneys maintained by the Clerk. An Attorney ~~or Judge~~ shall at all times keep his or her mailing or e-mail address current with the Roll of Attorneys. If the Attorney ~~or Judge~~ has completed the minimum hours for the year or Educational Period, the statement will so reflect and inform the Attorney ~~or Judge~~ that he or she is currently in compliance with the education requirements of the Rule. It shall not be a defense to noncompliance that an Attorney ~~or Judge~~ has not received an annual statement. Additional statements will be provided to an Attorney ~~or Judge~~ upon written request and a five dollar (\$5.00) fee made payable to the Continuing Legal Education Fund.

If the statement shows the Attorney ~~or Judge~~ is deficient in educational hours, but the Attorney ~~or Judge~~ believes he or she is in compliance for the year or Educational Period the Attorney ~~or Judge~~ shall file a letter of explanation, a Sponsor certification of course attendance, a personal affidavit of attendance, and an application for course accreditation. The documents required by this subsection shall be filed by December 31 of the year or Educational Period in question unless an extension of time to file the same has been granted by the Commission. When an Attorney ~~or Judge~~ has resolved the above discrepancies, the Commission shall issue a statement showing that the Attorney ~~or Judge~~ is in compliance with the Rule for the year or Educational Period. In the event credit is not granted, the Attorney ~~or Judge~~ shall have thirty (30) days after written notification of that fact to comply with the educational requirements. Failure to do so will result in referral to the Supreme Court for suspension.

(b) If the statement incorrectly reflects that the Attorney ~~or Judge~~ has completed the minimum hours for the year or the Educational Period, then it shall be the duty of the Attorney ~~or Judge~~ to notify the Commission and to complete the educational requirements mandated by this Rule.

## **SECTION 10. SANCTIONS AND REINSTATEMENTS.**

(a) *Sanctions.* On January 1, a one hundred fifty dollar (\$150.00) late fee accrues against each Attorney ~~or Judge~~ who has not met his/her yearly or Educational Period requirements for the period ending December 31st of the previous year. On February 1 of each year the Commission shall mail a notice assessing a one hundred fifty dollar (\$150.00) late fee to those Attorneys ~~or Judges~~ who are shown as not having completed the yearly or Educational Period requirements. The Commission will consider the Attorney ~~or Judge~~ delinquent for CLE until both certification of attendance at a CLE program and payment of the late fee are received. Late fees and surcharges are to be deposited by the Commission immediately upon receipt. If the delinquent Attorney ~~or Judge~~ has not fulfilled the yearly or ~~e~~Educational ~~p~~Period requirements at the time the Court issues an order suspending that Attorney ~~or Judge~~, the delinquency fee is forfeited. If the Attorney ~~or Judge~~ is reinstated to the practice of law pursuant to the provisions of Admission and Discipline Rule 29(10) within one (1) year of suspension, any forfeited late fee shall be credited toward the reinstatement fee. A one hundred dollar (\$100.00) surcharge will be added to the late fee for each consecutive year for which an Attorney ~~or Judge~~ fails to timely comply with CLE requirements.

On May 1 of each year, a list of those Attorneys ~~or Judges~~ still failing to complete the yearly or Educational Period requirements will be submitted to the Supreme Court for immediate suspension from the practice of law. These Attorneys ~~or Judges~~ will suffer the suspension of their license to practice law and all related penalties until they are reinstated.

(b) *Reinstatement Procedures.* An Attorney ~~or Judge~~ suspended shall be automatically reinstated upon petition to the Commission and payment of a two hundred dollar (\$200.00) reinstatement fee in addition to any applicable surcharge. The petition must demonstrate the petitioner's compliance according to the following reinstatement schedule:

- (1) for a suspension of one (1) year or less the petitioner must, between the date of suspension and the date of the petition for reinstatement:

- (~~ai~~) complete the hours required to satisfy the deficiency which resulted in the suspension; and
  - (~~bii~~) complete six (6) additional hours of Approved Courses in a separate course or courses;
- (2) for a suspension of more than one (1) year a petitioner must, between the date of suspension and the date of the petition for reinstatement:
- (~~ai~~) complete the hours required to satisfy the deficiency which resulted in the suspension;
  - (~~bii~~) complete thirty-six 36 hours of Approved Courses, twelve (12) hours of which must have been completed within the last twelve (12) month period prior to the date of the petition; and
  - (~~eiii~~) begin a new Educational Period as of January 1st of the year of reinstatement pursuant to Section 3(a) of this Rule.

