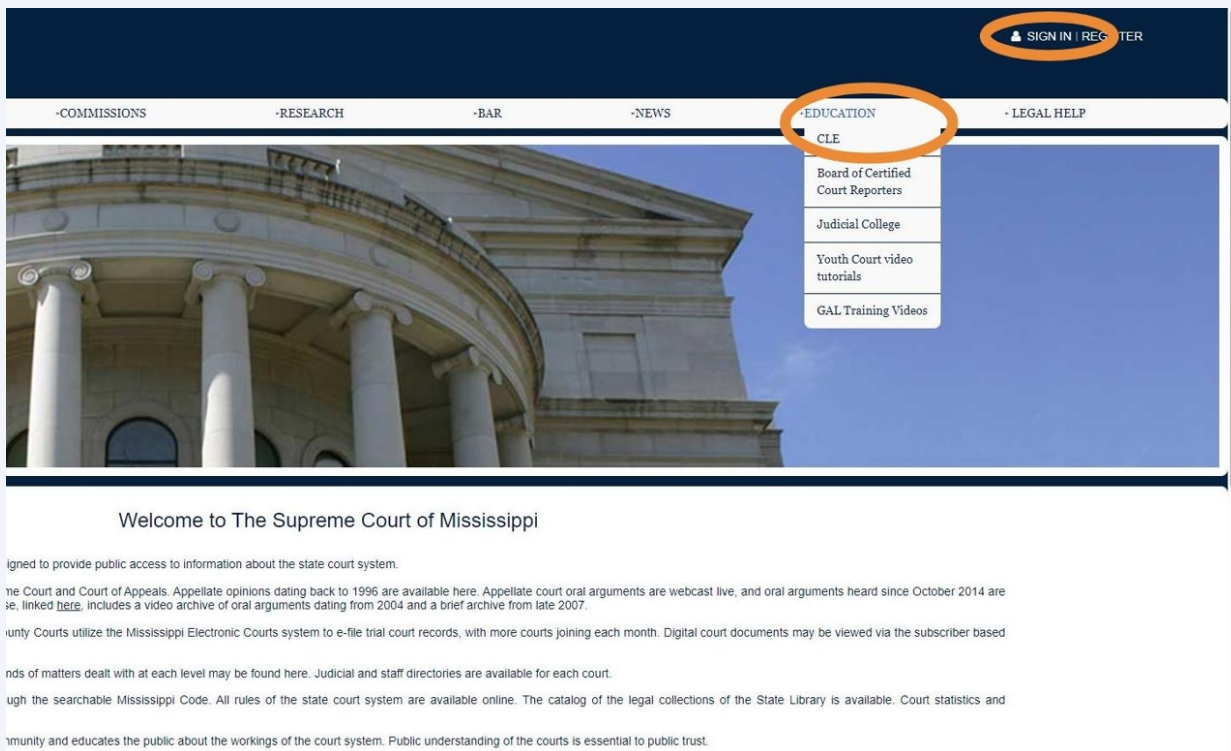


Attorney- Submitting a Missing CLE Course

This guide provides a step-by-step process for attorneys to submit a missing Continuing Legal Education (CLE) course, ensuring compliance with professional requirements. It simplifies the potentially confusing online submission process, from logging in to uploading necessary documentation. By following this guide, attorneys can efficiently manage their CLE records and avoid penalties for incomplete education requirements. Overall, it serves as a valuable resource for maintaining professional standing.

1

Log in to user account by selecting SIGN IN in the upper right of the screen. Or selecting the Education> CLE dropdown to take you to the login in screen.



