



SOTA

State of the Association

Your News Bulletin for the
Colorado Association of Legal Support Staff

2010-2011, Volume 4

April/May 2011

SPRING IS TRULY THE TIME FOR PLANTING

Without getting too folksy with us, I want to remind us that spring is truly the time for planting. What do I mean? Let me explain.

Our CALSS structure is an upside down pyramid. The top of the pyramid is all of our members. They rest on an incredibly important group of folks who keep everything “up” literally—our CALSS committee chairs. Chairmen are appointed annually by the EC upon recommendation of the president. So, here we are in the last half of our year and our committee chairs have kept everything moving and growing and building since last September.

Now, we need your help.

Have you noticed someone at CALSS doing an awesome job, either in the state-wide organization or at your local chapter? Please tell her what a great job she is doing. Bring to her attention how much you appreciate her leadership, talent and hard work. Planting that gratitude is an awesome gift—an email or a comment or a note is a huge, huge treat.

How about volunteering to work alongside that CALSS colleague you know and love? Right now your EC starts looking around for candidates to take over our jobs for next year. Who can we hand off our responsibilities to that will nurture and help them grow? Working with us to learn more about what goes into our Pro Bono projects or what is involved in being Membership Chair or Ways and Means Chair is

a great experience, so see if this is something you might like to take on next year. It is also an awesome way of showing your gratitude and letting your friends know you really value all they give to CALSS.

So, time to roll up our sleeves, say “well done” and get into some projects ourselves. Here are some great opportunities happening right now:

- first, join us on May 13-14 in Silverthorne for the Third CLE and Board Meeting. The EC has tailored the schedule to combine learning, fun and leading. We’ll start Friday afternoon at 3:00 with a CLE, have a great, fun time Friday evening, continue our CLEs and the Board meeting on Saturday morning, where we experience leadership in action. **THIS IS A FREE EVENT FOR CALSS MEMBERS**, so, you have already paid for this with your membership. Please commit to being there.

- second, bring a guest to your next chapter meeting or CALSS CLE. We recruit best through word of mouth and one-on-one interaction, so invite your friend/co-worker or contact at another firm to a meeting soon.

- third, speak to a member of the Nominating Committee, chaired by Ginny Schermerhorn, about serving as an elected official of CALSS next year. We need your talent, expertise and insight to help CALSS bloom and grow.

See you May 13 and 14 in Silverthorne!!!

Mark Donovan
CALSS President

PRESIDENT-ELECT

Spring is in the air and the temperature is finally warming a bit.

The 2011-2012 CALSS year is fast approaching. Please let me know if you are willing to take on a leadership position with the organization – either as an officer or a chairman. We can discuss the duties of the chairman and what you envision the coming year to be.

Please let me know any ideas you may have to make *your* association the very best it can be!

Audrey Brekel

MEMBER NEWS

Your president, Mark Donovan, has just returned from a trip to Rome and Venice!

OUTSTANDING MEMBER

Well, the time is near and I need names of those fine people you admire for their dedication to CALSS.

Send me a short summary of why and their name and chapter.

**Ginny Lee
Chairman**

CALSS NEWS

Mark you calendar to attend the CALSS Third Board Meeting to be held on May 13-14, 2011, in Silverthorne.

SCHOLARSHIP

A big thank you to Audrey Brekel, Chris Shearer, Mark Donovan and Pat Thompson for their donations of special handmade/customized items used in the raffle benefitting the Gwendolyn Duran Scholarship Fund. This raffle was held at the Second Board Meeting in Longmont. Due to these marvelous raffle items and the generosity of CALSS members and guests, the scholarship fund is \$209 richer!

The Annual Nature Walk will take place on Saturday, May 14, 2011, at the Third Board Meeting to be held in Silverthorne. It is a win-win proposition – you get to enjoy the crisp mountain air of the Colorado Rockies while helping to generate funds for the scholarship fund. Please see the Entry Form included with this issue or the Board Meeting Registration Form for more information and to sign-up.

We have received several scholarship applications which are currently being evaluated and will soon be turned over to our judges for ranking.

**Joyce Beach, PLS
Scholarship Chairman**



MEET THE MEMBERS!

