

MCLE Electronic Reporting Instructions

The State Bar MCLE Department has implemented an electronic reporting system for MCLE credit. **You are responsible for reporting your MCLE hours for this seminar.** The following are instructions as to how to report your credits online:

1. To report your hours for this course, go to www.texasbar.com.
2. Click on “Other Services” near the top left of the screen.
3. Click on “Attorney Member Services” near the top middle of the screen.
4. Click on “Update your MCLE records” near the top middle of the screen.
5. Enter your bar card number and password, or create a new account to obtain a password, and click “login.” Once logged in, you may have to click a link that states “click here to continue.”
6. On your home page, scroll halfway down until you see “My MCLE Hours” on the right side of the screen.
7. Click on “View/Report Hours.”
8. Click on “Add a course or self-study credit.”
9. Click on “Approved Course Credits.”
10. Enter the 2009 Riley Fletcher Basic Municipal Law Seminar course number (901171517), the course date (February 13, 2009), and the number of hours you attended (maximum of 5.5 participatory hours, including 1 ethics hour).
11. Click “submit.”

If you have questions, please contact the State Bar of Texas directly at 1-800-204-2222.

In lieu of electronic reporting, you may contact the state bar for a traditional bubble-sheet reporting form.