2 Click "Login" below the CLE tab.



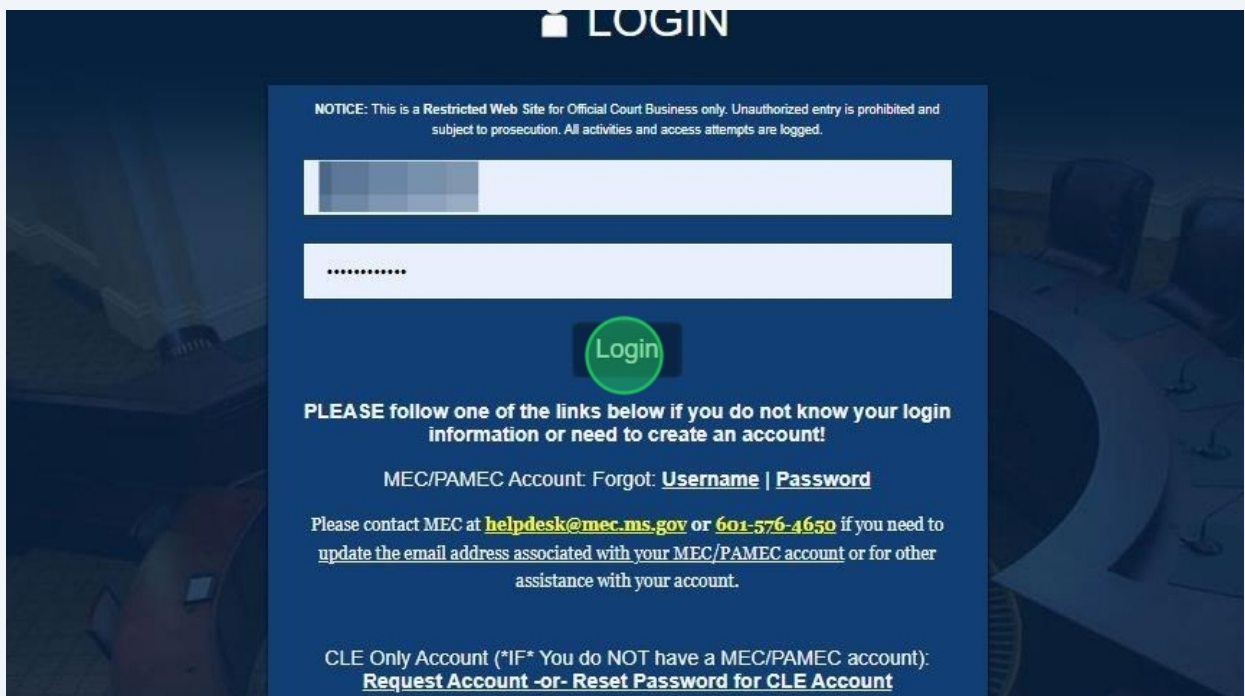
Continuing Legal Education

- » CLE
 - » **Login**
 - » Request User ID -or- Reset Password
 - » General Information & Forms
 - » FAQ
 - » New Lawyer Program Calendar
 - » Mississippi Calendar of Events

In an effort to assist members in completing their CLE requirements for 2024, the MEC/PAMEC system will be down for maintenance on Monday, January 22, 2024. Please be advised that the MEC/PAMEC system will be down for hundreds of phone calls and emails. Please wait 48 hours for a return call. Please visit our FAQ page for more information.

Note: No action will be taken against members who do not complete their CLE requirements for 2024.

3 Enter credentials and password. Click [Login]



LOGIN

NOTICE: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution. All activities and access attempts are logged.

Username:

Password:

Login

PLEASE follow one of the links below if you do not know your login information or need to create an account!

MEC/PAMEC Account: Forgot: [Username](#) | [Password](#)

Please contact MEC at helpdesk@mec.ms.gov or [601-576-4650](tel:601-576-4650) if you need to update the email address associated with your MEC/PAMEC account or for other assistance with your account.

CLE Only Account (*IF* You do NOT have a MEC/PAMEC account): [Request Account -or- Reset Password for CLE Account](#)

4

Account verification will appear. Click "Send Passcode to this Email:" and find the appropriate email address, then click Next



5

A MEC Attorney Login Verification will be sent to the email selected.

Copy this information by highlighting and right click> select copy



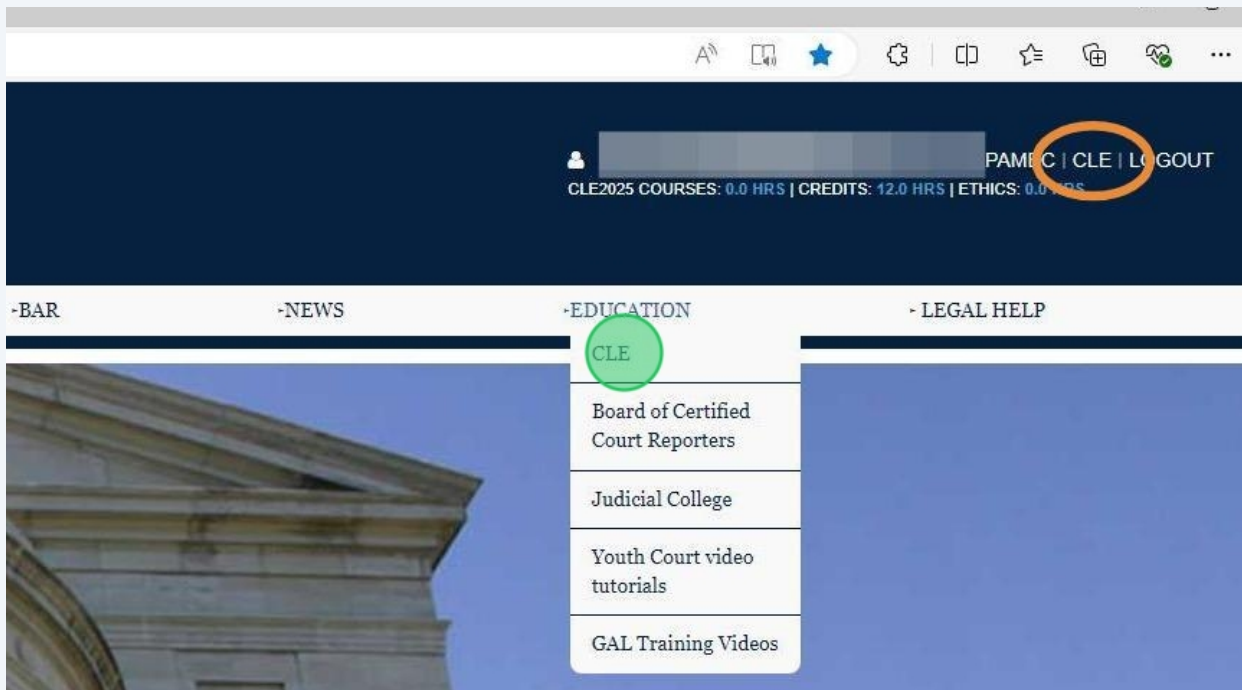
6

Go to the verification screen. Make sure the cursor is in the box, right click on the cursor and Click "Paste". Then select [Next]

