# HOW TO APPLY FOR THE COMITY – PLUS PROGRAM

No applications for Comity-Plus will be accepted after the December 31st deadline.

Members must provide all the following documents <u>at the time of submission</u>:

- Montana's Certificate of Good Standing (link **HERE)** verifying CLE compliance in the Resident Jurisdiction. <mark>Without this specific form, your application will be <u>denied</u>.</mark>

- A copy of the member's current CLE transcript of activities undertaken to complete the CLE requirements of the Resident Jurisdiction.
  - <mark>Please highlight on your transcript which courses you are applying toward Comity-Plus compliance.</mark>
  - Only the number of credits required for annual compliance in the member's Resident Jurisdiction will be credited towards comity-plus compliance in Montana.
  - Carry-over credits are not recognized or carried over in Montana.

- Course agenda, course description, and certificate of attendance are required for each additional activity, if any, required to meet Montana's standard for CLE Compliance.
  - If additional activities are required for the member to reach Montana's standards for total number of credits, and/or total number of Professional Fitness and Integrity credits, such activities must meet all other Montana CLE Rules for eligible activities and **must be live and interactive in format**, as defined in Rule 9.

All required documentation must be submitted through the Comity-Plus form found on your Dashboard once you are logged in on the State Bar of Montana's website.
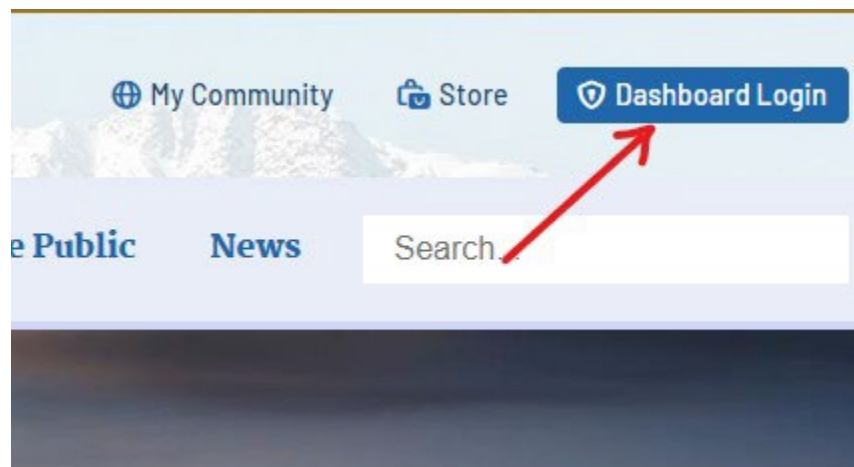
From the left-hand menu, click Report Comity-Plus Credits.
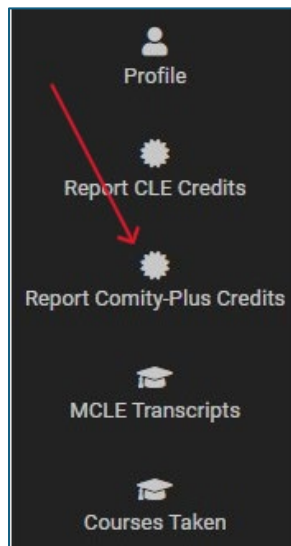
This will take you to the Report Comity-Plus Credits page. This page contains a list of instructions and the Rules at the top of the page.

Further down the page, under the Credit Information section, the State/Province should be defaulted to your Resident Jurisdiction.

Under the **Required Documents** section, please upload:

- The Montana Certificate of Good Standing in MCLE Compliance form. <u>Without this specific form, you application will be denied.</u>
- A copy of your transcript.

If you are having issues uploading:

- Chrome is the preferred browser.
- It is easiest to upload documents as a PDF.
- File names must **NOT** contain any special characters and must be less than 40 characters in length (including spaces).
- If uploading issues persist, or you receive an error message, please clear out your Cookies and Browser Data on your computer.
  - After clearing your Cookies and Browser data if issues persist, try using Incognito mode in your browser.

In the **Additional Course Information** section, <u>if</u> you are required to upload additional credits, click Add Additional Course. Please keep in mind: Additional activities **must be live and interactive in format**, as defined in Rule 9.

You can skip the Additional Course Information section if no additional courses are required.

Once the Additional Course Information is expanded, you must fill in each section. You are required to upload the course agenda, course description, and certificate of attendance for each additional activity, required to meet Montana's standard for CLE Compliance.

If more than one course is required to meet Montana's standards, you can click the Add Additional Course button.
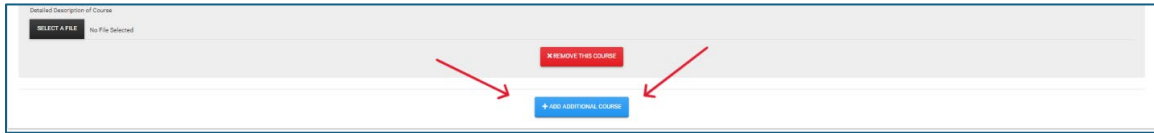
Once all documents have been uploaded, you can scroll to the **Payment Options**.

You can either enter your billing information or click the check box to have your information populated from your user profile.

Once the billing information has been input click the Submit Credit button in the lower right corner.

==This should take you to a "Thank you for your payment." Page.==

The MCLE staff will then review your application.

You will receive an email from cle@montanabar.org with either an approval or request for additional information.