

Virginia Mandatory Continuing Legal Education

Virginia State Bar

1111 East Main Street, Suite 700

Richmond, VA 23219-3565

Phone: (804) 775-0577

Web site: www.vsb.org E-mail: mcle@vsb.org

February 12, 2015

Via E-mail

Robin S. Ringo
Public Investors Arbitration Bar Association
2415 A Wilcox Drive
Norman, OK 73069

RE: NCC0812

Dear Ms. Ringo:

The webcast course entitled "Taking the Mystery Out of eDiscovery Webinar" has been approved for 1.5 credit hours including (0.0) credit hours for Ethics by the Virginia Mandatory Continuing Legal Education Board.

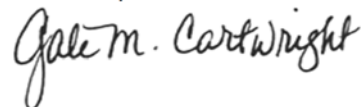
- Please remind the attendees that all distance learning courses are to be done in an educational setting, free from distractions.

Accreditation of this program is approved through October 31, 2015. Enclosed are the applicable certification forms for your course. These forms must be made available to Virginia attorneys completing the course once you have verified their attendance. **Virginia attorneys may now certify their attendance online at our website.**

Effective November 1, 2011, pre-recorded programs are limited to eight credit hours for annual MCLE compliance. A minimum of four credit hours from live interactive courses is required. See FAQ's at <http://www.vsb.org/site/members/faqs-2012-mcle-reg-changes>.

Please contact the MCLE Department if you have any questions.

Sincerely,



Gale M. Cartwright
Director of MCLE

Virginia MCLE Board

CERTIFICATION OF ATTENDANCE (FORM 2D)

MCLE requirement pursuant to Paragraph 17, of Section IV, Part Six, Rules of the Supreme Court of Virginia and the MCLE Board Regulations.

INSTRUCTIONS

Certify Your Attendance Online at www.vsb.org see Member Login

Complete this Certification. Retain for two years.

MCLE Compliance Deadline - October 31. MCLE Reporting Deadline - December 15.

A \$100 fee will be assessed for failure to comply with either deadline.

Member Name: _____ **VSB Member Number:** _____
Address: _____ **Daytime Phone:** _____
_____ **E-mail Address:** _____
_____ **City** **State** **Zip**

Course ID Number: NCC0812

Sponsor: PIABA

Course/Program Title: Taking the Mystery Out of eDiscovery Webinar

Live Interactive * **Approved CLE Credits (Ethics Credits):** 1.5 (0.0)

Date of telephone/webcast: _____ **Location(s):** _____

By my signature below I certify

- ___ I attended a total of _____ (hrs/mins) of **approved CLE**, of which (_____) (hrs/mins) were in **approved Ethics**.
Credit is awarded for actual time in attendance (0.5 hr. minimum) rounded to the nearest half hour. (Example: 1hr 15min = 1.5hr)
___ The sessions I am claiming had written instructional materials to cover the subject.
___ I participated in this program in a setting physically suitable to the course.
___ I was given the opportunity to participate in discussions with other attendees and/or the presenter.
___ I understand I may not receive credit for any course/segment which is not materially different in substance than a course/segment for which credit has been previously given during the same completion period or the completion period immediately prior.
___ I understand that a materially false statement shall be subject to appropriate disciplinary action.

* NOTE: A maximum of 8.0 hours from pre-recorded courses may be applied to meet your yearly MCLE requirement. Minimum of 4.0 hours from live interactive courses required.

Date

Signature

Questions? Contact the MCLE Department at (804) 775-0577 or E-mail questions to mcle@vsb.org

If not certified online, this form may be mailed to:

Virginia MCLE Board
Virginia State Bar
1111 East Main Street, Suite 700
Richmond, VA 23219-3565
Web site: www.vsb.org

[Office Use Only: Webcast]

Virginia MCLE Board

CERTIFICATION OF TEACHING (FORM 3)

MCLE requirement pursuant to Paragraph 17, of Section IV, Part Six, Rules of the Supreme Court of Virginia and the MCLE Board Regulations.

INSTRUCTIONS

E-mail this form to mymcle@vsb.org

Complete this Certification to Include Both Teaching and Attendance hours. Retain copy for two years.

MCLE Compliance Deadline - October 31. MCLE Reporting Deadline - December 15.

A \$100 fee will be assessed for failure to comply with either deadline.

Member Name: _____ **VSB Member Number:** _____

Address: _____ **Daytime Phone:** _____

_____ **E-mail Address:** _____

_____ **City** **State** **Zip**

Course ID Number: NCC0812

Sponsor: PIABA

Course/Program Title: Taking the Mystery Out of eDiscovery Webinar

Live Interactive * **Approved CLE Credits (Ethics Credits):** 1.5 (0.0)

Date(s) of Teaching: _____ **Location(s):** _____

ONLY SESSIONS WITH WRITTEN INSTRUCTIONAL MATERIALS ARE APPROVABLE FOR CREDIT

- My teaching segment was _____ (hrs/mins) of CLE, of which (_____) (hrs/mins) were in Ethics.
- In addition, I attended *other* segments totaling _____ (hrs/mins) of CLE, of which (_____) (hrs/mins) were in Ethics.
- I spent _____ hours preparing for teaching my segment of the course.
- No more than four (4) hours of preparation credit may be claimed per one hour of instructional time in your presentation, and no more than eight (8) hours total for any one course. Total credit is awarded for actual time spent teaching, attendance and preparation rounded to the nearest half hour. (Example: 1hr 15min = 1.5hr)
- A materially false statement shall be subject to appropriate disciplinary action.

* NOTE: A maximum of 8.0 hours from pre-recorded courses may be applied to meet your yearly MCLE requirement. Minimum of 4.0 hours from live interactive courses required.

Date

Signature

Questions? Contact the MCLE Department at (804) 775-0577 or E-mail questions to mcle@vsb.org

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[Office Use Only: LIVE]