



New York State Continuing Legal Education Board

25 Beaver Street, Room 888, New York, NY 10004 • Phone: (212) 428-2105
Fax: (212) 428-2974 • Web site: www.nycourts.gov/attorneys/cle • E-mail: cle@courts.state.ny.us

APPLICATION FOR AN EXTENSION OF TIME

The CLE Board may grant an extension of time in which to complete the CLE requirement based upon undue hardship or extenuating circumstances. Please note that extensions do **not** exempt you from the responsibility of filing your Attorney Registration form in a timely manner and paying the required fee.

Note: **All members of the NYS Bar are presumed to be practicing law in New York.** If you do not practice law in New York, you may be exempt from the CLE requirement. If you practiced for part of a CLE reporting cycle, you may have a prorated requirement. (For additional information, visit the CLE Web site.)

Check one: Ms. Mr. Name: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____ Attorney Registration #: _____

Date of Birth: _____ Date Admitted to the New York Bar: _____

Have you been practicing law in another jurisdiction for at least five of the last seven years? Yes No

CLE reporting cycle for which you are seeking an extension: _____

On the next page, please describe the circumstances that prevented you from completing your CLE requirement in a timely manner. Please also list the courses you have taken, the number and categories of credit you have completed and a plan for the completion of your requirement. **(Please note that your application will not be processed without this information.)**

Signature: _____ Date: _____

Application Returned/Incomplete - You must submit: _____

Application Withdrawn

The CLE Board's determination is as follows:

Denied

Granted

Granted. However, you indicated that throughout the relevant CLE reporting cycle, you:

did not practice law in New York

were retired from the practice of law

were a full-time member of the military on active duty

Therefore, please visit the CLE Web site for details regarding an exemption from the CLE requirement. If you determine that you are not exempt, then you must complete your CLE requirement by the date below.

You must complete your CLE requirement for the CLE reporting cycle indicated above, by the following date:

Attorney Registration CLE Update Form enclosed (Once you fulfill your CLE requirement or determine that you are exempt complete the appropriate section and return to the address on the form.)

For Office Use Only: _____ **Date:** _____

This application will be returned to you with the CLE Board's determination indicated in the box above. You must retain this document with your other CLE records for at least four (4) years.

APPLICATION FOR AN EXTENSION OF TIME

In the space below, please describe the circumstances that prevented you from completing your CLE requirement in a timely manner. Also list the courses you have taken, including the number and categories of credit, and explain your plan for completing your CLE requirement. (Please do **not** submit your certificates of attendance unless specifically requested to do so.)

UNDUE HARDSHIP OR EXTENUATING CIRCUMSTANCES THAT PREVENTED YOU FROM COMPLETING YOUR CLE REQUIREMENT IN A TIMELY MANNER:

LIST OF CLE COURSES TAKEN, INCLUDING NUMBER AND CATEGORIES OF CLE CREDIT COMPLETED:

PLAN FOR COMPLETION OF CLE REQUIREMENT: