

STATE BAR OF NEW MEXICO  
PARALEGAL DIVISION  
CLE TRACKING COMMITTEE  
P. O. Box 1923, Albuquerque, New Mexico 87103

**REQUEST FOR SELF-STUDY APPROVAL**

Approval for Self-Study credit may be given for viewing videotapes, listening to audiotapes, or completing computer on-line courses, provided: (1) Videotapes or audiotapes relate to substantive law or professional issues relevant to paralegals, (2) Program is at least 60 minutes in length, (3) Request for pre-approval is submitted to the CLE Tracking Committee for pre-approval on a case-by-case basis and as a last resort to satisfy CLE requirements, and no more than ten (10) hours of CLE credit may be given during one compliance year and cannot be carried over.

**PART A. MEMBER INFORMATION**

Name of Paralegal: \_\_\_\_\_

State Bar of NM PD Number: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

The paralegal (A) represents that to his or her knowledge this CLE program complies with the current New Mexico MCLE Rules including any amendments thereto, and/or the Paralegal Division MCLE Requirements including any amendments thereto; and (B) certifies that he or she attended for the number of hours indicated. The paralegal understands that he or she is responsible for the filing fee of \$1.00 per credit hour upon receipt of the annual CLE statement.

Date: \_\_\_\_\_ Paralegal's Signature: \_\_\_\_\_

**PART B. CLE SPONSOR/PROGRAM INFORMATION FOR PRE-APPROVAL**

NAME OF CLE SPONSOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

TITLE OF PROGRAM/SEMINAR \_\_\_\_\_

DATE OF ORIGINAL PROGRAM \_\_\_\_\_

DATE OF VIEWING, LISTENING/COMPLETION \_\_\_\_\_

LENGTH OF PROGRAM IN CREDIT HOURS                      General \_\_\_\_\_                      Ethics \_\_\_\_\_

Attach to this request a copy of the brochure or other summary that:

- describes the course content;
- identifies the faculty and states their qualifications,
- lists the topics by title, and
- shows the time schedule for each topic.

**PART C. APPROVAL FOR SELF-STUDY PROGRAM**

The above program has been approved for CLE credit by the Paralegal Division as follows: GENERAL \_\_\_\_\_ ETHICS \_\_\_\_\_

**PART D. DOCUMENTATION REQUIRED TO OBTAIN CLE CREDIT**

Submit to the CLE committee this pre-approval form with the Certificate of Completion below.

Date of Approval: \_\_\_\_\_ Approved by: \_\_\_\_\_

**CERTIFICATE OF COMPLETION**  
*(To be signed only after this document has been completed)*

I hereby certify that I have completed the Self-Study CLE program described in this document on the following date(s) and time(s): \_\_\_\_\_

\_\_\_\_\_  
NAME (print)

\_\_\_\_\_  
SIGNATURE