MEET DEBBIE HEGLIN

Debbie Heglin is a member of Mile High Association of Legal Support Staff and lives in Lakewood.

How long a CALSS member: Since 2003.

How long in the legal profession: Forty years, but then I started when I was just a kid!!!

My family consists of: Just me, although I do have a couple brothers in the Denver area.

In my spare time I like to: Cook, socialize, read, travel, attend live theatre, live music.

My favorite place on the planet is: Probably anywhere in the mountains (especially in the summer). I am a Colorado native and never tire of the beauty and wonder of our mountains, although I find other mountain ranges equally beautiful. Huangshan Mountain was my absolute favorite part of China.

My favorite music/song is: Anything by either Bob Segar or Il Divo (the guys in Il_Divo are nice to look at, too -- always an added bonus).

My favorite TV show is: Various programming on Nat Geo Wild Channel.

My favorite movie is: Gone with the Wind (a classic, in my mind).

My favorite actress is: Meryl Streep (she can play such a wide variety of roles).

My favorite actor is: Tom Hanks or Dustin Hoffman (for the same reasons).

My favorite author is: __John Grisham.

The last great book I read is: Although I'm a Democrat, I'd have to say, *Extraordinary, Ordinary People: A Memoir* by Condoleezza Rice.

It drives me crazy when: People focus on the negative.

Only my very best friends know that: I have lost my quest for perfection in all things and have mellowed a lot with age. Probably all family and friends would tell you that's a **REALLY** good thing!

I'd also like to share: My appreciation for the hard work and dedication of our officers in keeping our organization the interesting and valuable resource that it is.

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MEET MARLYN SALLEY

Marlyn Salley is a member-at-large and lives in Cheyenne, Wyoming.

How long a CALSS member: 35 years, joined in 1976.

How long in the legal profession: 19 years.

My family consists of: 2 married sons, 7 grandkids, 1 great-grandchild, and 5 granddogs.

In my spare time I like to: watch old movies, read, and would love to travel more.

My favorite place on the planet is: my home, or Paris, France.

My favorite music/song is: Show tunes in particular, but I like a variety.

My favorite TV show is: don't watch TV very much -- but I used to like Rick Steves travel shows on PBS, and the British comedy *As Time Goes By* that was on PBS.

My favorite movie is: Musicals such as *Fiddler on the Roof*, *The King & I*, *Cabaret*.

My favorite actress is: Greer Garson.

My favorite actor is: Cary Grant.

My favorite author is: Tony Hillerman, just love his descriptions of the desert, I can visualize the storm clouds rolling across the horizon, and the colors of the desert.

The last great book I read is: I am re-reading the James Bond novels.

It drives me crazy when: I forget what I was going to do.

Only my very best friends know that: I was sorry I didn't accept the invitation to go out for a drink with a gentleman when we were New Orleans at a convention – but I didn't speak any French, and he lived in Quebec, -c'est la vit

I'd also like to share: that starting to work for a new attorney as a mom returning to the workplace, and finding out about the Legal Secretaries Association gave me friendships, taught me good work ethics, and gave me confidence to step outside my comfort zone. The friendships made over the years are not always active friendships today, but they are warmly remembered with lots of pictures and laughs. Back in the 80s we were a formidable group of ladies as we met, and learned, and especially when we traveled around the country. (I think the gentlemen from Quebec knew that when we met them in New Orleans.)

* * * * *

MEET JOYCE BEACH

Joyce Beach is a member of Larimer-Weld Legal Support Staff Association and lives in Fort Collins.

How long a CALSS member: I joined predecessor organization (CALS) in 2001 and have been a member since that time to the inception of CALSS through the current date.

How long in the legal profession: 31 years.

My family consists of: Husband, Otis, children Eric (43) and wife Andrea, Heather (37) and husband Mike, and grandson Soren (4) and our "pound dog" Kirby.

In my spare time I like to: spend time with my grandson, hike, bike, treasure hunt at thrift stores/flea markets, travel, read.

My favorite place on the planet is: Tuscany region of Italy.

My favorite music/song is: With or Without You by U2 and Unforgettable – duet of Nat King Cole and Natalie Cole.

My favorite TV show is: Dancing with the Stars/HGTV House Hunters.

