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A division of the State Appellate Defender Office  
Jonathan Sacks, Director

**MAACS Continuing Legal Education Policy**  
Effective October 2017

**Annual Training Requirement**

All roster attorneys must complete at least 12 hours of continuing legal education (CLE) training per calendar year. See 9.20.17 MAACS Regulations Section 2(D)(2). CLE hours in addition to the 12 required annual hours cannot be carried over into the next year.

**Trainings Approved for Credit**

In order for a particular training to satisfy the MAACS CLE training requirement, the training must relate to the roster attorney's work as a court-appointed criminal appellate defense attorney. For example, trainings focused on the following areas will likely comply with the MAACS CLE requirement: criminal defense, appellate law, technology, criminal justice issues, and courtroom or advocacy skills.

Trainings hosted by SADO's Criminal Defense Resource Center (CDRC), or by one of the following training providers, are automatically approved for CLE credit:

- Criminal Defense Attorneys of Michigan
- Wayne County Criminal Advocacy Program
- Criminal Law, Prisons and Corrections, or Appellate Practice Sections of the State Bar of Michigan

If a roster attorney attends a training put on by a training provider other than one listed above, MAACS will require additional information about the training program (for example, the agenda or program description) before approving it for CLE hours.

**Webinars or Pre-Recorded Trainings**

Roster attorneys may request CLE credit for viewing online webinars or pre-recorded trainings in the same manner as live trainings.

**Request for CLE Credit**

Roster attorneys must provide MAACS with a completed "MAACS Request for CLE Credit" form (attached here and located on [www.SADO.org](http://www.SADO.org)) for all trainings in which s/he is requesting CLE. The form should be submitted to MAACS via email at

[maacsroster@sado.org](mailto:maacsroster@sado.org), unless it is collected by SADO's CDRC at the end of a training session.

Requests for CLE should be reported to MAACS by December of the year in which the attorney wishes to receive credit.

### **CLE for Serving as Trainer**

MAACS roster attorneys may receive CLE credit for sessions in which s/he served as a trainer if the roster attorney prepared materials for the training event, and the materials are provided to MAACS. The attorney must complete the "MAACS Request for CLE Credit" form and submit required attachments if applicable.

Trainers may receive double the CLE credit hours for the first time the training is conducted. If the training is repeated in the same year, the trainer may not seek CLE credit. If the training is repeated in a subsequent year, the trainer may seek the same number of CLE credit hours awarded to an attendee of the training.

### **Tracking Compliance**

MAACS will send an email to each roster attorney at the start of December, using the email address the attorney has on file with MAACS, letting each attorney know where s/he stands with that year's CLE hours.

In January, MAACS will send letters to attorneys who are CLE deficient, letting each know of the deficiency and giving 60 days to correct. See 9.20.17 MAACS Regulations Section 2(D)(2). After the expiration of that 60 day time period, MAACS will send letters to those who remain deficient and the attorney will be suspended. See 9.20.17 MAACS Regulations Section 2(E)(1)(a).

### **Questions?**

For questions related to the MAACS CLE Policy, please contact [maacsroster@sado.org](mailto:maacsroster@sado.org).



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**MAACS Request for CLE Credit**

Attorney name: \_\_\_\_\_ P #: \_\_\_\_\_

Email address: \_\_\_\_\_

I am requesting credit for \_\_\_\_\_ hour(s) of CLE credit for my participation in the following program:

Sponsor of program: \_\_\_\_\_

Title of program: \_\_\_\_\_

Date(s) of participation: \_\_\_\_\_

Duration of program: \_\_\_\_\_

Were you a trainer at this program? Yes No

If yes, was this your first time presenting this material? Yes No

If you are seeking credit for attendance at a presumptively compliant CLE program,<sup>1</sup> please attach your participation/attendance confirmation to this form.

If you are seeking credit for attendance at a CLE program that is not presumptively compliant, please attach (1) your participation/attendance confirmation and (2) a program description and agenda (if available) to this form.

If you are seeking credit for training, please attach the materials you prepared to this form.

Attorney signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email completed form and attachments to [maacsroster@sado.org](mailto:maacsroster@sado.org).**

<sup>1</sup> “Presumptively compliant” programs include those put on by MAACS; SADO’s Criminal Defense Resource Center; the Criminal Defense Attorneys of Michigan; the Wayne County Criminal Advocacy Program; or the Criminal Law, Prisons and Corrections, or Appellate Practice Sections of the State Bar of Michigan.