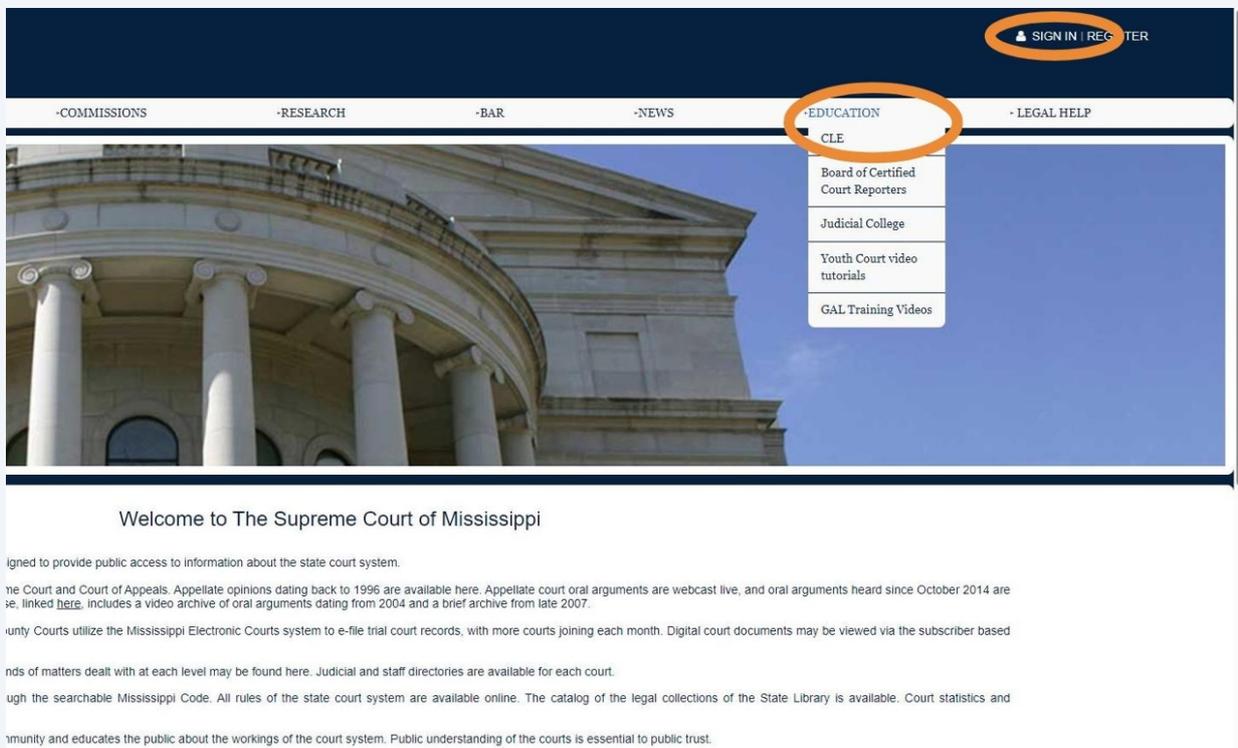


# Attorney- Reporting a CLE Course

This guide provides a step-by-step process for attorneys to submit a missing Continuing Legal Education (CLE) course, ensuring compliance with professional requirements. It simplifies the potentially confusing online submission process, from logging in to uploading necessary documentation. By following this guide, attorneys can efficiently manage their CLE records and avoid penalties for incomplete education requirements. Overall, it serves as a valuable resource for maintaining professional standing.

1

Log in to user account by selecting SIGN IN in the upper right of the screen. Or selecting the Education> CLE dropdown to take you to the login in screen.