The Commission shall issue a statement reflecting reinstatement which shall also be sent to the Clerk to show on the ~~r~~Roll of ~~a~~Attorneys that the Attorney ~~or Judge~~ is in good standing. An Attorney suspended by the Supreme Court who continues to practice law shall be subject to the sanctions for the unauthorized practice of law.

Extensions to provide course attendance certifications for courses which were timely taken may be granted for good cause shown; extensions of time to complete educational requirements are not permitted except under ~~Section 8~~ Section 8 of this Rule. Providing or procuring of false certifications of attendance at educational courses shall be subject to appropriate discipline under the Admission and Discipline Rules.

#### **SECTION 11. DISPUTES REGARDING COMMISSION RECORDS.**

Any Attorney ~~or Judge~~ who disagrees with the records of the Commission in regard to the credits recorded for the Attorney ~~or Judge~~ during the current year or Educational Period and is unable to resolve the disagreement pursuant to Section 9 of this Rule, may petition the Commission for a determination as to the credits to which the Attorney ~~or Judge~~ is entitled. Petitions pursuant to this Section shall be considered by the Commission at its next regular or special meeting, provided that the petition is received by the Commission at least ten (10) business days before such meeting. The Attorney ~~or Judge~~ filing the petition shall have the right to attend the Commission meeting at which the petition is considered and to present

relevant evidence and arguments to the Commission. The rules of pleading and practice in civil cases shall not apply, and the proceedings shall be informal. The determination of the Commission shall be final as to the number of credits for the Attorney ~~or Judge~~ and shall be appealable directly to the Supreme Court. In the event of a good faith dispute which is not resolved pursuant to Section 9, the educational and reporting deadlines of this Rule shall be extended until thirty (30) days after the full Commission has ruled on the disputed issue, or if an appeal is taken, until thirty (30) days after the Supreme Court has ruled on the disputed issue.

### **SECTION 12. PETITIONS.**

Any petition filed with the Commission pursuant to this Rule shall be in writing and shall be signed and verified by the Attorney ~~or Judge~~ seeking relief. The petition shall be sent by registered or certified mail to the attention of the Executive Director at the Commission's offices at the address shown on the most recent statements ~~or Commission's web page sent~~ pursuant to Section 9 of this Rule.

### **SECTION 13. CONFIDENTIALITY.**

Unless otherwise directed by the Supreme Court or by another court having jurisdiction, the files, records, and proceedings of the Commission, as they may relate to or arise out of an Attorney, ~~Judge~~, Mediator, or Sponsor attempting to satisfy the continuing legal educational requirements of this Rule, or the requirements of the Indiana Alternative Dispute Resolution Rules shall be confidential and shall not be disclosed except in furtherance of the duties of the Commission or upon the request of the Attorney, ~~Judge~~, Mediator, or Sponsor affected.

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## **Mandatory Continuing Legal Education and Mandatory Judicial Education Guidelines**

### **SECTION 1. AUTHORITY AND PUBLICATION OF GUIDELINES.**

These guidelines have been adopted by the Court under Section 4 of Rule 28 and Section 6(a) of ~~the~~ Rule 29 in furtherance of the efficient discharge of the Commission's duties.

The Commission shall:

- (a) file a copy of these guidelines with the Clerk;

- (b) cause these guidelines to be published from time to time as revised in a pamphlet, ~~or~~ brochure, or the Internet along with the full text of the Rule 28 and 29 and any other materials deemed useful by the Commission in assisting Attorneys, Judges, and Sponsors to understand and comply with the Rule;
- (c) cause these guidelines and the full text of the Rules to be sent to the West Publishing Company of St. Paul, Minnesota, with a request that they be published in the *Northeast Reporter*; and
- (d) cause these guidelines and the full text of the Rules to be sent to the Editors of *Res Gestae* with a request that they be published.

