



## HARDSHIP WAIVER OF MCLE REQUIREMENTS APPLICATION INSTRUCTIONS

Active members, not otherwise exempted, shall complete a minimum of fifteen hours of continuing legal education activity each educational year prior to June 30 and file an annual affidavit prior to September 15. Members may submit an application to the Chief Executive Officer/Executive Director of the State Bar, requesting a waiver of the MCLE requirements and/or waiver of fees for reasons of personal hardship. The Board shall review all denials (Rule 45(b)(6), Ariz. R. Sup. Ct.).

Personal hardships exist when a member is unable to complete the MCLE requirement because of a medical or financial hardship beyond their control or are active military. Examples of such hardships include:

- **Financial hardship** – due to unemployment; time out from practice for family or health reasons; low income based upon extraordinary practice or business losses.
- **Medical hardship** - serious health issue(s) resulting in extraordinary medical expenses or inability to work
- **Active Military** - A State Bar member, serving on active duty in the United States Military in an assignment *outside* the United States for a cumulative period of at least three months during the educational year covered by a MCLE filing, is deemed to have a personal hardship warranting an automatic waiver of MCLE requirements.

Note: The Bar sends courtesy only email reminders of Court requirements. The following circumstances are *NOT* considered a personal hardship: 1) failure of the member to calendar the filing deadline; 2) failure of the member to promptly notify the State Bar of a change in the member's contact information; 3) ascertain of the member that he/she did not receive reminder emails; or 3) the member's delegation of the responsibility to file to another person.

Waivers are limited to two consecutive educational years, absent extenuating circumstances.

To request a hardship waiver:

- Complete the application
- Submit a written statement outlining the circumstances upon which the waiver is based with your application (please do not send medical or financial records). For members applying for a waiver based upon **active military duty**, please provide a copy of your military orders.
- Sign and date the application

Incomplete applications will be returned without processing.

Submit your application package via email (preferred method) to:

[MCLE@staff.azbar.org](mailto:MCLE@staff.azbar.org)

Or by mail:

Mona Fontes, MCLE Administrator  
State Bar of Arizona  
4201 N. 24<sup>th</sup> Street, Suite 100  
Phoenix, AZ 85016-6266

You will be notified by email as soon as practicable confirming or denying the request.



## APPLICATION FOR HARDSHIP WAIVER OF ANNUAL MCLE REQUIREMENTS

**Member Name:** [Click here to enter text.](#)

**Bar Number:** [Click here to enter text.](#)

**Year Admitted in Arizona:** [Click here to enter text.](#)

### Type of Personal Hardship:

Financial

Medical

Active Military Duty - outside the United States

### Type of Waiver Requested:

Full MCLE Waiver requested

Waiver of MCLE fees

Late Compliance

\$33

\$67

\$133

\$166

Late Filing

\$133

\$166

\$200

### Previous Waiver Requests:

**MCLE**  Yes  No

**Dues**  Yes  No

If YES, indicate the type(s), year(s) of the request(s) and whether request(s) was granted:

[Click here to enter text.](#)

**Required for processing ALL waivers:** Include a written statement outlining the circumstances upon which the waiver request is based on a separate sheet (please do not hand write).

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Member Signature (required)

Date