2 Click "Login" below the CLE tab.



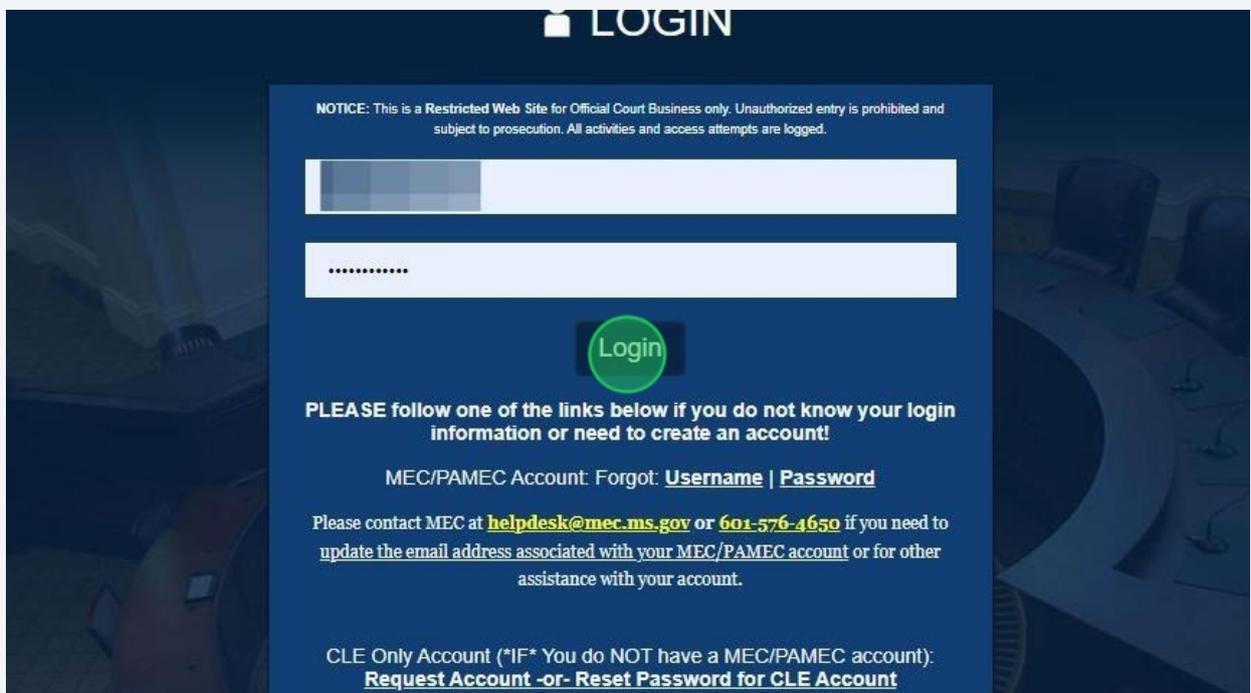
Continuing Legal Education

- » CLE
  - » **Login**
  - » Request User ID -or- Reset Password
  - » General Information & Forms
  - » FAQ
  - » New Lawyer Program Calendar
  - » Mississippi Calendar of Events

In an effort to assist members in completing their CLE requirements for 2024, we have extended the deadline for CLE completion to December 31, 2024. Please be advised that the volume of phone calls regarding CLE requirements has increased significantly. Please wait 48 hours for a response to your inquiry. Please visit our FAQ page for more information.

**Note: No action will be taken against members who do not complete their CLE requirements by the deadline.**

3 Enter credentials and password. Click [Login]



**LOGIN**

NOTICE: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution. All activities and access attempts are logged.

Username:

Password:

**Login**

**PLEASE follow one of the links below if you do not know your login information or need to create an account!**

MEC/PAMEC Account: Forgot: [Username](#) | [Password](#)

Please contact MEC at [helpdesk@mec.ms.gov](mailto:helpdesk@mec.ms.gov) or [601-576-4650](tel:601-576-4650) if you need to update the email address associated with your MEC/PAMEC account or for other assistance with your account.

CLE Only Account (\*IF\* You do NOT have a MEC/PAMEC account): [Request Account -or- Reset Password for CLE Account](#)

4

Account verification will appear. Click "Send Passcode to this Email:" and find the appropriate email address, then click Next



5

A MEC Attorney Login Verification will be sent to the email selected.