## **SECTION 2. DEFINITIONS.**

All of the definitions found in Section 2 of the Rule 28 and 29 are applicable in these guidelines. In addition, as used in these guidelines:

- (a) Approved Courses means any course, approved by the Commission under Section 3 of these Guidelines, or conducted by an Approved Sponsor which meets the requirements of Section 3 of these Guidelines.
- (b) Approved Sponsor means any person approved under Section 4 of these Guidelines.
- (c) Course means any educational seminar, institute, or program which is designed to contribute to the continuing legal education of Attorneys and the continuing judicial and legal education of Judges.
- (d) Enroll means registration for and attendance at a course.
- (e) Person means an individual, partnership, corporation, or any other organization.
- (f) Rule means Admission and Discipline Rule 28 on Mandatory Continuing Judicial Education and Admission and Discipline Rule 29 on Mandatory Continuing Legal Education.
- (g) Sponsor means a Person who conducts or presents a course.

## **SECTION 3. ACCREDITATION POLICIES.**

(a) *Approval of Courses.* The Commission shall approve the course if it determines that the course will make a significant contribution to the professional competency of Attorneys or Judges who enroll. In determining if a course meets this standard the Commission shall consider whether:

- (1) the course has substantial legal content.
- (2) the course has substantial judicial content and constitutes an organized program of learning which contributes directly to the professional competency of a Judge.
- (3) the course deals with matters related directly to the practice of law or the professional responsibility of Attorneys or Judges.
- (4) the course pertains to subject matter having significant intellectual or practical content relating to the administration of justice, the adjudication of cases, the management of case or court operations by a Judge, or to the education of Judges with respect to their professional or ethical obligations.
- (53) each faculty member who has teaching responsibility in the course is qualified by academic work or practical experience to teach the assigned subject.
- (64) the physical setting for the course is suitable, including the availability of a writing surface and accessibility to persons with disabilities.
- (75) high quality written materials including notes and outlines are available at or prior to the time the course is offered to all Attorneys or Judges who enroll.
- (86) the course is of sufficient length to provide a substantial educational experience. Courses of less than one (1) hour will be reviewed carefully to determine if they furnish a substantial educational experience.
- (97) there are live presentations; or there is a licensed Indiana Attorney, whose function shall be to certify attendance to accompany the replaying of tapes.
- (108) the applicant has sufficiently identified those portions of a seminar that should be accredited. It shall be the duty of an applicant to apply separately for accreditation of the legal portions of a seminar, where the substance of a seminar is not entirely legal. The Commission may deny accreditation for an entire program where separate application is not made and where a significant portion of the program is not continuing legal education.
- (119) the course is designed for and targeted to Attorneys or Judges.
- (1240) any attendance restrictions are grounded in a bona fide educational objective to enhance the Continuing Judicial Education or CLE Continuing Legal Education activity. The Commission may deny accreditation to any course that restricts or that a reasonable person would perceive to restrict attendance based upon a classification protected by

Indiana state law, federal law or by the Indiana Rules of Professional Conduct.

(b) *Approval of Other Educational Activities.*

(1) Credit may be given for the following legal subject matter courses:

(~~ai~~) *Law School Courses.* An Attorney or Judge who attends a regularly conducted class at a law school approved by the American Bar Association. The number of credits may not exceed twenty-four (24) hours for a single law school activity.

(~~bii~~) *Bar Review Courses.* An Attorney or Judge who completes a bar review course may apply for continuing legal education credit. The number of credits may not exceed twenty-four (24) hours for the course.

(~~eiii~~) *Commission-Accredited Basic Mediation Training Course.* An Attorney or Judge who completes a basic mediation training course approved by the Commission for mediation training shall receive twenty-four (24) hours.

(~~dii~~) *Court Administration Courses.* Courses directed at improving docket management and court administration shall be approved.

(~~ev~~) *Ethics Concentrated Law Firm Management Courses.* An Attorney or Judge who attends a law firm management course with a concentration on: Trust accounting, ethical client contact, and ethical use of staff and resources, may apply for credit. Any portion of the course dealing with marketing of services or profit enhancement will be denied credit.

(~~fyi~~) *Teaching Approved Courses.* An Attorney or Judge who participates as a teacher, lecturer, panelist, or author in an approved course will receive credit for:

(~~iA~~) Four (4) hours of either approved continuing legal education or continuing judicial education, as applicable, for every hour spent in presentation.

