

Oregon State Bar
Minimum Continuing Legal Education
Recordkeeping Form

Pursuant to MCLE Rule 7.2, every active member shall maintain records of participation in accredited CLE activities. You may wish to use this form to record your CLE activities. **Do not send this form to the Oregon State Bar or the Oregon Law Institute. This form should be retained in your own MCLE file.**

Name: _____ Bar No. _____

Sponsor of CLE activity: **Oregon Law Institute
of Lewis & Clark Law School**

Title of CLE activity: **PREPARING YOUR WITNESSES FOR TRIAL:
The Key to Winning a Close Case**

Date and location: _____

Full Credit. I attended the entire program and the total authorized credits are:

 3.5 General *or* Practical Skills

 N/A Ethics

Partial Credit. I attended _____ hours of the program and am entitled to the following credits*:

 _____ General *or* Practical Skills

 _____ Ethics

***Credit Calculation:**

One (1) MCLE credit may be claimed for each sixty (60) minutes of actual participation. Do not include registration or introductions. The **Oregon Law Institute, Lewis & Clark Law School** is an accredited sponsor of CLE activities for the Oregon State Bar. CAVEAT: If the actual program length varies from the credit hours approved, Bar members are responsible for making the appropriate adjustments in their compliance reports. Adjustments must also be made for late arrival, early departure, or other periods of absence or nonparticipation.

Please keep this copy for your records. All MCLE records are to be kept by each member for a period of twelve months after the member's reporting period. MCLE compliance report forms are obtained through the OSB MCLE Administrator.