

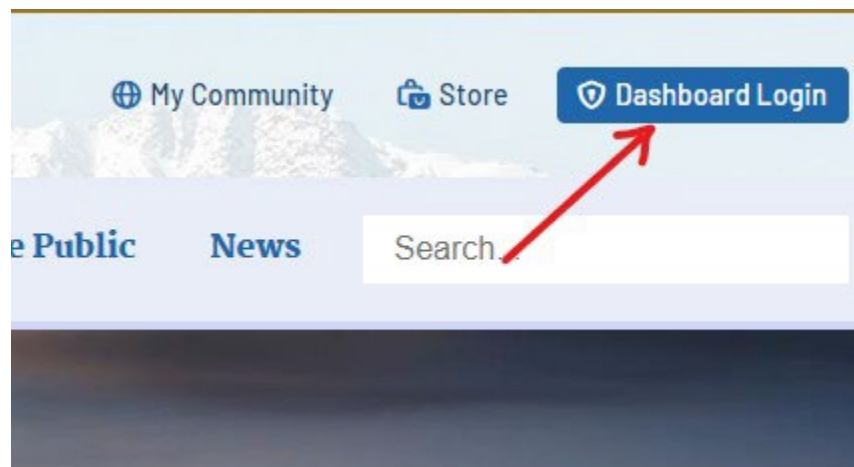
HOW TO APPLY FOR THE COMITY – PLUS PROGRAM

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

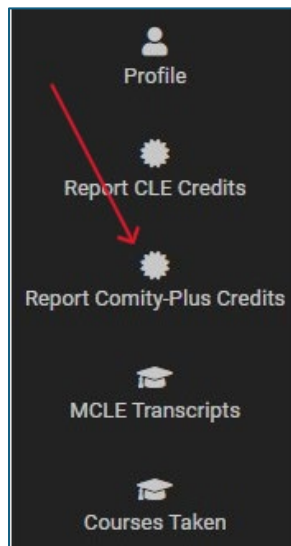
Members must provide all the following documents at the time of submission:

- Montana's Certificate of Good Standing (link [HERE](#)) verifying CLE compliance in the Resident Jurisdiction. **Without this specific form, your application will be denied.**
- A copy of the member's current CLE transcript of activities undertaken to complete the CLE requirements of the Resident Jurisdiction.
 - **Please highlight on your transcript which courses you are applying toward Comity-Plus compliance.**
 - 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.

Report Comity-Plus Credits

Submit this form to apply for Comity-Plus for the 24/25 compliance year. The deadline has passed for the 23/24 Comity-Plus applications.

This form is for the 2024-2025 reporting year only!

To take advantage of this program, you must already be in compliance for the 2023-2024 reporting year with no outstanding fees and meet all of the criteria outlined in the Rule below. Please note that credits used in Montana for prior years' compliance may not be used again toward current year Comity-Plus credit totals.

Montana's Certificate of Good Standing in MCLE Compliance can be found [HERE](#). Without this specific form, your application will be **denied**.

The Comity-Plus processing fee is \$25.00.

All required documentation must be submitted together through this Comity-Plus form. The deadline for the 2024-2025 Comity-Plus application is December 31, 2025.

*Note: if your resident jurisdiction's reporting period is longer than yearly, divide the total number of general and ethics credits required by the number of years in your reporting period. For example: your jurisdiction requires 45.0 total credits, including 6.0 ethics credits, every three years. That would be 15.0 total credits, including 2.0 ethics per year. If the totals come out to less than Montana's required 15.0 credits, including 2.0 PFI (ethics) per reporting year, you are required to report additional credits with proper documentation, as outlined in the rules below. **Also, please highlight on your transcript which courses you are applying toward Comity-Plus Compliance.** They cannot be credits that have already been used for a prior year's compliance.*

Rule 5, D. "Comity-Plus" Compliance for Members in Other States and Jurisdictions.

A member who has an active license to practice law in another state or jurisdiction where the member resides ("Resident Jurisdiction") may transfer the number of credits required to meet MCLE requirements of that state or jurisdiction. In order to meet its obligations to the public and the legal profession, the Commission requires the member to complete additional activities, if needed, to satisfy Montana's standards for the total number of credits, and/or the total number of Professional Fitness and Integrity credits, required for CLE compliance.