My favorite movie is: The Shawshank Redemption and The Fugitive.

My favorite actress is: Michelle Pfeiffer/Julia Roberts.

My favorite actor is: Kevin Costner.

My favorite author is: Jodi Picoult.

The last great book I read is: The Elegance of the Hedgehog by Muriel Barbery but my all-time favorite is The Good Earth by Pearl Buck.

It drives me crazy when: my checkbook doesn't balance to the penny.

Only my very best friends know that: I was a Home Economics teacher in my previous life.

I'd also like to share: my claim to fame – my maiden name was Hubbell – therefore, I am related to the inventor of the Hubble telescope (the spelling of the name changed when my ancestors immigrated to America).

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CALSS CLE AWARD

Have you thought about applying for the CALSS CLE award for those CLE credits that you've accumulated over the past three years? Required credits are 45 credits, with at least 7 of those 45 units devoted specifically to legal or judicial ethics. The forms are attached. Check it out!

TREASURER'S REPORT

Happy Spring to all. It's great to see all the birds returning from their winter retreats and the plants beginning to poke their heads out of the ground.

The CALSS general fund balance is currently \$6,597.87 and the scholarship fund balance is \$977.97. Hopefully drawings and the Nature Walk will bring in some extra dough for the CALSS accounts.

Since we are past the half-way point in our fiscal year, any new members joining at this point will only pay one-half the regular state dues, or \$20.00. This could be an incentive for prospective members who want to join now.

I hope to see many of you at the board meeting in Silverthorne in May.

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HAPPY BIRTHDAY to Our April and May Birthdays

Renie Shovlin	April 10
Teresa Stenwall	April 23
Kari Gallo	April 26
Kate Miller	April 27
Janet Boughton	May 8
Jaime Adessa	May 9
Jane Sprague	May 14
Cheryl Pulju	May 30

VICE PRESIDENT

Like the other members of the EC, I've been helping to organize the Third Board Meeting, which will be held in Silverthorne on May 14. With the word going out to many Summit County offices about the seminars on Friday and Saturday, we're hoping for a turnout as great as or better than the Second Board Meeting! Hope to see you in the mountains next month, no matter what kind of spring weather shows up!

Sherry McWethy



CALSS NEWS

Plan now to attend Denim & Lace, the CALSS Fifteenth Annual Meeting and Educational Conference, on September 16-17, 2011, at the Embassy Suites in Fort Collins.

Message From the Editor

State of the Association is published during even-numbered months.

Please submit all articles, updates, news from your chapter, committee, etc., to me (audrey.brekel@hro.com). Future deadlines are June 1, and August 1.

Also, if you have any suggestions for items to be included in SOTA, please pass those along also.

Audrey Brekel

**CALSS Leadership
2010-2011**

Officers (Executive Committee):			
President:	Mark Donovan	(303) 436-9121	med@h-l-mlaw.com
President-elect:	Audrey Brekel	(303) 417-8502	audrey.brekel@hro.com
Vice-President:	Sherry McWethy	(970) 498-9229	colocode3@frii.com
Secretary:	Cathy Vlasak	(970) 498-7450	cvasak@larimer.org
Treasurer:	Lisa Ritter	(970) 482-9770	lritter@ftccolaw.com
Parliamentarian:	Pauli Ingwersen	(719) 475-6487	pingwersen@hollandhart.com

