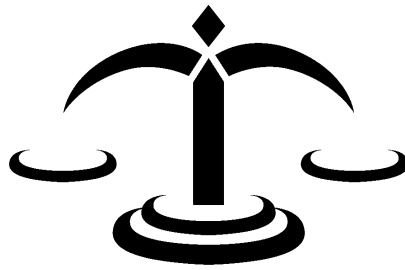


CLE RESOURCES



ILLINOIS STATE

BAR ASSOCIATION

ISBA Section/Committee Chair Training
June 10, 2021



Section & Committee Annual CLE Programming Expectations – FY 2021-22
Requested Minimum Number of CLE Hours to be Produced for On-Demand Catalog

Sections

Requested Hours are based on historical practice and “active” dues paying membership size:

- 1501 and up - **20** hours, including “practice ready” basics content
- 701-1500 – **10** hours, including “practice ready” basics content
- 251 – 700 – **5** hours, including “practice ready” basics content
- 250 or less – **2** hours, including “practice ready” basics content

Please review the ISBA On-Demand CLE Catalog to ensure you have “practice ready” basics content available at all times, to identify missing topics, and to avoid duplicate topics.

Section	Requested Hours of CLE Content to Produce for On-Demand Catalog	“PRACTICE READY” BASICS CLE INITIATIVE <i>The hours below will count toward your requested hours of CLE content.</i>
		Please include:
Administrative Law	2	1 hour basics
Agricultural Law	5	1 hour basics
Alternative Dispute Resolution	2	1 hour basics
Animal Law	2	1 hour basics
Bench and Bar	5	1 hour basics
Business Advice, Collections, & Financial Planning	5	1 hour basics
Business & Securities Law	5	1 hour basics
Cannabis Law	5	1 hour basics
Child Law	2	1 hour basics

Section	Requested Hours for On-Demand Catalog	“PRACTICE READY” BASICS CLE INITIATIVE Please include:
Civil Practice & Procedure	20	3 hours basics
Commercial Banking, Collections, & Bankruptcy	5	2 hours basics
Construction Law	2	1 hour basics
Corporate Law Departments	5	1 hour basics
Criminal Justice	10	2 hours basics
Education Law	2	1 hour basics
Elder Law	5	1 hour basics
Employee Benefits	2	1 hour basics
Energy Utilities Trans & Tele	2	1 hour basics
Environmental Law	2	1 hour basics
Family Law	20	3 hours basics
Federal Civil Practice	5	1 hour basics
Federal Taxation	5	1 hour basics
Food Law	2	1 hour basics
General Practice, Solo/Small Firm	5	1 hour basics
Health Care	5	1 hour basics
Human Rights	2	1 hour basics
Insurance Law	5	1 hour basics
Intellectual Property	5	1 hour basics
International & Immigration Law	2	1 hour basics
Labor & Employment Law	10	2 hours basics
Local Government Law	5	1 hour basics
Mineral Law	2	1 hour basics
Privacy & Information Security Law	2	1 hour basics
Real Estate	20	3 hours basics
Senior Lawyers	2	1 hour basics
State & Local Taxation	5	1 hour basics
Tort Law	10	2 hours basics
Traffic Laws & Courts	10	2 hours basics
Trusts & Estates	20	3 hours basics
Workers’ Compensation	10	1 hour basics
Young Lawyers Division	20	3 hours basics

Committees

Committee	Requested Hours of CLE Content for CLE On-Demand Catalog
Committee on ARDC	2
Committee on Corrections & Sentencing	5
Standing Committee on Delivery of Legal Services	5
Committee on Government Lawyers	5
Committee on Law Office Management & Economics	5
Committee on Legal Technology	5
Committee on Mental Health Law	5
Committee on Military Affairs	5
Committee on Racial & Ethnic Minorities	5
Committee on Sexual Orientation & Gender Identity	5
Standing Committee on Women & the Law	5

Co-sponsorship is encouraged, but hours produced will count only for the lead co-sponsoring section or committee.

Note, if you have previously recorded programs that are still current and relevant, you may ask for an accreditation extension beyond the original two years in lieu of recording a new program. However, the extended program hours will not count toward the hours of new programming requested above. See extension request form on ISBA CLE coordinator webpage – www.isba.org/cle/coordinators

Webcasts and webinars are encouraged as a way to address “hot topics” and a way to capture high quality programming for the popular on-demand CLE catalog where over 80% of ISBA CLE hours are delivered.

