



NYSALA

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

Barbara G. Brown, Chair

August 2017

Dear Court Attorneys,

The Executive Board, in cooperation with OCA, is pleased once again to present five days of Continuing Legal Education classes. A registration form is included in this packet. A copy of the CLE schedule, registration form, and information also will be posted on the Events page of our website at www.nyscala.com as details for each day become available. Material and speakers' bios also will be posted on the website. Please remember to check the website periodically for updates.

DATES: Friday, October 13 — Family Law; Monday, October 23 — General Legal topics, including Ethics; Tuesday, October 24 — Civil Law; Thursday, October 26 — Criminal Law; and Friday, October 27 — Housing Law

TIMES: Exact times for each day's specific classes TBD, but sign-in will start at 8:30 a.m. Classes will begin at 9:30 a.m. and end at 4:00 p.m.

LOCATION: Ted Weiss Federal Building, 290 Broadway at Duane Street, 30th floor, rooms 1, 2, 3

BEFORE REGISTERING FOR CLASSES, PLEASE READ THE FOLLOWING IMPORTANT GUIDELINES

1. Each day will constitute **6 CLE credit hours**. As per NYS CLE Board requirements, **NO PARTIAL CREDIT** can be given to anyone who does not attend a full day of class. Unfortunately, every year we have some attendees who arrive late and others who try to leave early. OCA will not issue CLE certificates to these attendees. So please allow yourself plenty of time, particularly since this federal building requires visitors to go through security procedures. Employees of OCA will monitor sign-in and sign-out.
2. **Preregistration for all days is REQUIRED and ESSENTIAL.** Per CLE Board requirements, sign-in sheets will be generated for each day from the registration lists. Additionally, **security at 290 Broadway will NOT admit anyone who is not registered for that day's classes.** Two weeks prior to each class, you'll receive a confirmation email. If you don't receive a confirmation email, it means you're not registered. At that time, if you think a mistake has been made or if you need to cancel, please contact the Union office ASAP.
3. No-shows and late cancellations continue to be a problem. This costs us all in wasted costs for catering, sometime running into several thousand dollars during the course of five days. As an unfortunate result, we will have to keep a list this time of any no-shows or late cancellations less than three days before the CLE day. These people will be asked to pay a refundable deposit for catering prior to attending a future CLE. The deposit would be returned upon their attendance. We regret having to be so heavy handed, but during the eight years of running these programs, unfortunately the situation has gotten worse.
4. Light breakfast, lunch, and midmorning and afternoon refreshments will be provided. You may request Kosher, vegetarian, or vegan lunch options (please note, this is only for lunch) on the registration form.
5. If you have any questions, please call the union office at 212.387.8707 or email Barbara Brown at bbrown@nyscala.com