- To seek comity-plus compliance, the member must meet all of these criteria:
 - the member has an active license issued by the member's Resident Jurisdiction that has mandatory CLE requirements;
 - the member's address on file with the State Bar of Montana is in that Resident Jurisdiction and has been for a minimum of 45 days prior to the end of the member's compliance period in Montana;
 - the member's Resident Jurisdiction requires the completion of CLE credits to be in compliance with the CLE requirements established by court rule or legislation in the Resident Jurisdiction;
 - the member provides Montana's certificate of good standing verifying CLE compliance (our required form can be found [HERE](#)) in the Resident Jurisdiction and a copy of the member's CLE transcript of activities undertaken to complete the CLE requirements of the Resident Jurisdiction;
 - the member documents completion of the additional number and types of activities, if any, required to meet Montana's standards for CLE compliance; and
 - the member submits all proper documentation and the comity-plus compliance processing fee by **December 31** of the reporting year.
- The Commission will not consider any comity-plus requests submitted after December 31 of the reporting year. If a member does not submit a comity-plus request by December 31 of the reporting year, the member must comply with Montana's CLE requirements as set forth in Rule 9.
- Only complete compliance with a Resident Jurisdiction's CLE requirements will be eligible for comity-plus compliance in Montana. Individual credits or activities will require individual review under the guidelines established by these Rules.
- Only the number of credits required for compliance in the member's Resident Jurisdiction will be credited towards comity-plus compliance in Montana. Carry-over credits will not be recognized or carried over in Montana.
- 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 interactive in format, as defined in Rule 9.

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

Credit Information

State/Province *

Idaho

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

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

Required Documents

Certificate of Good Standing in MCLE Compliance
This required form can be found in the Mandatory Continuing Legal Education section on the State Bar of Montana's [website](#). You must have your jurisdiction's MCLE Compliance Official complete and sign this form and return to you before you can submit the application for Comity-Plus.

SELECT A FILE No File Selected

Copy of Out-of-State Transcript

SELECT A FILE No File Selected

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, if 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.

Additional Course Information

List the additional credits earned that were needed to fulfill Montana's 13 General and 2 PFI (Ethics) requirements that are not included in your out-of-state transcript.

+ ADD ADDITIONAL COURSE

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.

Additional Course Information

List the additional credits earned that were needed to fulfill Montana's 13 General and 2 PFI (Ethics) requirements that are not included in your out-of-state transcript.

Course Title *

Provider Name *

Date of Attendance *

☐ mmm/dd/yyyy

General Minutes *

PFI (Ethics) Minutes *

Certificate of Completion

SELECT A FILE No File Selected

Timed Agenda

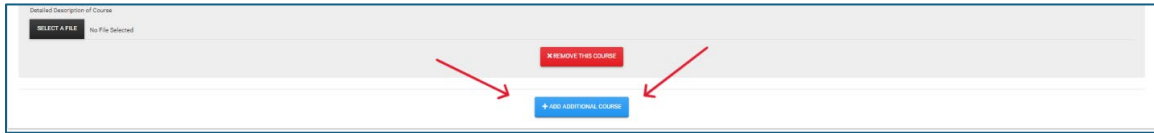
SELECT A FILE No File Selected

Detailed Description of Course

SELECT A FILE No File Selected

REMOVE THIS COURSE

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**.

A screenshot of the 'Payment Options' form. It has a title 'Payment Options' and a sub-header 'Select Payment Method'. There are two buttons: 'CREDIT CARD' (highlighted in blue) and 'CHECK' (disabled). Below this, it says 'There is a surcharge on credit card transactions to cover merchant fees.' and 'Accepted Card Types' with icons for Visa, MasterCard, and American Express. There are input fields for 'Card Number', 'Expiration Date', 'Expiration Year', and 'CCV'. At the bottom, there's a checkbox labeled 'Save payment method for future use'.

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

A screenshot of the 'Billing Information' form. It has a title 'Billing Information' and a sub-header 'Select Billing Information'. There's a checkbox labeled 'Use Billing Information from your user profile' which is checked. Below this, there are input fields for 'First Name', 'Last Name', 'Billing Address', 'City', 'State', 'Select One...', 'Zip', and 'Country'. At the bottom, there's a checkbox labeled 'I agree and authorize' and a 'SUBMIT CREDIT' button.

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

A screenshot of the bottom right corner of the form, showing the 'SUBMIT CREDIT' button. A red arrow points from the top right towards the button.

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.