

SUPREME COURT OF LOUISIANA

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Acting in accordance with Article V, Sections 1 and 5 of the Louisiana Constitution of 1974, and the inherent power of this Court, and considering the recommendation of the Supreme Court Committee on the Prevention of Lawyer Misconduct,

IT IS HEREBY ORDERED THAT:

Louisiana Supreme Court Rule, Part H. Rules For Continuing Legal Education Rule XXX, Rules For Continuing Legal Education, Rule 3, CLE Requirement, is hereby amended to read:

(a) Each member shall attend, or complete an approved substitute for attendance, a minimum of fifteen (15) hours of approved CLE each calendar year, beginning with 1988.

(b) Any newly admitted active Member shall, during the year of his or her admission through the next calendar year, attend fifteen (15) hours of approved CLE and not less than eight (8) of such hours shall concern legal ethics, professionalism, or law office management. A newly admitted active member is not required to comply with subsections (a) or (c).

Law office management concerns knowledge and skill of office practice including courses on how to:

- a. open and operate a client trust account;
- b. establish a calendar (tickler) system;

- c. communicate with clients;
- d. set fee arrangements, send engagement letters, and establish billing procedures;
- e. avoid and/or obtain help for substance abuse problems;
- f. supervise staff;
- g. organize files;
- h. utilize a conflicts check system;
- i. handle a disciplinary complaint;
- j. terminate representation; and
- k. return files.

(c) Of the fifteen (15) hours of CLE required annually, not less than one (1) of such hours shall concern legal ethics, and not less than one (1) of such hours shall concern professionalism.

Legal ethics concerns the standard of professional conduct and responsibility required of a lawyer. It includes courses on professional responsibility and malpractice. It does not include such topics as attorneys' fees, client development, law office economics, and practice systems, except to the extent that professional responsibility is discussed in connection with these topics.

Professionalism concerns the knowledge and skill of the law faithfully employed in the service of client and public good, and entails what is more broadly expected of attorneys. It includes courses on the duties

of attorneys to the judicial system, courts, public, clients, and other attorneys; attorney competency; and pro bono obligations.

Legal ethics sets forth the standards of conduct required of a lawyer; professionalism includes what is more broadly expected. The professionalism CLE requirement is distinct from, and in addition to, the legal ethics CLE requirement.

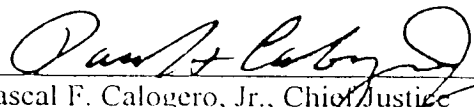
(d) Except for CLE activities for which attendance cards are completed and forwarded by sponsors in accordance with Regulations 5.2.2 through 5.3.1, all Members shall submit to the Committee records pertaining to their compliance no later than January 31 of the following calendar year, pursuant to the conditions set forth in these Rules and Regulations.

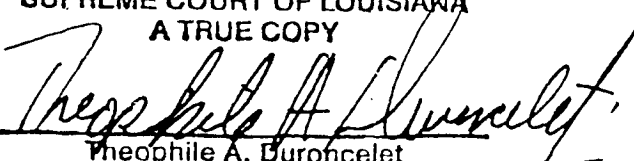
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This rule shall become effective upon signing and shall remain in full force and effect unless amended or changed under the authority of future orders of this Court.

New Orleans, Louisiana, this 12th day of March, 2002.

FOR THE COURT:


Pascal F. Calogero, Jr., Chief Justice

SUPREME COURT OF LOUISIANA
A TRUE COPY

Theophile A. Duroncelet
Chief Deputy Clerk of Court