

**Virginia Mandatory Continuing Legal Education**  
**Virginia State Bar**  
**1111 East Main Street, Suite 700**  
**Richmond, VA 23219-0026**  
**Phone: (804) 775-0577**  
**Web site: [www.vsb.org](http://www.vsb.org)**

June 2, 2017

Via E-mail

Stephen Metz  
Bankruptcy Bar Association-District of Maryland  
4800 Montgomery Lane Suite 900  
Bethesda, MD 20814

RE: NEE1609

Dear Mr. Metz:

The course titled "Twenty-Ninth Annual CLE Program" has been approved for 8.0 credit hours including (1.0) credit hours for Ethics by the Virginia Mandatory Continuing Legal Education Board.

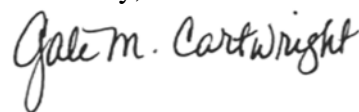
- Keynote, Judicial presentations and informal roundtable discussions are not approvable unless they address legal topics and have written instructional materials. The "Judges' Roundtable Sessions on Consumer and Business Bankruptcy Topics" did not have materials.

Accreditation of this program is approved through October 31, 2017. Enclosed are the applicable certification forms for your course. Virginia attorneys may 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.

Any recording of this program for future presentation by any delivery means requires a separate application.

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: NEE1609

Sponsor: Bankruptcy Bar Association for the District of Maryland

Course/Program Title: Twenty-Ninth Annual CLE Program

Live Interactive \* CLE Credits (Ethics Credits): 8.0 (1.0)

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

If not certified online, this form may be mailed

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[Office Use Only: Live]

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# 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)**

**Follow Form 1 Instructions after 10/31 Compliance Deadline**

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:** NEE1609

**Sponsor:** Bankruptcy Bar Association for the District of Maryland

**Course/Program Title:** Twenty-Ninth Annual CLE Program

**Live Interactive \*** **CLE Credits (Ethics Credits):** 8.0 (1.0)

**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

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