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BOARD OF OVERSEERS OF THE BAR

Established by the Maine Supreme Judicial Court

97 Winthrop Street
 P O Box 527
 Augusta, ME 04332-0527

Phone 207-623-1121 • Fax 207-623-4175
 Email: Board@mebaroverseers.org • Web: www.mebaroverseers.org

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BAR COUNSEL
 Aria Ee

ASSISTANT BAR COUNSEL
 Alan P. Kelley

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June 21, 2019

Dear Attorney:

In accordance with Maine Bar Rule 4, please note that the annual registration process begins July 1, 2019. All active attorneys, law clerks, and judges must complete the registration process online on or before August 31st. Of note, on May 1, 2019, Maine's Continuing Legal Education Rule, Maine Bar Rule 5, was comprehensively amended by the Maine Supreme Judicial Court. The revised Rule bifurcates the annual registration and reporting of CLE credits. The annual registration of attorneys will begin on July 1st and CLE reporting will begin on January 1, 2020.

In order to transition from a fiscal year to a calendar year CLE reporting period, attorneys will report for calendar years 2018 (11 credits) and 2019 (12 credits), for a total of 23 credits beginning January 1, 2020.

To begin your annual registration, visit the Board's website at www.mebaroverseers.org and select the MyBoardAccess link. Once you have successfully logged in, select "Renew Registration" and take the following steps to complete your registration:

Screen 1: The first screen will display your current contact information. If your office or home address need to be updated, simply select the "Edit" link located to the right of your name. All attorneys are required to provide a home address to the Board and will not be able to proceed to the next screen until a home address is entered. The Board will only publish and/or disclose a home address and phone number if no valid office address and phone number is provided (a home address may be a post office box).

Screen 2: The next screen will require you to answer a few questions. As a reminder, attorneys engaged in the private practice of law in Maine must reaffirm or designate a fellow attorney who is registered as active and who has consented to act as their proxy.

Screen 3: Here, you must verify banking institution/branch names, account names, and masked account numbers (or if exempt from Maine Bar Rule 6, confirm the reason for your exemption). You may edit, add, or delete inactive accounts.

Screen 4: This screen provides you with an opportunity to make a voluntary donation to the Campaign for Justice, an annual statewide effort to raise funds from the legal community to help meet the legal needs of Maine's low-income population.

Screen 5: New this year, the Maine Justice Action Group (a judge-led coalition of leaders of Maine's legal community), with the support of the Board of Overseers of the Bar, is collecting data on pro bono hours performed by members of the Maine bar. Collecting and publicizing the aggregate pro bono hours donated by the Maine bar will increase the positive professional reputation of the Maine bar, support grant applications and other funding for pro bono and civil legal aid projects, allow the Judiciary and other state leaders to highlight the existing commitment of Maine lawyers when explaining the importance of access to justice, and allow the inclusion of pro bono hours performed outside the auspices of a legal aid or pro bono organization.

Screen 6: On this screen you can review and/or edit your registration statement. At the bottom of the screen, you will be required to confirm your entries by typing your full name in the digital signature box. You will then be prompted to submit your registration statement for review and approval.

Screen 7: The final screen provides a summary of fees owed. You may pay by credit card or paper (not electronic) check. If you or your firm will be paying by check, be sure to print your confirmation to accompany the check.

Once payment is received and all registration documents are verified, you will receive an email confirmation containing a link to print your bar card. This final step confirms that your registration is complete.

Please note that the failure to submit payment and/or complete the registration process by August 31st will result in the assessment of a \$50 late fee.

Should you have any questions regarding the online registration process, please contact CLE/Registration Coordinator Susan Adams (sadams@mebaroverseers.org/207.621.7959) or Registration Clerk Lisa Hentschel (lhentschel@mebaroverseers.org/207.621.7951).

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Jacqueline Rogers". The signature is written in a cursive style with a large, prominent "J" and "R".

Jacqueline Rogers
Executive Director