



NYSCALA

Citywide Association of Law Assistants of the
Civil, Criminal & Family Courts in the City of New York

Barbara G. Brown, Chair

August 2015

Dear Court Attorneys,

The Executive Board is pleased once again to present five days of Continuing Legal Education classes, on October 7, 14, 15, 20, and 22. Program details are listed below, and schedules and a registration form are included in this packet. A copy of the CLE schedule, registration form and information will also be posted on our website, www.nyscala.com

Now for the very important fine print...

1. Each day will constitute 6 CLE credit hours. As per NYS CLE Board requirements, **NO PARTIAL CREDIT** can be given to participants who do not attend a full day of training. Attendees must be present for the entire day to receive CLE credit, meaning signing in by 9:30 a.m., staying until the last class ends, then signing out at 4 p.m.
2. The NYS Judicial Institute will distribute CLE certificates via email. It is essential that you **print your court system email address VERY CLEARLY** on the registration form or you will not receive your certificate(s).
3. **Preregistration for all days is REQUIRED.** Sign-in sheets per CLE Board requirements will be generated each day from the registration lists; space is limited, therefore, "walk-ins" cannot be accepted. In addition, meals and refreshments are based on the number of people who preregister, so make sure you're registered for any day(s) you wish to attend. **DEADLINE to register is Friday, September 11.**
4. If you register for a class or classes, please don't be a NO SHOW. In the past, no shows cost NYSCALA a substantial amount in wasted catering fees. **If you do have to cancel, kindly notify us at least 3 days in advance of the scheduled program date.**
5. A light breakfast, lunch, and midmorning and afternoon refreshments will be provided. The registration form will allow you to request Kosher, Vegetarian or Vegan **LUNCH OPTIONS.**
6. During the programs, **TIMING IS VERY IMPORTANT.** In order to comply with the CLE Board's time requirements, we must start and end each session on time. To expedite the process, we kept scheduled breaks and lunch hour to a minimum. During the day, proctors will be assisting with sign-in and sign-out, as well as transitions from one CLE session to another.
7. **IMPORTANT LOCATION REMINDER:** the General Law Day (Oct. 7) will be held at the DC37 building at 125 Barclay Street; all the other days will be at the NYS Court Officer Training Academy at 123 William St. 12th floor.
8. If you have any **QUESTIONS**, please call the union office at 212.387.8707 or email Barbara Brown at bbrown@nyscala.com

