

# ***Law Society of Newfoundland and Labrador Continuing Legal Education – Annual Report and Plan***

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Name: \_\_\_\_\_ Reporting Year: \_\_\_\_\_

Firm / Organization: \_\_\_\_\_

Telephone/Fax/Email: \_\_\_\_\_

## **CLE Report - (Outlining CLE activities during the reporting year)**

- Attendance at live CLE activities** – Attendance at live seminars, live courses, educational components of conferences, live webcasts, live telecasts or live on-line courses etc. *(N.B. Obviously, only those hours where a member is in actual attendance at the course, seminar or educational component of a conference etc. are considered eligible hours.)*

Seminar Name / Description	Provider	Date	Hours

- Teaching/Lecturing/Instructing in a law course, CLE seminar etc.** – Teaching in a legal context is an eligible activity. *(Maximum of 6 hours). (N.B. There are no restrictions or requirements on the audience, except that presentations designed for clients would not count towards eligible CLE activities.)*

Seminar Name / Description	Provider	Date	Hours

3. **Self-study/Reviewing written or recorded materials** – Self-study or reviewing written materials (current legal articles, textbooks, case reports, journals etc.) or reviewing recorded CLE courses or activities (recorded online seminars, podcasts, recorded audio or video CLE courses etc.) (*Maximum of 3 hours*).

Publication/Recorded CLE course reviewed	Provider	Date	Hours

4. **Legal Writing** - Authoring legal texts, legal articles or other written materials is an eligible CLE activity. (*Maximum 6 hours*) (*To be an eligible CLE activity the primary purpose of the written material should be for use in an educational program, or to educate about the law. However, written material produced as part of a member's regular employment or practice, or for client development, would be excluded.*)

Name / Description	Provider	Date	Hours

5. **Confirmation of completion of minimum annual requirements**

Please indicate your total cumulative hours from 1-4 above.

**Total Hours** \_\_\_\_\_

Have you successfully met the required minimum 15 hours of eligible Continuing Legal Education activities?

**Yes** \_\_\_ **No** \_\_\_

**Exemption:** Members who are claiming an exemption from complying with the requirements can identify their reason for the exemption below. (*Examples of acceptable reasons for exemption include that the member has participated in eligible CLE activities as a member of another Canadian Law Society, or that the member had non-practicing status for some part of the reporting year.*)

I am seeking an exemption from the requirements for the reporting year \_\_\_\_\_, and the reason for the requested exemption is: \_\_\_\_\_

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**CLE Plan (Outlining proposed activities for the next year) Plan Year: \_\_\_\_\_**

Please complete the continuing legal education plan for the coming year.

**1. Areas of practice you will be engaged in this year:**

*Please describe your overall practice by indicating the approximate percentage of time anticipated to be spent by you during the reporting period in each practice area listed below. (The total should approximate 100%).*

**Practice Area**

**Approximate %**

- ADR Mediation Services
- Administrative Law
- Bankruptcy & Insolvency Law
- Civil Litigations – Plaintiff
- Civil Litigation – Defendant
- Construction Law
- Corporate/Commercial Law
- Criminal/Quasi Criminal Law
- Employment/Labour Law
- Environmental Law
- Family Law
- Immigration Law
- Insurance Law
- Intellectual Property Law
- Real Estate Law
- Securities Law
- Tax Law
- Wills, Estates, Trusts Law
- Workplace Safety
- Other (please specify)

**In the coming year I will likely participate in CLE activities related to the following practice area(s): (Please list the practice area(s) below.)**

**2. Please indicate which (if any) of the following CLE content areas you will likely focus on:**

- a. CLE Activities dealing with the **practice of law** (including ethics, professional responsibility, practice standards, substantive law, procedural law etc.) **Yes\_\_ No\_\_**  
If yes, please specify the type of practice activity you would like to focus on:

\_\_\_\_\_

- b. CLE Activities dealing with **lawyering skills** (such as advocacy, drafting, research, communications, interviewing, negotiation etc.) **Yes\_\_ No\_\_**  
If yes, please specify the type of lawyering skill activity you would like to focus on:

\_\_\_\_\_

- c. CLE Activities dealing with **practice management** (including client relations, wellness, time management, practice technology etc.) **Yes\_\_ No\_\_**

If yes, please specify the type of practice management activity you would like to focus on: \_\_\_\_\_

**3. Please indicate which (if any) of the following CLE delivery models you will likely participate in during the coming year to fulfil the CLE requirements:**

- Live CLE programs (in person)  
 Live Tele/Videoconference CLE program  
 Live Online CLE programs  
 University courses (relevant to law or practice)

- Self-study of written legal materials – articles, books, cases, texts etc.  
 Self-study of recorded material - recorded video, podcasts (digital media), audio/CD, interactive media etc.

**4. Please indicate which (if any) of the following legal practice, lawyering skills and practice management topics you will likely participate in during the coming year:**

- Advocacy  
 Alternative Dispute Resolution  
 Business Development and Marketing  
 Communicating with Clients  
 Computers and Technology  
 Document Drafting

- Financial Accounting  
 Interviews  
 Legal Research  
 Mediation  
 Negotiations  
 Oral Presentations  
 Practice Management  
 Pre-trial Discovery

- Time Management  
 Writing Skills  
 Witness Examination  
 Ethics and Professional Responsibility  
 Other \_\_\_\_\_

**5. Any additional continuing professional development goals for this year?**

It is required that all members fulfil a minimum of 15 hours of eligible CLE activities a year.

In addition, members may wish to set individual professional learning goals beyond the prescribed hours, which may not be directly related to the practice of law but which may be nonetheless valuable. Any such additional goals may be recorded here. Examples might include:

*Review and reflect on professional strengths and weaknesses regularly; Learn from informal feedback given by clients and colleagues; Maintain an active professional network; Maintain a positive work/life balance;*

My additional goals (if any) for the coming year are: \_\_\_\_\_

\_\_\_\_\_

**6. Actions you will take to fulfil your goals**

Please advise how you anticipate you will achieve the 15 hours of required CLE activities for the coming year and any additional goals you have outlined?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Member Certification**

I certify that the information in this Annual CLE Report and Plan is true and complete to the best of my knowledge, that the CLE Report accurately outlines my CLE activities for the past year and the CLE Plan accurately reflects my proposed future CLE activities for the coming year.

I further certify that all reported CLE activities: contain significant substantive law or practical content with the primary objective of enhancing my professional competence; are relevant to my present or perceived future professional needs; are directly related to the my current or anticipated practice areas; and/or are relevant to professional ethics and the professional responsibilities of lawyers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date