SECTION COUNTS - 4/30/2021

(Based on active due paying membership)

<u>Section Name</u>	<u>Active</u>
Administrative Law	164
Alternative Dispute Resoltn	204
Agricultural Law	228
Animal Law	84
Bench & Bar	194
Bus. Adv. & Fin. Plnng	313
Business & Securities	465
Cannabis Law (Complementary Membership At This Time)	731
Child Law	227
Civil Practice	1,520
Commercial Banking	536
Construction Law	232
Corporate Law Dept.	300
Criminal Justice	742
Education Law	172
Elder Law	523
Employee Benefits	122
Energy, Utilities, Transportation & Telecommunications	82
Environmental Law	177
Family Law	1,546
Federal Civil Practice	256
Federal Tax	291
Food Law (Complementary Membership Through 6/30/21)	179
General Practice	560
Health Care	305
Human Rights	95
Insurance Law	372
Intellectual Property	289
International Law	182
Labor & Employment	692
Law Office Management and Economics	197
Legal Technology	210
Local Government	396
Mental Health Law	103
Mineral Law	52
Privacy & Information Security Law	240
Real Estate	1,718
Senior Lawyers (Complimentary Membership Only)	8,453
State & Local Tax	283
Tort Law	944
Traffic Laws & Courts	440
Trusts & Estates	1,786
Workers' Compensation	578
Young Lawyers Division (Complementary Membership Only)	8,675

CLE Program Formats and Proposal Deadlines

Live On-site Programming*

Live on-site at any location. Live on-site programming in the ISBA Chicago Regional Office has the option of simultaneous live webcasting.

Studio Presentation Programming

No on-site audience. Studio Presentations are typically recorded, offered as a live webcast and aired simultaneously with recording. All studio presentations are recorded at the ISBA Regional Office in Chicago, Illinois.

Submission Deadlines	Presentation Dates	Submission Deadlines*	Presentation Dates
7/15	Dec./Jan	7/15	Oct./Nov.
9/15	Feb./March	9/15	Dec./Jan.
11/15	April/May	11/15	Feb./March
1/15	June	1/15	April/May
3/15	Sept.	3/15	June
5/15	Oct. /Nov.	5/15	Sept.

**For "hot topics" you may request an expedited schedule for your recording date.*

ISBA CLE Committee Long Range Goals

ISBA CLE Mission

ISBA Law Ed will provide the best CLE to enhance the professional competence of ISBA members.

ISBA CLE Goals - 2018 - 2021

1. Increase and retain ISBA membership through CLE
2. Focus on Online CLE catalog content to better serve our primary member CLE audience (online) and better use ISBA's limited resources through a planned curriculum that defines and generates the necessary core content, with special emphasis on new attorney content
3. Improve quality of all programs—substance, speakers, materials and delivery—especially online CLE programming and user experiences

**Note, no live onsite programming through December 2021*



Top 50 Online CLE Programs

April 2020 – April 2021

(Ranked by total number of orders & First 10 programs COVID-19 Free CLE programs)

1. Diversity and Inclusion: Increasing Diversity within the Legal Profession (**ISBA**)
2. Resiliency for Lawyers: Strength Under Stress (**Expired - Health & Wellness**)
3. Ethics for the General Practitioner (**Expired - General Practice**)
4. Legal Cannabis and the Workplace (**Labor & Employment**)
5. Preparing Your Witness For the Deposition (**Civil Practice & Procedure & YLD**)
6. Internet Advertising, Marketing, and Website (**Expired - General Practice**)
7. Civil Appeal Basics: Handling an Appeal in the Illinois Appellate Court (**Civil Practice & Procedure**)
8. E-Filing: How to File Properly While Meeting Privacy Obligations (**Bench & Bar**)
9. Using Social Media to Maximize Recognition and Revenue for Your Firm (**SSFPI**)
10. Risk Management in an Estate Planning Practice - Practice Ready Series (**Practice Ready Series**)
11. 60 Tips in 60 Minutes (**Expired - Legal Technology**)
12. Diversity and Inclusion: Professionalism at Work in the Law (**ISBA & IJA**)
13. ISBA Basic Skills for Newly Admitted Attorneys – 2018 (**ISBA**)
14. 2020 Traffic Case Law and Legislative Update (**Traffic**)
15. Unconscious Bias: The Impact on the Legal Profession and the Justice System (**Expired - Environmental**)
16. 15 Hour Solo Small Firm Bundle – 2019 (**SSFC**)
17. Civil Practice Update Fall 2019 - Part 1 (**Civil Practice & Procedure**)
18. Collections for Non-Collections Attorneys (**Banking, Collections & Bankruptcy**)
19. 60 Legal Tech Tips, Tricks, Gadgets and Websites in 60 Minutes (**Expired - Practice Toolbox**)
20. 8 Things Killing Your Law Firm - And How to Stop Them (**Expired - Practice Toolbox**)
21. Civility and Professionalism 2019: Properly Handling Emerging Issues with Competence (**Bench & Bar**)
22. Ethics and the Settlement Process (**Labor & Employment**)
23. Civil Practice and Procedure Update: Pleadings, Motions, Discovery, and Resolving Cases through Settlement and Mediation (**Expired - Civil Practice & Procedure**)
24. Cannabis 101: Advising Your Illinois Clients on the Cannabis Industry (**Master Series**)
25. Mindfulness for Lawyers (**SSFC**)
26. Business Continuity for Law Offices in the Face of Coronavirus (**ISBA**)
27. Mediation: Bridging the Chasm (**Labor & Employment**)
28. Diversity in the Judiciary (**Expired - Minority Bar CLE**)
29. Remote Hearings 101: Coming Soon to a Courtroom Near You (**ISBA**)
30. 8 Things Every Trial Lawyer Should Know (**Tort**)
31. Estate Planning Update – 2019 (**Expired - General Practice**)
32. And the Hits Just Keep Coming: State, Local, and Property Taxes in the 2020s (**State & Local Tax**)
33. Hamilton: An American Lawyer - Lessons for Your Law Practice (**Expired - ISBA**)
34. Intervention: The Struggling Attorney (**Bench & Bar**)

