



Administrative Policies
And Procedures
Tennessee Supreme Court
Administrative Office of the Courts

Index #:3.02

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Effective Date: 11/01/01

Supersedes:

Approved by: Chief Justice E. Riley Anderson and Cornelia A. Clark, Director

Subject: Continuing Legal Education for Appellate Court Staff Attorneys, Law Clerks, and Capital Case Attorneys

- I. Authority: Supreme Court Rule 21
- II. Purpose: To establish guidelines for authorizing and paying for Continuing Legal Education (CLE) for appellate court staff attorneys, law clerks and capital case attorneys.
- III. Application: All state appellate court staff attorneys, law clerks and capital case attorneys.
- IV. Definitions: None.
- V. Policy: All state appellate court staff attorneys, law clerks and capital case attorneys shall complete CLE requirements in compliance with the regulations and guidelines of this administrative policy.
- VI. Procedures:
 - A. How to Apply
 1. The supervising judge should, at least one (1) month prior to the date of the seminar, will need to make a written request to the Education Manager at the Administrative Office of the Courts for approval of the CLE program. This will allow adequate time necessary to process the supervising judge's request.
 2. The request should include:
 - a. Title of CLE program
 - b. Name of sponsoring organization
 - c. Location
 - d. Date
 - e. Cost (registration fees, etc.)
 - f. Number of CLE credit hours offered
 - g. Completed registration form

3. The applicant should allow at least four (4) weeks to process the request and to make payment of any registration fees. If a request is granted within the one month time period and billings arrangements cannot be arranged, the law clerk or staff attorney should personally submit his/her own payment and then file for reimbursement.

B. Hours Reimbursed

1. The state will pay for a total of 15 CLE hours or credits per staff attorney/law clerk each calendar year. If a staff attorney/law clerk has achieved 15 hours of CLE credit in a given calendar year, any additional hours above the necessary 15 hours will not be reimbursed.
2. Preference is given to the annual TLI review course where special fee arrangements have been negotiated.

C. Local Programs: It is the primary intent of this program to afford staff attorneys and law clerks the opportunity to attend local CLE programs at state expense. Local programs should be considered in order to reduce the total cost of such programs. The Administrative Office of the Courts will reimburse the staff attorney or law clerk for his/her registration fees and pay his/her CLE fee charged by the Commission on Continuing Legal Education. No meals, mileage, lodging or other travel expenses will be reimbursed for attendance at local programs without prior approval of the Education Manager.

D. Out-of-Town Programs: When local programs are not available and upon written request of the supervising judge for good cause shown and the prior approval of the Education Manager, individuals who travel to another city to attend CLE programs will be reimbursed for their registration fees for the CLE program. They also may be reimbursed for travel expenses, in keeping with the Judicial Travel Regulations in effect at the time the travel is incurred, and subject to the availability of budgeted funds.

E. Certification of Attendance & Reimbursement Procedures: Upon completion of the program, certification of attendance should be provided to the Education Manager at the Administrative Office of the Courts along with any reimbursement claim.

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F. Questions: If you have any questions regarding CLE guidelines, please contact the Education Manager at the Administrative Office of the Courts at (615) 741-2687.