**CALSS Committee Chairs
2010-2011**

Annual Meeting	Judy Boker and Renie Shovlin Larimer-Weld Association of Legal Support Staff
Audit	Ginny Lee / Sherill Mullins / Vivian Acott Mile High Association of Legal Support Staff / Mile High Association of Legal Support Staff / Larimer-Weld Association of Legal Support Staff
Bulletin	Ginny Schermerhorn Mile High Association of Legal Support Staff
Continuing Legal Education	Jodi Morse Larimer-Weld Association of Legal Support Staff
Credentials	Shelley McKinstry Mile High Association of Legal Support Staff
Guidelines	Peg Bell Member-at-Large
History Book	Teresa Chamberlain/Janet Knoll Larimer-Weld Association of Legal Support Staff
Marketing/Professional Association Liaison	Ann Salek Mile High Association of Legal Support Staff
Membership	Laura Teter / Carol Donahue / Vivian Acott Mile High Association of Legal Support Staff / Mile High Association of Legal Support Staff / Larimer-Weld Association of Legal Support Staff
Nominations	Ginny Schermerhorn / Judy Boker / Pat Thompson Mile High Association of Legal Support Staff / Larimer-Weld Association of Legal Support Staff / Member-at-Large
Outstanding Member	Ginny Lee Mile High Association of Legal Support Staff
Pro Bono	Vacant
Professional Certification	Janet Price Mile High Association of Legal Support Staff
Scholarship	Joyce Beach Larimer-Weld Association of Legal Support Staff
Ways & Means	Ginny Schermerhorn Mile High Association of Legal Support Staff
Website	Carol Donahue, RP Mile High Association of Legal Support Staff

GWENDOLYN S. DURAN MEMORIAL SCHOLARSHIP FUND Annual Nature Walk

hosted by the Colorado Association of Legal Support Staff

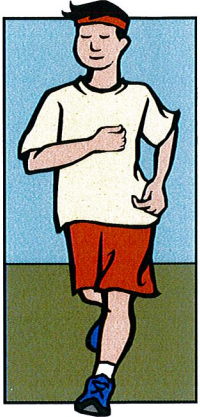


Saturday, May 14, 2011
Silverthorne, Colorado

Cost: \$20.00 Early registration
\$25.00 Walk day & all registrations
submitted after May 5, 2011

7:00 a.m. Walk Day Registration
7:30 a.m. Walk Begins

For more information, contact
Joyce Beach at (970) 667-2898
or Lisa Ritter at (970) 482-9770



- ✓ Course: Paved or gravel trails/sidewalks/roads
- ✓ Pre-registration Deadline: May 5, 2011
- ✓ Mail-in Registration: Lisa Ritter, c/o Liggett, Smith & Johnson, P.C., 425 Mulberry St., Suite 112, Fort Collins, CO 80521
- ✓ Packet Pick-up: Upon check-in at CALSS seminars on Friday, May 13, or just before the Trek
- ✓ Make checks payable: CALSS Scholarship Fund
- ✓ Entry fee includes: Fun gifts☺, exercise, camaraderie and a great way to start the day!

Proceeds to Benefit the Gwendolyn S. Duran Memorial Scholarship Fund



ENTRY FORM

Pre-Registration Deadline May 5, 2011

Name (please print) _____

Address _____ City/State/Zip _____

Telephone _____ Email: _____

Signature _____ Date _____

COLORADO ASSOCIATION OF LEGAL SUPPORT STAFF

Rules and Regulations Governing Continuing Legal Education Award

PREAMBLE: STATEMENT OF PURPOSE

As society becomes more complex, the delivery of legal service becomes more complex. The public rightly expects that practicing attorneys, in their practice of law, and judges, in the performance of their duties, will continue their legal and judicial education throughout the period of their service to society. With ever-increasing responsibility being placed upon non-lawyer legal staff to assist in delivering legal services, the public also has come to expect a high standard of competence from legal support professionals. It is the purpose of these rules, therefore, to promote and encourage a high standard of competence and professionalism among legal support professionals through continuing legal education.

1 Definitions

1.1 The "Committee" is the Continuing Legal Education Committee of the Colorado Association of Legal Support Staff ("CALSS").

1.2 "Continuing legal education" or "CLE" is any legal, judicial, or other educational activity accredited by the Committee or other recognized educational institution or board.

1.3 "These Rules" refer to the Rules and Regulations Governing Continuing Legal Education Award.

1.4 A "unit" of CLE is a measurement factor combining time and quality as assigned by this Committee or other recognized educational institution or board to all or part of a particular continuing legal education activity.

2 Minimum Educational Requirements

2.1 To qualify for a CLE Award, an applicant must complete 45 units of CLE during each applicable three-year period.

2.2 At least 7 of the 45 units will be devoted to CLE specifically addressing legal or judicial ethics.

2.3 All CALSS members are eligible to apply for a CLE Award. The initial application may be made at any time following completion of the minimum CLE requirements, and shall be renewable three years from the date of issuance.