Copy this information by highlighting and right click> select copy



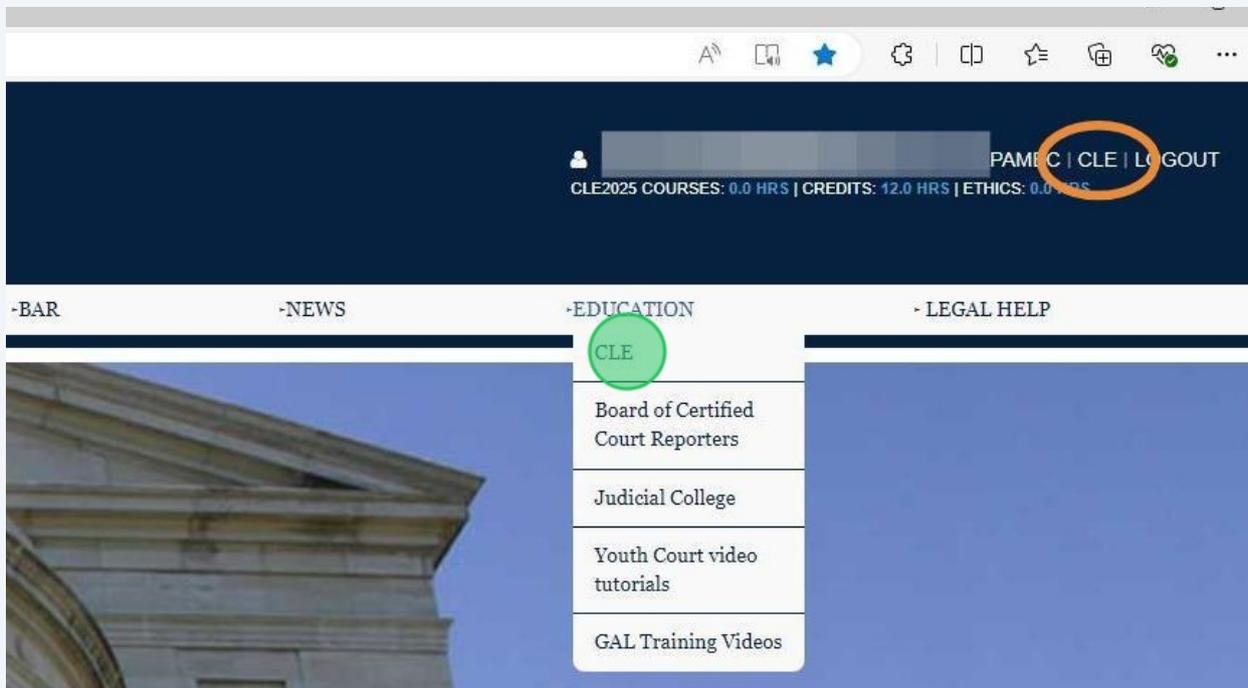
6

Go to the verification screen. Make sure the cursor is in the box, right click on the cursor and Click "Paste". Then select [Next]

