GUIDELINES FOR COLORADO ATTORNEYS & JUDGES WHO MAY NOT HAVE FULFILLED CLE REQUIREMENTS FOR THE COMPLIANCE PERIOD ENDING DECEMBER 31, 2026.

In order to keep your license to practice law in Colorado in good standing, please take one of the appropriate steps, as outlined in this notice, BEFORE JANUARY 31, 2027.

Colorado CLE Forms, Rules and Regulations can be found on our website at:
https://www.coloradolegalregulation.com/current-lawyers/rules/

CLE FAQS can be found on our website at:
https://www.coloradolegalregulation.com/current-lawyers/faq_cle/

A. REPORTING COURSES WHICH YOU HAVE ATTENDED AND WHICH DO NOT APPEAR ON YOUR TRANSCRIPT

If you have completed educational activity which does not appear on your transcript, please immediately update your record by completing one or more of the following procedures:

1. If you attended **seminars or completed homestudy programs which have already been accredited** by the Office of Continuing Legal Education, enter the credits you earned online here. You should report only credits completed during your compliance period. You need only report those credits which do not already appear on your transcript, and which are sufficient in number to meet your requirements.

2. If you believe you are entitled to CLE credit for **teaching or research activities** which do not already appear on your transcript, you should immediately apply for credit using a FORM 5 (for teaching) or FORM 6 (for research). You will be notified of the office's decision regarding any FORM 5 or FORM 6 applications filed. If credit is awarded, it will be posted to your transcript, and no further reporting of those teaching or research activities will be necessary.

3. If you attended **live seminars out-of-state that have not been accredited by the Office of CLE**, you may not claim CLE credit for them at this time. You may, however, apply to have an out-of-state seminar accredited by filing a FORM 1B application. If approved, the credits will be applied towards your deficiency. This form cannot be used for OnDemand programs.

4. If you believe you are entitled to CLE credit for **independent study** activities pursuant to CLE Regulation 103.5, you should apply for credit using a Form 7. If approved, the credits will be applied towards your deficiency. You cannot claim more than nine general credits under independent study; ethics and EDI are excluded from this category.

5. If you believe you meet the requirements for **CLE Compliance via Comity**, please submit the Comity form and supporting documentation to cleinfo@csc.state.co.us. See Regulation 102(3) or FAQs.

6. You will need to file a Late Affidavit if you are reporting CLE activities that you completed by or on December 31, 2026 – but did not timely report by or on January 31, 2027. **Be aware that even if you have complied with Rule 250, but do not report your compliance by January 31, 2027, you will be charged a $150.00 late reporting fee. If compliance is not reported by February 28, 2027, you will be charged a $300.00 late reporting fee.**

B. COMPLETING EDUCATIONAL ACTIVITY BEFORE DECEMBER 31, 2026

You can complete your CLE requirements by:

1. Attending accredited seminars by December 31, 2026. If you attend a seminar that is not yet accredited in Colorado, you cannot claim credit for it until it has been accredited in Colorado. If a live, out-of-state seminar qualifies as one meeting the accreditation requirements of Regulation 103 and Rule 250.6, C.R.C.P., you may file a Form 1B application and the required supporting documentation. If the seminar is accredited, you may claim CLE credit for your attendance by using the affidavit procedure described above. See paragraphs A.1 and A.3 above. Lists of accredited programs are on our website.

2. Completing accredited homestudy programs. Lists of accredited homestudy programs are on our website.

3. Teaching CLE courses to other lawyers and judges. See Regulation 103.2.

4. Completing research in a legal field that leads to publication. See Regulation 103.3.

5. Undertaking an independent study activity pursuant to Regulation 103.5. See Form 7.

6. CLE Compliance via Comity for Out-of-State Attorneys Licensed in Colorado. See Regulation 102(3) and Comity Form.

C. GETTING AN EXTENSION OF TIME (Filing a MAKE-UP plan)

If you do not complete the necessary educational activity by December 31, 2026, you may file a request for an extension of time. Your request should be filed on the MAKE-UP PLAN FORM by January 31, 2027. An extension of your original compliance period can be granted only if you file an acceptable MAKE-UP PLAN. An acceptable MAKE-UP PLAN consists of the following:

1. Listing seminars or homestudy programs that have already been accredited by the office which you intend to take to remedy your deficiency and being certain that the course of study chosen offers enough CLE credits to actually make up your deficiency.

2. Completion of the CLE study no later than May 31, 2027.

3. If paying by ACH, please email us your MAKE-UP PLAN to cleinfo@csc.state.co.us and request an emailed invoice. The fee is $200.00; this fee must be paid even if your make-up plan is completed before January 31st. If the make-up plan is filed after January 31st there is an additional $200.00 fee. The total due if filed after January 31st is $400.00.

Please note that an extension of time is granted in order to make up your deficiency; it will be deducted from your next compliance period. In other words, your next compliance period will not be extended by the amount of time it takes for you to complete any make-up plan. Moreover, any extra CLE Credits which you earn in completing your make-up plan do not carry over toward fulfilling the requirements of your next compliance period.

Therefore, in submitting a make-up plan, you should select relevant activities that can be completed as soon as possible, and which will not be worth any more CLE credits than you need to make up your deficiency. In designing a make-up plan, you may wish to consult a current list of seminars and homestudy programs which are available during the period January-May, 2027, (and are currently accredited and known to the office). Please see our website regarding accredited programs.

D. REGISTERING AS INACTIVE

Another alternative which you may also wish to consider if you are not currently engaged in the actual practice of law in Colorado is registering as "inactive." Attorneys who are registered as "inactive" are not subject to Colorado's mandatory CLE requirement for so long as they maintain inactive status. If an "inactive" attorney subsequently registers as "active," their CLE requirement is determined at that time. If the attorney is "inactive" for less than one year, that person's CLE requirement is exactly as it was when they registered as "inactive" (including the requirement to make-up any deficiencies then existing). If any attorney is "inactive" for more than one year, a new three-year compliance period is established beginning on January 1st following the year in which active status is requested.

If you wish to register as "inactive," you should do so immediately by notifying, in writing, the Clerk of the Colorado Supreme Court, Attorney Registration Office, 1300 Broadway, Suite 510, Denver, Colorado 80203. Questions concerning "inactive" status should be directed to that office (303-928-7800). Please send a copy of your written notice requesting "inactive" status to the CLE Office to expedite the process of revising your CLE records.

E. EXEMPTIONS

Rule 250.2(7):

(a) *Inactive or Suspended Status*. A lawyer who is on inactive status, disability inactive status, or under suspension during their entire CLE compliance period is excused from the CLE requirements for that compliance period.

(b) *Age*. A registered lawyer or judge will be exempt from the CLE requirements of these rules starting on the registered lawyer's or judge's 72nd birthday.