2.4 Only CLE units completed after July 9, 1996 (the date of incorporation of CALSS) may be used to meet the minimum educational requirement for the first applicable three-year period. Following initial application, units of CLE completed in excess of the required units in any applicable three-year period may not be used to meet the minimum educational requirements in any succeeding three-year period.

3 Eligibility of Continuing Legal Education

3.1 Continuing legal education must be an educational activity which has as its primary objective the increase of competence of legal support professionals. The activity must be an organized activity dealing with subject matter directly related to the practice of law or the performance of support duties. The Committee shall recognize a broad variety of educational activities which meet these requirements.

3.2 Formal classroom instruction or educational seminars which meet the requirements of paragraph 3.1 above lend themselves very well to the fulfillment of the educational requirement imposed by these Rules and will be readily recognized by the Committee. However, it is not intended that compliance with these Rules will impose any undue hardship upon any member by virtue of the fact that he or she may find it difficult because of age or other reasons to attend such activities. Consequently, in addition to recognizing classroom activities and seminars at centralized locations, the Committee shall promote and recognize such educational activities as video tape and audio tape presentations; preparation of articles, papers, books, and other such written materials; self-administered courses and testing; and other meritorious learning experiences.

3.3 The Committee shall recognize units of credit assigned to all or part of a particular continuing legal education activity by any recognized educational institution or board. If an educational activity has not been so accredited, the Committee shall review the activity and, if appropriate, assign an appropriate number of units. Generally, a unit of credit shall be the equivalent to attending 50 minutes of a formal classroom lecture.

3.4 The Committee shall award units of CLE credit for certain approved pro bono activities. Such pro bono activities may include, but are not limited to, providing assistance for pro bono programs sponsored by the Colorado Bar Association or any local bar association. The Committee shall review each activity on an individual basis and, if appropriate, assign an appropriate number of units. Generally, 1 unit of credit shall be awarded for each 50 minutes spent in an approved pro bono activity.

4 Credits; Computation

4.1 Generally, credit for formal course work shall be awarded on the basis of 1 unit for each 50 minutes actually spent in attendance at an accredited activity. Credit will not be allowed for any program which in its entirety lasts less than 50 minutes.

4.2 The units of credit assigned to a course generally reflect the maximum that may be earned through attendance. Only actual attendance by the member earns credit.

4.3 Credit will generally not be given for time spent for introductory remarks, coffee and luncheon breaks, keynote speeches, or business meetings.

4.4 In awarding credit for teaching, the Committee shall take into account the following factors: (1) teaching content and level; (2) teaching methodology; (3) personal preparation by the individual applicant, including time spent; (4) originality of preparation with the individual applicant; and (5) supplemental course materials personally prepared by the individual applicant.

4.5 In awarding credit for research activity, the Committee shall consider the following factors: (1) the content, level, and length of the published findings or committee papers; (2) the originality of the published findings or committee papers with the individual applicant; and (3) the nature of the publication in which they appear.

4.6 In awarding credit for individualized educational activities, the Committee shall consider the following factors: (1) the nature of the structured, individualized activities comprising the course of study; (2) the time normally required to complete those activities; and (3) the extent to which the individual completing the program is evaluated by the sponsor. Generally, if the structured activity consists of listening to or watching the electronic replay of a lecture, the Committee shall award credit in the same manner as for attendance at a live lecture. In order to claim credit for individualized educational activity, a member shall engage in such activity in a physical setting conducive to intellectual concentration and effective study.

4.7 In awarding credit for pro bono activity, the Committee shall consider the following factors: (1) the organization sponsoring the activity; (2) the scope and nature of the specific project; and (3) personal involvement of the individual applicant, including time spent.

5 Procedure for Application

5.1 An initial Application for Continuing Legal Education Award (Form CLE-1 attached) may be submitted to the CALSS CLE Chairman at any time upon completion of the required units of CLE. To maintain a CLE Award in effect without interruption, subsequent applications must be submitted within the three-year period following the date of issuance of the initial or any renewal Award.

5.2 No fee shall be charged for a CLE Award.

5.3 Any CLE Award application which includes teaching as part of the qualifying continuing legal education activity shall be accompanied by an Application for Accreditation of Teaching Activity (attached as Form CLE-2).