(~~iiB~~) One (1) hour of either continuing legal education credit or continuing judicial education, as applicable, for every four (4) hours of preparation time (up to a maximum of six (6) hours of credit) for a contributing author who does not make a presentation relating to the materials prepared.

(~~iiiC~~) One (1) hour of either approved continuing legal education or continuing judicial education, as applicable for every hour the Attorney or Judge spends in attendance at sessions of a course other than those in which the Attorney or Judge participates as a teacher, lecturer or panel member.

~~(ivD)~~ Attorneys or Judges will not receive credit for acting as a speaker, lecturer, or panelist on a program directed to non-attorneys.

(2) Subject to the 12-hour limitation set forth in [Rule 28, Section 3\(b\) and Rule 29, Section 3\(a\)](#) and the 18-hour limitation set forth in [Rule 28, Section 3\(a\)](#), credit may also be given for [Non Legal Subject Matter \(NLS\) eCourses](#).

~~(ai)~~ *Sponsor Applications for NLS eCourse Approval.* A sponsor may apply for and receive accreditation of an NLS course. An NLS course may be approved without reference to Section 3(a)(1) of these guidelines. The following is a non-exclusive list of courses that may be accredited under this section:

~~(iA)~~ *Law fFirm #MManagement eCourses.* A Sponsor may apply for accreditation of a law office management course that does not meet the criteria of [\(eb\(1\)\(v\)\)](#) Ethics Concentrated Law Firm Management courses (above). To be accredited, the course must deal with law firm management as opposed to office management in general. Further, the course must be directed to Attorneys or law office administrators. Any portions of the course dealing mainly with profit enhancement or marketing of services will be denied credit.

~~(#B)~~ *Medicine.* Orthopaedics or Anatomy for Lawyers.

~~(##C)~~ Accounting for Lawyers.

~~(ivD)~~ *Teaching Administration Skills for Law School Teachers.*

~~(vE)~~ *Wellness Courses specifically targeted to Attorneys and Judges.*

~~(bii)~~ *Attorney Application for NLS Course Approval.* In addition, individual Attorneys and Judges may apply for NLS credit for a course that does not deal with matters directly related to the practice of law. NLS credit may be approved without reference to Sections 3 (a)(1), [\(23\)](#), and [\(911\)](#) of these guidelines if the course directly related to a subject matter directly applicable to the applicant's practice. The following are non-exclusive examples of courses for which individual credit may be awarded under this provision:

~~(iA)~~ Courses in anatomy or other fields of medicine, when credit is sought by an Attorney whose practice includes medical malpractice.

~~(#B)~~ Courses in construction, engineering, or architecture, when credit is sought by an Attorney whose practice includes construction contracting or litigation.

(iii) Courses in financial planning, when credit is sought by an Attorney whose practice includes estate planning.

(3) Professional Responsibility Credit shall be given when a topic has professional responsibility or ethics as its main focus, and the course has at least one-half (1/2) hour of professional responsibility content.

(ai) An Approved Sponsor must separately designate Professional Responsibility Credits when certifying attendance to the Commission.

(bii) A Non-Approved Sponsor must separately request Professional Responsibility Credits on an application provided by the Commission.

(4) Approved In-house education. In-house programs include those primarily designed for the exclusive benefit of Attorneys employed by a private organization or law firm. In-house programs also include those programs presented only to those Attorneys and/or their clients, even if the program was not designed for those Attorneys. Attorneys within related companies are considered to be employed by the same organization or law firm for purposes of this Rule. In-house education programs may become approved where the education is provided by a Judge, Attorney or Sponsor of legal education who is not a member, employee or acting of counsel of the participating organization or law firm. In-house CLE is subject to the following limitations and requirements:

(ai) Limited credit may be given for courses taught in-house. Non-governmental or non-academic Attorneys may report up to three (3) hours per three-year educational period for in-house programs that have been accredited by the Commission. Governmental or academic Attorney employees may receive unlimited CLE for these courses sponsored by their employers for the exclusive benefit of their Attorney employees.