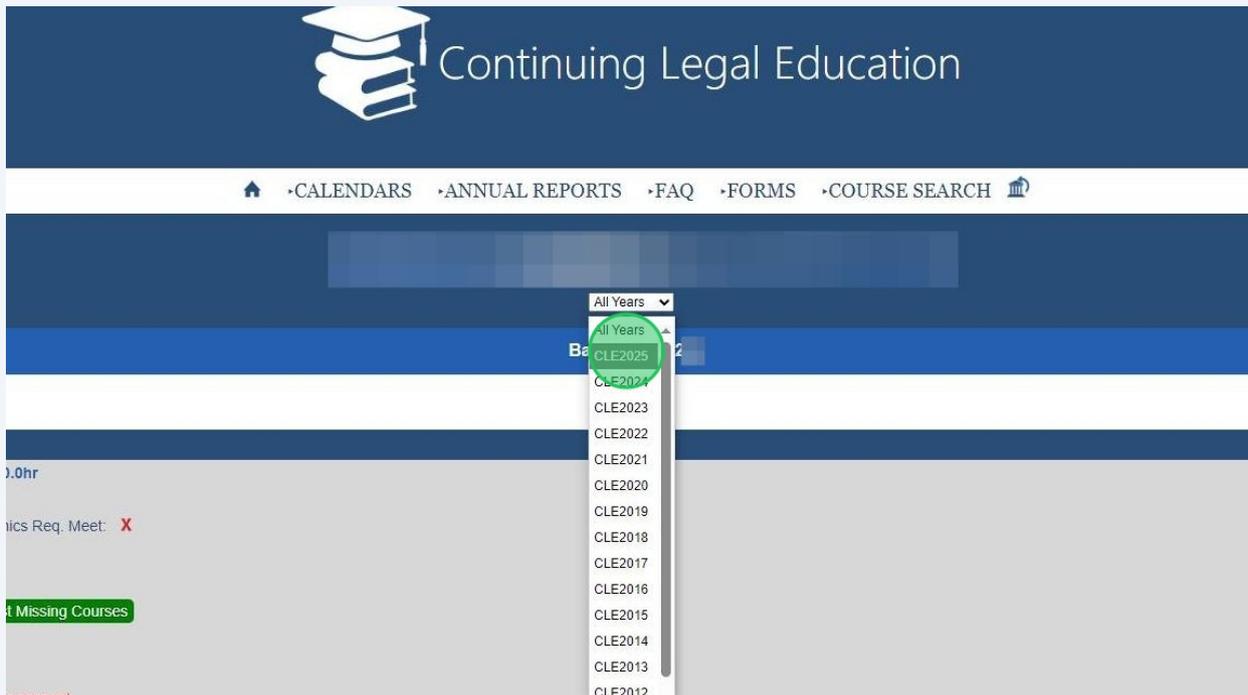


7

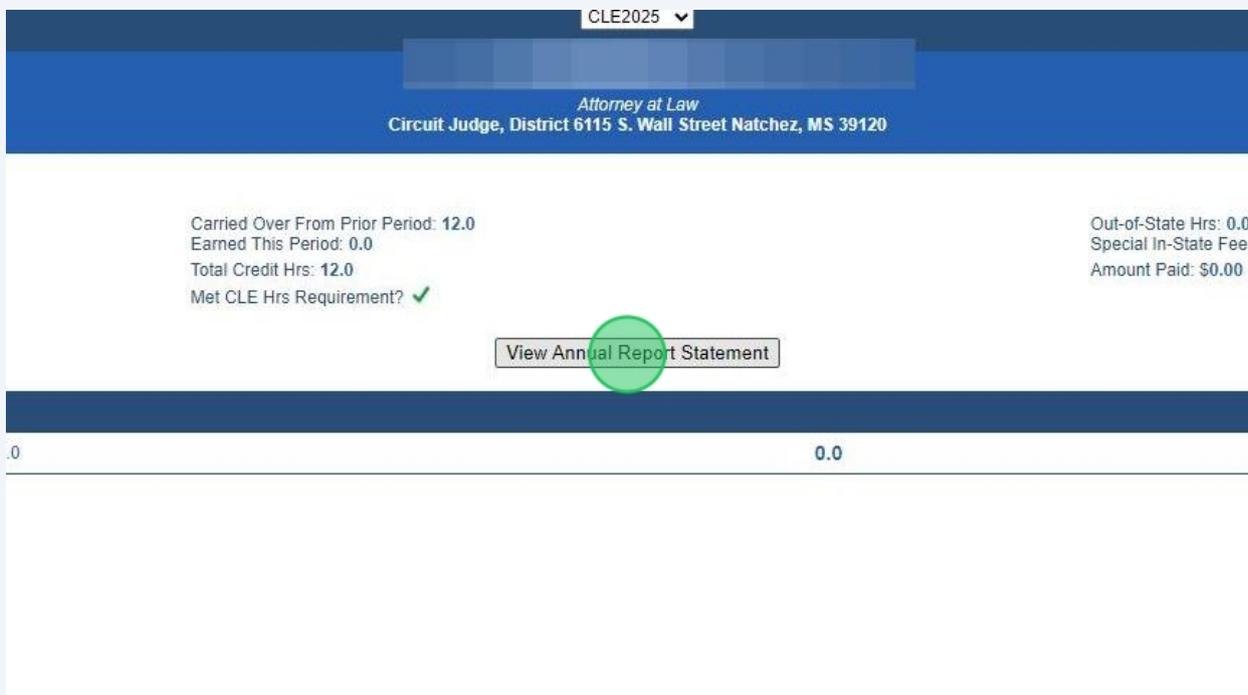
Once logged in Select Education > CLE or select CLE to the right of Username and Bar Roll number.