5.4 Any CLE Award application which includes a research activity as part of the qualifying continuing legal education activity shall be accompanied by an Application for Accreditation of Research Activity (attached as Form CLE-3).

5.5 Any CLE Award application which includes an individualized educational activity as part of the qualifying continuing legal education activity shall be accompanied by an Application for Accreditation of Individualized Educational Activity (attached as Form CLE-4).

5.6 Any CLE Award application which includes pro bono activity as part of the qualifying continuing legal education activity shall be accompanied by an Application for Accreditation of Pro Bono Activity (attached as Form CLE-5).

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Colorado Association of Legal Support Staff
Application for Continuing Legal Education Award

1. Name of applicant:

2. Address:

3. Telephone: (____) _____ Fax: (____) _____
4. Local CALSS-affiliated Chapter/Member-at-Large:

5. This form applies to three-year period commencing: _____, 20__
6. REQUIRED ATTACHMENTS:
 1. Completed Form CLE-1a
 2. Completed Form CLE-2, if applicable
 3. Completed Form CLE-3, if applicable
 4. Completed Form CLE-4, if applicable
 5. Completed Form CLE-5, if applicable

I hereby certify that I have completed, during the applicable three-year period, a minimum of 45 units of continuing legal education, including at least 7 units specifically addressing legal or judicial ethics, in compliance with the Rules and Regulations Governing Continuing Legal Education Award.

Dated: _____, 20__

Signature of Applicant

CLE COMMITTEE USE:

Received: _____ (date)
Reviewed: _____ (date)
CLE Award issued: _____ (date)

Approved Not Approved
Comments: _____

CLE Committee Chairman

Colorado Association of Legal Support Staff
Continuing Legal Education Award

Attachment to Application for CLE Award submitted by: _____

Applicant has completed the following CLE activities during the applicable three-year period:

Teaching Activities (attach Form CLE-2)				
Date	Title or Description	Sponsoring Organization	CLE Units	Ethics
Subtotal:				
Research Activities (attach FORM CLE-3)				
Date	Title or Description	Sponsoring Organization	CLE Units	Ethics
Subtotal:				

Colorado Association of Legal Support Staff
Continuing Legal Education Award

Attachment to Application for CLE Award submitted by: _____

Applicant has completed the following CLE activities during the applicable three-year period:

Individualized Educational Activity (attach FORM CLE-4)				
Date	Title or Description	Sponsoring Organization	CLE Units	Ethics
Subtotal:				
Pro Bono Activity (attach FORM CLE-5)				
Date	Activity or Event	Sponsoring Organization	CLE Units	Ethics
Subtotal:				
TOTAL:				

Colorado Association of Legal Support Staff
Continuing Legal Education Award

Request for Accreditation of Teaching Activity

Attachment to Application of CLE Award submitted by: _____

1. Name of program in which teaching activity occurred:

2. Name of program sponsor in which teaching activity occurred:

3. Program starting date: _____
4. Program location: (City/State) _____
5. Professional affiliation(s) or interest(s) of program attendees:

6. Is teaching your primary occupation? Yes No
7. If the answer to 6 is yes, are you seeking credit for that teaching activity? Yes No
8. If the applicant delivered any public lecture as part of this teaching activity, provide the following information for each lecture:

<u>Title or subject matter</u>	<u>Lecturing time (in minutes)</u>
_____	_____
_____	_____
_____	_____
_____	_____
9. Is any portion of this program devoted to ethics? Yes No If yes, how much?
_____ minutes
10. If written materials/notes are used to prepare and present your lecture, how many hours did you personally spend preparing those materials/notes? _____

(PLEASE CONTINUE ON REVERSE)

IF APPLICANT DID NOT GIVE A LECTURE AS PART OF THIS PROGRAM, THE FOLLOWING ITEMS SHOULD BE COMPLETED:

11. Indicate the number of hours applicant participated as panelist, discussion leader; tutor, advisor, small group trainer; administrator, program planner, moderator; or other (specify) _____
12. If written materials were used as part of your participation in 11, how many hours did you personally spend preparing these materials? _____
13. Have you taught this course before and received credit for preparation? Yes No
14. How many hours did applicant spend traveling to the teaching site? _____
15. Were supplementary written course materials distributed to attendees? Yes No
16. If the answer to 15 is yes, how many hours did applicant personally spend preparing the materials? _____ (NOTE: Answer this question only if applicant has not received credit for an earlier presentation of the same lecture. Do not include materials used by applicant for the actual presentation.)