35. Employment Claims Arising Out of a COVID-19 Pandemic and Remedy Buffet for Civil Rights Cases (**Human Rights**)
36. Mindful Combat (**Expired - Environmental**)
37. Advising Clients in the COVID Era (**Business Advice & Financial Planning**)
38. Document Management and Retention: Can I Throw It Away Yet? (**Practice Toolbox**)
39. Advice from the Bench (**Expired - General Practice**)
40. Commercial Real Estate Transactions - The Basics (**Expired - Real Estate**)
41. Blockchain 101: Technical Concepts, Legal and Business Issues (**Expired – Civil Practice & Procedure**)
42. Expert Witnesses: Find Them, Prep Them, Challenge Them (**Expired – Tort**)
43. Civil Practice Update Fall 2019 - Part 2 (**Expired – Civil Practice & Procedure**)
44. Bankruptcy and Divorce (**Expired – Commercial Banking, Collections, and Bankruptcy**)
45. ADR 2019: Using Alternative Dispute Resolution to Navigate Rights - Part 1 (**Expired - Alternative Dispute Resolution**)
46. Work-Life Balance: Is It Possible? (**ISBA & IJA**)
47. Access Your Documents from Anywhere and Safely Share Them with Others (**ISBA**)
48. Brush Up on Social Security: Recent Regulatory and Procedural Changes in Social Security Disability Law (**Disability Law**)
49. Litigating in an E-World: E-Discovery, Forensics, and Open Source Intelligence in Research (**Labor & Employment**)
50. The Hot Seat: Taking and Defending Depositions (**Expired - Practice Ready Series**)

ISBA CLE Coordinator – Volunteer Position Description

SUMMARY OF RESPONSIBILITIES

Upon appointment by the chair of a section or committee, the ISBA CLE Coordinator serves voluntarily as the lead coordinator for the CLE programming of that section or committee for the term of the bar year, July 1 – June 30. The CLE Coordinator is responsible for all section or committee programming, whether presented live onsite or via live and on-demand electronic media.

PRIMARY RESPONSIBILITIES

- At the beginning of the bar year:
 - Review the Annual CLE Committee report with the CLE Committee liaison which includes the section or committee’s CLE history, master CLE curriculum calendar with upcoming assigned dates, past program evaluations and more
 - Take an ISBA Online CLE program to understand the experience of our members, since almost all ISBA CLE hours are delivered online
 - Review all ISBA Online CLE content for your subject area and expirations dates (2 years after presented) to identify deficits and plan programming to fill those deficits
 - Identify any of your section or committee Online CLE programs with accreditation expirations dates that should be extended because the content is still current and beneficial for viewing and request an accreditation extension via the form at www.isba.org/cle/coordinators
- Plan and formally propose the number of CLE programs requested by the CLE committee for the section or committee you represent, including the requested number of webcasts or webinars
- Submit proposals by the CLE deadlines occurring during the bar year for which you are appointed
- Work closely with the section council or committee you represent to select topics, develop topic descriptions, recruit quality speakers, communicate requirements to speakers, and help ensure quality written materials are submitted by the deadline
- Encourage speakers to take advantage of ISBA’s faculty development resources
- Utilize knowledge of the educational needs of lawyers to construct proposals for programming to ensure ISBA’s CLE offerings remain of maximum benefit to Illinois practitioners
- Facilitate and coordinate the implementation of programs approved by the committee through cooperative work with ISBA staff who support administration of the programs
- Serve as Moderator for programs coordinated or recruit others to moderate
- Incorporate interactivity in live CLE programs to engage the audience