

Order Form

REFERENCE # 17-020

Choose from 5 easy ways to order!

- ▶ **ONLINE** enter your credit card order at www.mcle.org.
- ▶ **MAIL** this order form with payment to MCLE, Inc., Ten Winter Place, Boston, MA 02108-4751.
- ▶ **FAX** your credit card order 24 hours a day to 617-482-9498.
- ▶ **CALL IN** your credit card order to (800) 966-6253, Monday – Friday, 8:30 a.m. – 5:30 p.m.
- ▶ **WALK UP** on the day of the program or **DROP IN** to MCLE's bookstore, Monday – Friday, 8:30 a.m. – 5:30 p.m.

1 CUSTOMER INFORMATION

Year Admitted to MA Bar _____ Title (if any) _____ BBO # _____
Last Name _____ First Name _____ Middle Initial _____
Firm/Agency _____
Street Address _____ Suite/Floor _____
City _____ State _____ ZIP+4 _____
Telephone _____ Fax _____
Order confirmation? Enter your email address: _____

2 ORDER DETAILS

Not an MCLE Sponsor Member? Become one today and receive the MCLE Sponsor Member discounted prices on this order! (see fee chart on next page)

MCLE SPONSOR MEMBER DUES \$

PROGRAMS

Product No.	Title	Automatic book update	Cost
_____	_____	Opt-out <input type="checkbox"/>	\$ _____
_____	_____	Opt-out <input type="checkbox"/>	\$ _____
_____	_____	Opt-out <input type="checkbox"/>	\$ _____

PROGRAMS SUBTOTAL \$

BOOKS & AUDIO CDs (For eBook options, visit www.mcle.org)

Product No.	Title	Automatic book update	Cost
_____	_____	Opt-out <input type="checkbox"/>	\$ _____
_____	_____	Opt-out <input type="checkbox"/>	\$ _____
_____	_____	Opt-out <input type="checkbox"/>	\$ _____
_____	_____	Opt-out <input type="checkbox"/>	\$ _____

Shipping & handling \$ 8.50

BOOKS & AUDIO CDs SUBTOTAL \$

GRAND TOTAL \$

3 PAYMENT METHOD

Check payable to MCLE enclosed



Card number _____ Expiration date _____

Cardholder's name _____ Cardholder's signature _____

M C L E
NEW ENGLAND

Massachusetts Continuing Legal Education, Inc.

Ten Winter Place, Boston, MA 02108-4751 ■ 617-482-2205 ■ MA toll free 800-966-6253 ■ FAX 617-482-9498 ■ www.mcle.org


Keep raising the bar.®

Policies and Information

Register early!

- For course agendas, hours, fees, and discounts, please refer to the respective seminar pages. The fee includes all written materials unless otherwise noted, program instruction, and refreshment breaks. Lunch may be enjoyed on your own.
- To reserve seating and written materials, please register in advance of the program.
- Upon registration, MCLE will e-mail a confirmation. Please check in with the registrar on the day of the program.
- Walk-in registrants are welcome, with the exception of limited enrollment programs. Please call us to confirm space availability and schedule.
- We accept cash, checks, MasterCard, Visa, American Express, and Discover.

Need special assistance?

If you are a person with a disability or special needs, please let us know in advance so that we can arrange to make your visit as convenient and comfortable as possible. Call Pam Chapin at 617-896-1238 to make arrangements. For your convenience, MCLE also offers closed captioning  and transcripts of all recorded webcast programs, available to you online two weeks after the program date.

Mandatory CLE credits

Record of attendance is kept and transmitted upon request to any jurisdiction having mandatory continuing education. MCLE is an accredited sponsor of continuing legal education for Rhode Island and our programs are regularly approved by Maine, New Hampshire, Pennsylvania, New York, Vermont, and other jurisdictions.

And, now, depending on the jurisdiction, lawyers can satisfy their mandatory CLE requirements online with MCLE's live webcasts, which include periodic attendance prompts and the opportunity to forward written questions to the faculty during the program, fill out an evaluation form and receive a certificate of attendance.

If your plans change

If you're unable to attend a program you've registered for, you will receive an email notification shortly after about how to access the program on demand via webcast and/or downloadable mp3 file, including the written materials in electronic form, in full satisfaction of the tuition paid. If you prefer a refund, let us know by the end of the business day prior to the program and we'll refund your tuition after deducting a \$25 processing fee. Note that limited enrollment programs are an exception, cancellation of which require two weeks notice and are subject to a \$45 processing fee.

Discounts for new lawyers

For the first three years of practice, MCLE offers new lawyers a 25% discount on all of its products, including programs (whether attending in person or via live or recorded webcast), books, course materials, audio CDs and mp3 recordings. If you were admitted to the bar after 2014, you can take advantage of the new lawyer prices listed throughout the catalog.

New lawyers always pay the **LOWEST** price.

Pending admittees, law students and paralegals are eligible for a 25% discount on most MCLE programs.

Attorney scholarships

Attorneys with financial need who certify that they are unable to attend a program without financial aid may request a partial tuition scholarship in confidence by writing or emailing scholarships@mcle.org at least two weeks in advance of the program.

Save all year long— become an MCLE Sponsor Member!

Become a Sponsor Member and receive:

- **10% discount** on all programs, books, program materials, audio CDs, and mp3 recordings;
- Significant savings on a **subscription to MCLE's OnlinePass™**;
- Weekly **e-mail updates** and **advance notice** of sales and new product releases;
- The **highest level of service** offered by your own Sponsor Account Specialist;
- **Public recognition** on our website and in our catalogs and program materials.

MCLE Sponsorship runs for 12 months beginning September 1. The fee for firm, corporate law department, or agency membership is calculated based on the number of Massachusetts admittees within the organization. Benefits of membership extend to all lawyers and non-lawyer professionals associated with the organization.

- Solo Practitioners \$95
- Firms by number of Massachusetts attorneys:
 - 2-5 \$ 150
 - 6-10 250
 - 11-25 500
 - 26-75 1,000
 - 76-150 \$ 2,500
 - 151-250 3,500
 - 251+ 4,500