NOTE: Applicant will receive at least 2 units of CLE credit for each hour of lecture. Applicant will receive additional credit, where appropriate, for preparation of materials.

Colorado Association of Legal Support Staff
Continuing Legal Education Award

Request for Accreditation of Research

Attachment to Application of CLE Award submitted by: _____

1. Research Leading to Publication

2. Title of published material: _____

Where it appeared: _____

Publication date: _____

Name of publisher: _____

Is work product co-authored? Yes No

If yes, clearly describe which parts are attributable to applicant (cite pages, sections or chapter headings): _____

3. To what extent does the work product consist of:

1. Repetition or reworking of materials for which applicant has previously received CLE credit? _____

2. Material previously written by applicant for any purpose? _____

3. Material prepared in the ordinary course of employment? _____

4. Completely new and original research by the applicant? _____

4. How many hours did applicant personally spend engaged in research and writing this material? _____

5. Is applicant claiming ethics credit for this work? Yes No

If yes, please explain: _____

6. REQUIRED ATTACHMENTS:

1. Copy of Table of Contents

2. Copy of Introduction

3. Copy of Preface

4. Copy of Title Page

(PLEASE CONTINUE ON REVERSE)

2. Committee Activities:

1. Name of committee for which research was done: _____
Date on which final draft was submitted to committee for final review and action:

Is written work product of the research personally authored by applicant in whole or in part? Yes No

2. How many hours did applicant personally spend engaged in research and writing?

3. REQUIRED ATTACHMENTS:

- a. Copy of Table of Contents
- b. Copy of Introduction
- c. Copy of Preface
- d. Copy of Title Page

NOTE: The Committee shall accredit research activities upon written application of individuals engaged in such activities provided the activity (1) has produced published findings in the form of articles, chapters, monographs or books, or written materials on behalf of a committee, personally authored, in whole or part by the applicant; (2) contributes substantially to the continuing legal education of the applicant and other legal support professionals; (3) is not done in the ordinary course of regular employment.

Colorado Association of Legal Support Staff
Continuing Legal Education Award

Request for Accreditation of Individualized Educational Activity

Attachment to Application of CLE Award submitted by: _____

1. Name and address of sponsoring organization:

2. Name of Program:

3. Registration fees/other charges to registrants: _____

4. Goals/objectives: What are the individuals completing this course expected to do? ____

5. Were written materials distributed to registrants for their permanent use as part of this program? Approximate number of pages: _____

6. Written materials primarily consist of: brief outlines; reprints of statutes, decisions, regulations; detailed analysis in essay form with full legal citations; published textbook, treatise, or reference book; sample forms, briefs, or checklists; other (specify) _____

7. In addition to written materials supplied to registrants, what other educational medium does this program incorporate? audio tape(s) (length in minutes _____); video tape(s) (length in minutes _____); written exercises; other (specify) _____

8. Is any portion of this program devoted to ethics? Yes No If yes, how much? _____ minutes

9. How does sponsor evaluate work of registrants? testing; correspondence; individual conferences; none; other (specify) _____

10. REQUIRED ATTACHMENTS:

1. Brochure or other printed description of program
2. Faculty name(s) and qualifications
3. Outline of program's content

Colorado Association of Legal Support Staff
Continuing Legal Education Award

Request for Accreditation of Pro Bono Activity

Attachment to Application of CLE Award submitted by: _____

1. Name and address of sponsoring organization:

2. Nature and purpose of sponsoring organization:

3. Name or description of program:

4. How much time did applicant personally devote to this program? _____ minutes

5. Describe applicant's involvement in this program:

6. Is any portion of this program devoted to ethics? Yes No If yes, how much?
_____ minutes

7. REQUIRED ATTACHMENTS:

1. Brochure or other printed description of program, if available
2. Brochure or other printed description of sponsoring organization, if available.