

RHODE ISLAND SUPREME COURT MCLE COMMISSION

2024 Reporting Year

MCLE Filing Notice: File by **June 30, 2024**

All MCLE filings (credit reporting, teaching/authorship/out-of-state reciprocal, or waiver applications) must be completed via the *MCLE Legal Education Portal* online at www.courts.ri.gov

Note: Attorneys who reach the age of seventy (70) after June 30, 2023 are exempt from MCLE requirements and have no obligation to file.

Filing deadline: June 30, 2024 (MCLE reporting year is July 1 – June 30)

Late filing fees/makeup fees are assessed for late filing and makeup credit accrual after June 30th

Active attorneys failing to comply with MCLE within one hundred eighty (180) days of non-compliance notice will be removed from the Master Roll of Attorneys

- DO NOT MAIL any Appendix G, D, E, or F forms or certificates of attendance to the MCLE office. Paper submissions will not be accepted. Please contact the MCLE office at (401) 222-4942 or mcleinfo@courts.ri.gov if you have any questions. The responsibility to ensure the accuracy and timely submission of the data rests solely with the reporting attorney.
- **First time MCLE Portal users:** You must CREATE AN ACCOUNT – Access is located on the MCLE Portal homepage above the attorney login field. After you create an account, you will receive a temporary password via email to access your MCLE Portal account.
- **MCLE forms (Appendix G, D, E, F) are now electronic** and accessible within the MCLE Portal.
- You may view your carryover within the MCLE Portal. To view the transcript, select Credit Reporting Appendix G, then the reporting year. Carryover credits appear in the summary totals at the top of the page.
- **Late/makeup fees are automatically assessed (if applicable)** and are paid via Visa, MasterCard, or Discover. Late filers MUST pay fees on the MCLE Portal at the time of filing. The later you file, the higher the fee (see MCLE Regulations, Appendix C, Schedule of Fees).
- **For the 2024 reporting year,** carryover credits, up to a maximum of ten (10) credits, will automatically compute and will apply to the 2025 MCLE reporting year but not thereafter.
- **BE SURE TO SCROLL DOWN to the Appendix G page bottom, check the certification box and click the “submit” button to FILE your Credit Reporting Appendix G via the online MCLE Portal.** WAIT to see the message: “You have successfully submitted your credits.” Note: COURSE TITLES ARE REQUIRED IN APPENDIX G. If you do not see the course listed in the drop down, you must complete an Appendix D for that course.
- **RI MCLE Rule 3 requires you to retain your certificates of attendance for three (3) years.** Do not submit or upload the certificates on the Appendix G. Our internal audit system matches your credit reporting to a sponsor attendance report, allowing us to verify your attendance.
- If you encounter difficulty using the portal or if your employer’s firewall blocks access, you may want to utilize a different computer for MCLE filing purposes.
- **Please contact the MCLE office at (401) 222-4942 or mcleinfo@courts.ri.gov with questions.**