8 Select the CLE year from the drop down.



9 Click "View Annual Report Statement"



10 Click "Verify/Update Report Statement"

The screenshot shows a report statement interface with a background watermark of the Supreme Court seal. On the left, there are two lines of text: "Required: 1.00 hr(s)" and "Requirement? X", followed by "Requirement? ✓". On the right, there are four lines of text: "Earned This Period: 0.00 hr(s)", "Total Credit Hrs: 12.00 hr(s)", "Hrs Required: 12.00 hr(s)", and "Carried Forward to Next Period: 0.00 hr(s)". In the center, there is a green button with a document icon and the text "Verify/Update Report Statement".

11 Click "Report Course"

The screenshot shows a website navigation bar with a home icon and links for "CALENDARS", "ANNUAL REPORTS", "FAQ", "FORMS", and "COURSE SEARCH". Below the navigation bar is a red dashed box containing the text "Course requests do not appear on report statement until approved". Below this is a dark blue header with the text "COURSE REQUESTS" and "CLE2024". In the center, there is a white box with the text "No Added Courses" and a green button with the text "Report Course". Below this is another dark blue header with the text "Attorney Statement". At the bottom, there is a red dashed box containing a checkbox and the text "I have reviewed the transcript and the additional courses information above and verify that I have attended or taught the programs, courses or seminars and earned the hours of credit as shown." and "I have listed above any additional or correct information about programs or seminars I attended or taught."

12 Click "Course"

The screenshot shows a 'Report Course' modal window on a 'Continuing Legal Education' website. The modal has a title bar with a red 'X' close button. Below the title, there are several input fields: 'Course' (with a search icon and a green circle highlighting the text 'Search for course or manually enter if course not found'), 'Sponsor', 'City/State', 'Date' (with a calendar icon), 'Hours', and 'Ethics'. The background shows a navigation menu with a home icon and a search icon.

13 Select choice from the drop down list or manually add the course name if not found.

The screenshot shows the 'Report Course' form with a dropdown menu open for the 'Course' field. The dropdown list contains the following options: 'ESTATE PLANNING FOR PROFESSIONALS', 'GST BASICS AND BEYOND - NOT FOR THE FAINT OF HEART', 'THE 5TH AMENDMENTS ESSENTIAL ROLE IN OFFSHORE AUD', 'Social Security: New Rules and Challenges', 'Commercial Real Estate Tax Strategies 2024-2025', 'Mediation Masterclass for Attorneys', and 'Exemplifying Civility and Professional Responsibility'. A green circle highlights the first option. Below the dropdown are the 'Sponsor', 'City/State', and 'Date' fields.

