

# Virginia Mandatory Continuing Legal Education

Virginia State Bar

1111 East Main Street, Suite 700

Richmond, VA 23219-3565

Phone: (804) 775-0577

Web site: [www.vsb.org](http://www.vsb.org) E-mail: [mcle@vsb.org](mailto:mcle@vsb.org)

May 5, 2014

Via E-mail

Lisa M Sharp

Lewis F. Powell, Jr. and John Marshall American Inns of Court

c/o McGuire Woods

901 E. Cary St.

Richmond, VA 23219

RE: NBB1155

Dear Ms. Sharp:

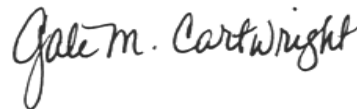
The course entitled "Battle of the Inns" has been approved for 1.0 credit hours including (0.0) credit hours for Ethics by the Virginia Mandatory Continuing Legal Education Board.

Accreditation of this program is approved through October 31, 2014. Enclosed are the applicable certification forms for your course. **Virginia attorneys may now certify their attendance at our website upon receipt of this form** and the course ID# may **not** be provided without it. *Course attendance lists are not processed as certification of attendance.*

Beginning November 1, 2011, pre-recorded programs are limited to eight credit hours for annual MCLE compliance. A minimum of four credit hours from live interactive courses is required. See FAQ's at <http://www.vsb.org/site/members/faqs-2012-mcle-reg-changes>.

Please contact the MCLE Department if you have any questions.

Sincerely,



Gale M. Cartwright

Director of MCLE

# Virginia MCLE Board

## CERTIFICATION OF ATTENDANCE (FORM 2)

MCLE requirement pursuant to Paragraph 17, of Section IV, Part Six, Rules of the Supreme Court of Virginia and the MCLE Board Regulations.

### INSTRUCTIONS

**Certify Your Attendance Online at [www.vsb.org](http://www.vsb.org) see Member Login**

Complete this Certification. Retain for two years.

MCLE Compliance Deadline - October 31. MCLE Reporting Deadline - December 15.

A \$100 fee will be assessed for failure to comply with either deadline.

Member Name: \_\_\_\_\_ VSB Member Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
\_\_\_\_\_ E-mail Address: \_\_\_\_\_  
\_\_\_\_\_ City State Zip

Course ID Number: NBB1155

Sponsor: Lewis F. Powell, Jr. and John Marshall American Inns of Court

Course/Program Title: Battle of the Inns

Live Interactive \* CLE Credits (Ethics Credits): 1.0 (0.0)

Date Completed: \_\_\_\_\_ Location: \_\_\_\_\_

#### By my signature below I certify

- \_\_\_ I attended a total of \_\_\_\_\_ (hrs/mins) of **approved CLE**, of which ( \_\_\_\_\_ ) (hrs/mins) were in **approved Ethics**.  
Credit is awarded for actual time in attendance (0.5 hr. minimum) rounded to the nearest half hour. (Example: 1hr 15min = 1.5hr)
- \_\_\_ The sessions I am claiming had written instructional materials to cover the subject.
- \_\_\_ I participated in this program in a setting physically suitable to the course.
- \_\_\_ I was given the opportunity to participate in discussions with other attendees and/or the presenter.
- \_\_\_ I understand I may not receive credit for any course/segment which is not materially different in substance than a course/segment for which credit has been previously given during the same completion period or the completion period immediately prior.
- \_\_\_ I understand that a materially false statement shall be subject to appropriate disciplinary action.

\* NOTE: A maximum of 8.0 hours from pre-recorded courses may be applied to meet your yearly MCLE requirement. Minimum of 4.0 hours from live interactive courses required.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Questions?** Contact the MCLE Department at (804) 775-0577 or E-mail questions to [mcle@vsb.org](mailto:mcle@vsb.org)

If not certified online, this form may be mailed

Virginia MCLE Board

Virginia State Bar

1111 East Main Street, Suite 700

Richmond, VA 23219-3565

Web site: [www.vsb.org](http://www.vsb.org)

[Office Use Only: Live]

# Virginia MCLE Board

## CERTIFICATION OF TEACHING (FORM 3)

MCLE requirement pursuant to Paragraph 17, of Section IV, Part Six, Rules of the Supreme Court of Virginia and the MCLE Board Regulations.

### INSTRUCTIONS

**E-mail this form to [mymcle@vsb.org](mailto:mymcle@vsb.org)**

Complete this Certification to Include Both Teaching and Attendance hours. Retain copy for two years.

MCLE Compliance Deadline - October 31. MCLE Reporting Deadline - December 15.

A \$100 fee will be assessed for failure to comply with either deadline.

**Member Name:** \_\_\_\_\_ **VSB Member Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

\_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

\_\_\_\_\_ **City** **State** **Zip**

**Course ID Number:** NBB1155

**Sponsor:** Lewis F. Powell, Jr. and John Marshall American Inns of Court

**Course/Program Title:** Battle of the Inns

**Live Interactive \*** **CLE Credits (Ethics Credits):** 1.0 (0.0)

**Date(s) of Teaching:** \_\_\_\_\_ **Location(s):** \_\_\_\_\_

ONLY SESSIONS WITH WRITTEN INSTRUCTIONAL MATERIALS ARE APPROVABLE FOR CREDIT

- My teaching segment was \_\_\_\_\_ (hrs/mins) of CLE, of which (\_\_\_\_\_) (hrs/mins) were in Ethics.
- In addition, I attended *other* segments totaling \_\_\_\_\_ (hrs/mins) of CLE, of which (\_\_\_\_\_) (hrs/mins) were in Ethics.
- I spent \_\_\_\_\_ hours preparing for teaching my segment of the course.
- No more than four (4) hours of preparation credit may be claimed per one hour of instructional time in your presentation, and no more than eight (8) hours total for any one course. Total credit is awarded for actual time spent teaching, attendance and preparation rounded to the nearest half hour. (Example: 1hr 15min = 1.5hr)
- A materially false statement shall be subject to appropriate disciplinary action.

\* NOTE: A maximum of 8.0 hours from pre-recorded courses may be applied to meet your yearly MCLE requirement. Minimum of 4.0 hours from live interactive courses required.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**Questions?** Contact the MCLE Department at (804) 775-0577 or E-mail questions to [mcle@vsb.org](mailto:mcle@vsb.org)

If not e-mailed, this form may be mailed to:

Virginia MCLE Board

Virginia State Bar

1111 East Main Street, Suite 700

Richmond, VA 23219-3565

Web site: [www.vsb.org](http://www.vsb.org)

[Office Use Only: Live]