



New York State Continuing Legal Education Board

• Website: <https://www.nycourts.gov/attorneys/cle> • E-mail: cleoffice@nycourts.gov

APPLICATION FOR AN EXTENSION OF TIME

IMPORTANT INFORMATION: All members of the NYS Bar are presumed to be practicing law in New York. If you did not practice law in New York, were retired or on full-time active military duty during: (1) all of your CLE reporting cycle, you may be exempt from the CLE requirement; or (2) part of your CLE reporting cycle, you may have a prorated CLE requirement. Go to: https://www.nycourts.gov/attorneys/cle/notpracticinginny_info.shtml and/or see section 1500.5(b) of the CLE Program Rules for more information. You should apply for an extension only if you determine that you are not exempt and have not completed your CLE requirement in a timely manner.

**** SUBMIT YOUR APPLICATION BY E-MAIL TO CLEOFFICE@NYCOURTS.GOV ****

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.

CLE OFFICE USE

Name: _____

Street Address: _____

City/State/Zip: _____

E-mail: _____

Telephone: _____ 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 provide the information requested in support of your request for an extension of time. Your application will not be processed without this information.

Signature: _____ Date: _____

The CLE Board's determination is as follows: ☐ Granted ☐ retroactively ☐ Denied _____
You must complete your CLE requirement for the relevant CLE reporting cycle (noted above), by the following date:
_____ (For Newly Admitted Attorneys Only: ☐ Year 1 ☐ Year 2)

☐ Granted (as detailed above). However, you may be EXEMPT, as you indicated that throughout ALL of the relevant CLE reporting cycle you: ☐ did not practice law in New York (see attached explanation of possible exemption from CLE); ☐ were retired from the practice of law in New York; or ☐ were a full-time active member of the U.S. Armed Forces. (See section 1500.5(b) of the Program Rules regarding exemptions from CLE.) The CLE Program Rules are available on our website at: <https://www.nycourts.gov/attorneys/cle/programrules.pdf>

☐ Granted (as detailed above). However, you indicated that throughout PART of the relevant CLE reporting cycle you: ☐ did not practice law in New York. (See attached explanation of possible prorated CLE requirement.)

Granted: ☐ Waiver ☐ Modification (see below) ☐ with Extension of Time ☐ instead of Extension of Time

☐ Attorney Registration CLE Update Form is attached. If you have already submitted your Attorney Registration Form, please complete the appropriate certification on the attached CLE Update Form and return it to the address on the form once you fulfill your CLE requirement or determine that you are exempt from the CLE requirement.

For Office Use Only: _____ Date: _____

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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:

Please submit your completed application by sending it as an e-mail attachment to: cleoffice@nycourts.gov
You must retain this document with your other CLE records for at least four (4) years in case of a CLE compliance audit.