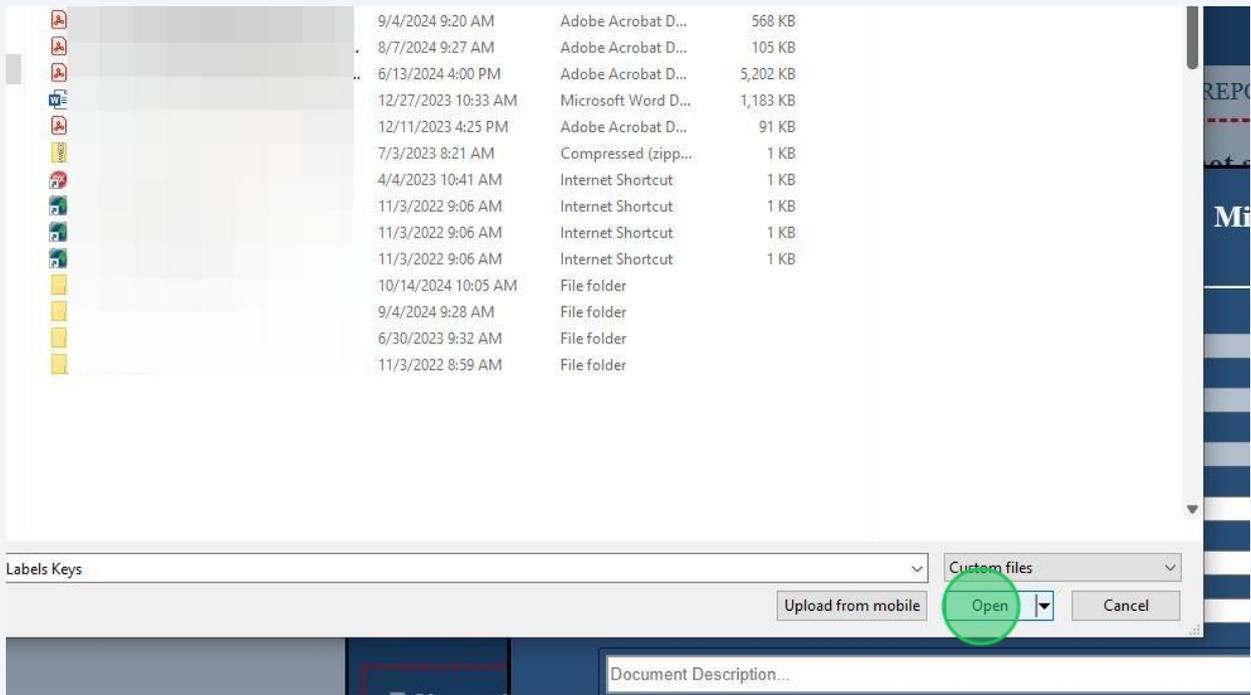
14 Select and add the date of the course.

The screenshot shows a form for adding a course. The course title is "GST BASICS AND BEYOND - NOT FOR THE FAINT OF HEART". The sponsor is "CANNON" and the city/state is "WEBCAST, N/A". The date field is currently set to "12/21/2024". A date picker calendar is open, showing December 2024. The date "4" is highlighted with a green circle. The calendar has a header "December 2024" with up and down arrows. The days of the week are listed as Su, Mo, Tu, We, Th, Fr, Sa. The dates 1 through 31 are arranged in a grid. The date "4" is circled in green. Below the calendar are "Clear" and "Today" buttons. To the left of the calendar, there are several checkboxes: "I have reviewed", "I was first administrator", and "I was first administrator". To the right, there is a "Cannot upload more" message and a confirmation checkbox "I confirm that the information entered is accurate".

