

## CLE REQUEST FORM

Please complete and return this form by \_\_\_\_\_

**Section Name:**

**Location:**

**Meeting Date:**

**Date Submitted:**

**Program Chair:**

**Program Title:**

**Speaker/Panel:** (List name, title, and firm/court/company and please attach biographies.)

**Program Description/Topics:** **[Required for MCLE credit]**

**Total MCLE Credit:**

**Specialty Credit:** Please note specialty credit at Section Meetings will only be considered if the topic is specific to the Section's area of practice. Please provide a short description or outline to support specialty credit(s). **\*Legal Ethics credit:** Please cite specific rules of professional conduct for attorneys that the program relates to or discusses.

☐ **Legal Ethics\***

☐ **Elimination of Bias**

☐ **Competence Issues**

**Written Materials:** **Substantive written materials are required for all CLE programs one hour or more in length.** Such materials must be relevant to the subject matter of the program and will be considered

sufficiently substantive if they offer citations to or a discussion of any legal authority, published case law, statutes, law review articles or other published research or commentary that augment the educational experience of attorneys. Please submit one set of originals for approval at least 10 business days before the section meeting. The materials will be reproduced by the OCBA and distributed before or during the meeting.

## **Audio/Visual Equipment Requirements**

**Please indicate if you will require:**

☐ \*LCD Projector and Screen for a PowerPoint Presentation

Does your presentation have video/sound? Yes ☐ No ☐

☐ \*Laptop computer

Other: (e.g., special computer equipment, Internet access for the presentation, flip charts, etc.)

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***\*NOTE: The OCBA will provide a laptop computer and LCD projector at no cost, with sufficient notice.***

**Please mail, fax or e-mail to:**

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