(bii) To be accredited, the Attorney or Sponsor must apply for accreditation at least thirty (30) days before the course is presented, using an Application for Accreditation. Additionally, the Sponsor or Attorney must demonstrate the facts set forth in paragraph 6 below.

(5) Distance education courses. Limited credit may be given for courses taken through distance education methods. Subject to the six (6) hour limitation found in Rule 28, Section 3(b) and Rule 29, Section 3(a) and the nine (9) hour limitation found in Rule 28,

Section 3(a). ~~An~~ Attorney or Judge may receive ~~up to six (6) hours of~~ CLE or CJE through interactive distance education during an educational period. To be accredited, the Attorney, Judge or Sponsor must apply for accreditation at least 30 days before the course is presented using an Application for Accreditation. Additionally, the Sponsor, Attorney or Judge must demonstrate the facts set forth in paragraph 6 below.

(6) Accreditation of in-house and distance education courses. The Sponsor, Attorney, or Judge must demonstrate that:

(~~a~~i) the course is designed for and targeted to Attorneys or Judges;

(~~b~~ii) continuing attendance is monitored and evidence of continuing attendance and/or participation is provided by the ~~s~~Sponsor to the Commission in conformance with such guidelines as the Commission may develop;

(~~e~~iii) the Sponsor will provide a certificate of continuing attendance to the Commission;

(~~d~~iv) in content and style the program meets standards of educational quality as determined by the Commission;

(~~e~~v) in the case of distance education courses, meaningful technical assistance will be provided at times and in ways reasonable to the attendee;

(~~f~~vi) the course has substantial legal or judicial content (non legal subject credit is not available through in-house programs);

(~~g~~vii) the course deals with matters related directly to the practice of law, management or administration of court, the adjudication of cases, or the professional responsibility of Attorneys or Judges;

(~~h~~viii) each faculty member who has teaching responsibility in the course is qualified by academic work or practical experience to teach the assigned subject;

(~~i~~x) high quality written materials are available either through paper format or electronic format to accompany the instruction either at or prior to the time the course is offered;

(~~j~~x) in the case of distance education courses, the program is not text-based;

(~~k~~xi) in the case of distance education courses, either audio or video or both are provided; and,

(~~l~~xii) the Sponsor will allow the Commission and its Executive Director or designated

appointee to audit the course for regulation purposes.

(7) Credit will be denied for the following activities:

(~~ai~~) Legislative, lobbying or other law-making activities; and,

(~~bii~~) Self-study activities. Courses or activities completed by self-study will be denied credit unless approved under Section 8(c) of this rule.

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#### **SECTION 4. APPROVAL OF SPONSORS.**

(a) **Procedure.** A Person may apply to the Commission for approval as a Sponsor of continuing legal or judicial education activity. The application submitted to the Commission must contain the information required by and be in the form approved by the Commission and available upon request in the Commission office. A Person becomes an Approved Sponsor when the Commission places a Person's name on the list of Approved Sponsors.

(b) **Standard for Approval.** The Commission shall approve the Person as a Sponsor if the Commission finds that the Person has conducted and is prepared to conduct on a regular basis programs which, if considered on an individual basis, would satisfy the standards for course approval set out in Section 3(a) of these Guidelines.

In order to determine whether a Sponsor should be granted Approved Sponsor status, the Commission may consider the following:

(1) Whether the Sponsor has presented a minimum of an average of five (5) Approved Courses per year for the previous three (3) years.

(2) Whether the courses within the previous three (3) years were substantively legal or judicial in nature and primarily targeted to Attorneys or Judges.

(3) Whether the Sponsor has observed Commission Rules, Guidelines and Policies with regard to advertising, application requirements and attendance reporting.

(4) Whether courses within the previous three (3) years were high quality and advanced the education of Attorneys or Judges.

(5) Whether the Sponsor has substantially complied with requests from the Commission.

(6) Whether courses have been denied accreditation by the Commission during the previous three (3) years and the reasons for the denials.

(c) **Review of Approved Sponsors.** The Commission shall periodically audit Approved

Sponsors. If the Person fails to conduct approvable courses on a regular basis, the Person shall be removed from the Commission's list of Approved Sponsors. In order to remain an Approved Sponsor, a Sponsor must certify to the Commission the name and attorney number of all Indiana Attorneys and Judges who attend any Continuing Legal Education Program or Continuing Judicial Education Program.