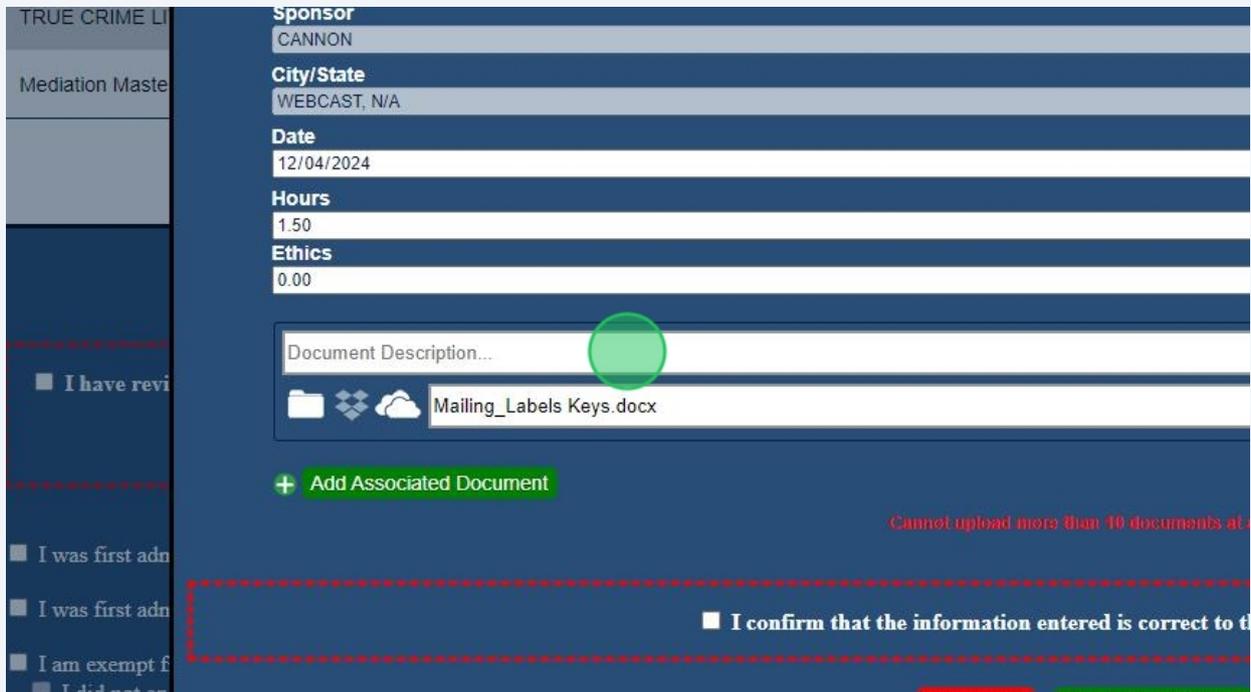
15 Name the Document to be uploaded, then select the file.

The screenshot shows a form for adding a document to a course. The course title is "2 Mediation Master". The city/state is "WEBCAST, N/A", the date is "12/04/2024", the hours are "1.50", and the ethics are "0.00". There is a "Document Description..." field. Below it is a file upload area with a green folder icon and a "No file uploaded" message. A green button labeled "+ Add Associated Document" is visible. To the left, there are several checkboxes: "I have reviewed", "I was first administrator", "I was first administrator", "I am exempt from ethics", "I did not enroll", "I reached the minimum number of hours", and "I reached the minimum number of hours". To the right, there is a "Cannot upload more" message and a confirmation checkbox "I confirm that the information entered is accurate".

16 Search for your file, highlight and click open.



17 Click "Document Description" and name the document submitted. If additional documents are needed. Select Add Associated Documents for more.



18

Click "I confirm that the information entered is correct to the best of my knowledge"

0.00

Certificate

Mailing\_Labels Keys.docx

+ Add Associated Document

Cannot upload more than 10 documents at a time

I confirm that the information entered is correct to the best of my knowledge

Clear Data Add Missing Course

YEAR (FY) DENOTES - 8/1 - 7/31.

19

Click "Add Missing Course to get back to the Course screen."

Mailing\_Labels Keys.docx

document

Cannot upload more than 10 documents at a time

I confirm that the information entered is correct to the best of my knowledge

Clear Data Add Missing Course

duty.  
tute program.  
a on CLE.

You have submitted your statement for this fiscal year

20

The course will then show as pending until approved by CLE administrative team.



	Hours	Ethics	Documents	Approval Status
024	7.50	1.00	(1)	PENDING
024	6.00	1.00	(1)	PENDING
024	1.50	0.00	(1)	PENDING