- (d) **Presumption of Course Accreditation.** Courses presented by an Approved Sponsor are presumed to satisfy the education requirements of Section 3 of ~~the~~ Rule 28 and Rule 29; provided however, courses which do not meet requirements of Section 3(a) of these Guidelines will be denied credit. Approved Sponsors must seek approval of courses of less than one (1) hour duration under Section 3 of these Guidelines.

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#### **SECTION 7. RULES FOR DETERMINING EDUCATION COMPLETED.**

(a) **Formula.** The number of hours of continuing legal or judicial education completed in any course by an Attorney or Judge shall be computed by:

- (1) Determining the total instruction time expressed in minutes;
- (2) Dividing the total instruction time by sixty (60); and
- (3) Rounding the quotient up to the nearest one-tenth (1/10).

Stated in an equation the formula is:

$$\frac{\text{Total Instruction Time (in minutes)}}{\text{Sixty (60)}} = \text{Hours completed (rounded up to nearest 1/10)}$$

(b) **Instruction Time Defined.** Instruction time is the amount of time when a course is in session and presentations or other educational activities are in progress. Instruction time does not include time spent on:

- (1) Introductory remarks;
- (2) Breaks; or
- (3) Business meetings.

...

#### **SECTION 9. USE OF THE OFFICIAL LEGEND OF THE COMMISSION.**

(a) **Legend of the Commission.** The Commission has adopted the official legend set forth in

subsection (c) of this Section as a symbol of approval of continuing legal education activity. This legend is the subject of copyright and may not be used in advertisement or publicity for a course unless the Sponsor complies with the requirements of subsection (b) of this Section.

(b) A Sponsor of Approved Courses may use the legend set forth in subsection (c) of this Section if the Sponsor agrees to report hours of credit and submit materials under Section 6 of these Guidelines.

(c) This legend which may be utilized by Sponsors is:

THIS COURSE HAS BEEN APPROVED BY THE COMMISSION FOR CONTINUING LEGAL EDUCATION OF THE STATE OF INDIANA. ATTORNEYS OR JUDGES WHO COMPLETE THIS COURSE SHALL RECEIVE

1. \_\_\_\_\_ HOURS OF SUBSTANTIVE CONTINUING EDUCATION, INCLUDING \_\_\_\_\_ HOURS OF ETHICS, OR

2. \_\_\_\_\_ HOURS OF NLS CONTINUING EDUCATION HOURS

UNDER INDIANA SUPREME COURT ADMISSION AND DISCIPLINE RULE 29 ON MANDATORY CONTINUING LEGAL EDUCATION AND/OR ADMISSION AND DISCIPLINE RULE 28 ON MANDATORY CONTINUING JUDICIAL EDUCATION.

THE SPONSOR OF THIS COURSE IS OBLIGATED TO REPORT THE HOURS OF CONTINUING EDUCATION COMPLETED BY AN ATTORNEY OR JUDGE.

...

These amendments shall take effect January 1, 2011.

The Clerk of this Court is directed to forward a copy of this Order to the clerk of each circuit court in the state of Indiana; Attorney General of Indiana; Legislative Services Agency and its Office of Code Revision; Administrator, Indiana Supreme Court; Administrator, Indiana Court of Appeals; Administrator, Indiana Tax Court; Public Defender of Indiana; Prosecuting Attorney's Council; Public Defender's Council; Indiana Supreme Court Disciplinary Commission; Indiana Supreme Court Commission for Continuing Legal Education; Indiana Board of Law Examiners; Indiana Judicial Center; Division of State Court Administration;

Indiana Judges and Lawyers Assistance Program; the libraries of all law schools in this state; the Michie Company; and Thomson Reuters. The Clerk is also directed to post this Order to the Court's website.

Thomson Reuters is directed to publish this Order in the advance sheets of this Court.

The Clerks of the Circuit Courts are directed to bring this Order to the attention of all judges within their respective counties and to post this Order for examination by the Bar and general public.

DONE at Indianapolis, Indiana, this 25<sup>th</sup> day of August, 2010.

/s/Randall T. Shepard  
Randall T. Shepard  
Chief Justice of Indiana

All Justices concur.