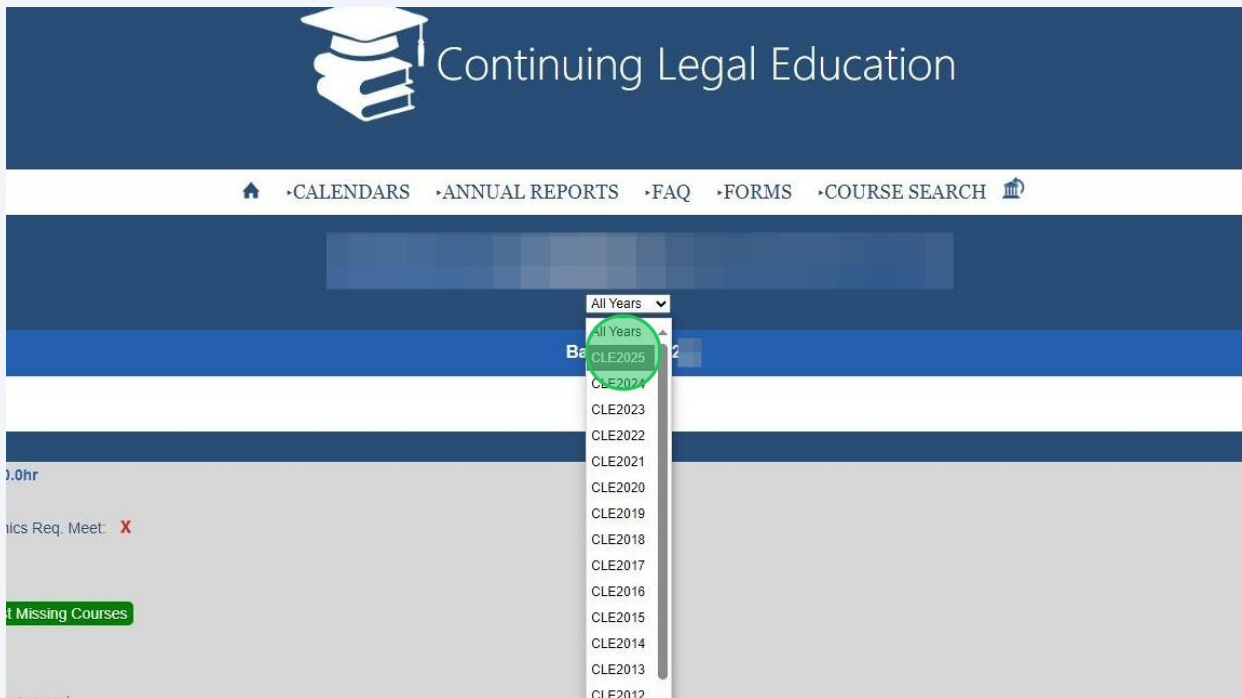


7

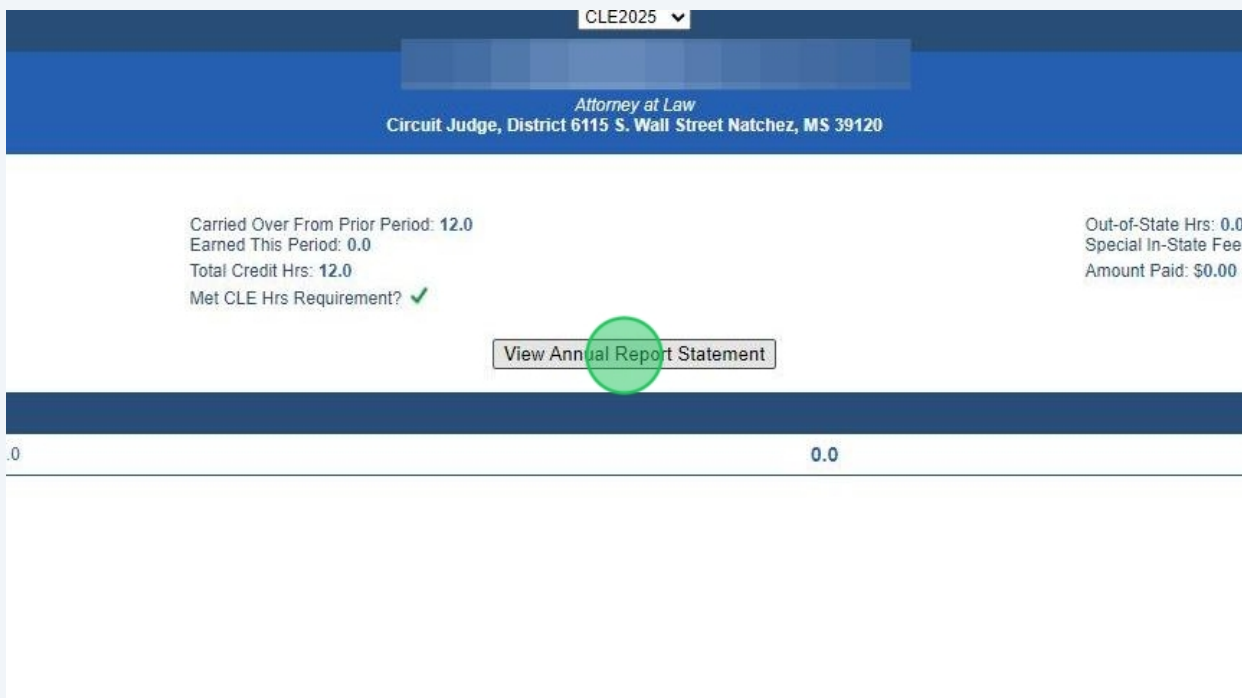
Once logged in Select Education > CLE or select CLE to the right of Username and Bar Roll number.



8 Select the CLE year from the drop down.



9 Click "View Annual Report Statement"



10 Click "Verify/Update Report Statement"

Required: 1.00 hr(s) Earned This Period: 0.00 hr(s)
Requirement? X Total Credit Hrs: 12.00 hr(s)
Requirement? ✓ Hrs Required: 12.00 hr(s)
Carried Forward to Next Period: 0.00 hr(s)

Verify/Update Report Statement

11 Click "Request Missing Course"

MISSING COURSE REQUESTS
CLE2025

	Sponsor	City/State	Date	Hours	Ethics	Documents
BASES	NBI	NEW ORLEANS, LA	10/01/2024	7.50	1.00	
	NBI	Eau Claire, WI	09/17/2024	6.00	1.00	

Request Missing Course

Attorney Statement

.....
courses information above and verify that I have attended or taught the programs, courses or seminars and earned the hours of
e any additional or correct information about programs or seminars I attended or ta
.....

12 Click "Course" and select from the drop down list.

Missing course requests do not appear on report state

Missing Course

Course

ESTATE PLANNING FOR PROFESSIONALS

GST BASICS AND BEYOND - NOT FOR THE FAINT OF HEART

THE 5TH AMENDMENTS ESSENTIAL ROLE IN OFFSHORE AUD

Social Security: New Rules and Challenges

Commercial Real Estate Tax Strategies 2024-2025

Mediation Masterclass for Attorneys

Exemplifying Civility and Professional Responsibility

Sponsor

City/State

13 Select and add the date of the course.

GST BASICS AND BEYOND - NOT FOR THE FAINT OF HEART

Sponsor
CANNON

City/State
WEBCAST, N/A

Date
12/21/2024

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Clear Today

Cannot upload more

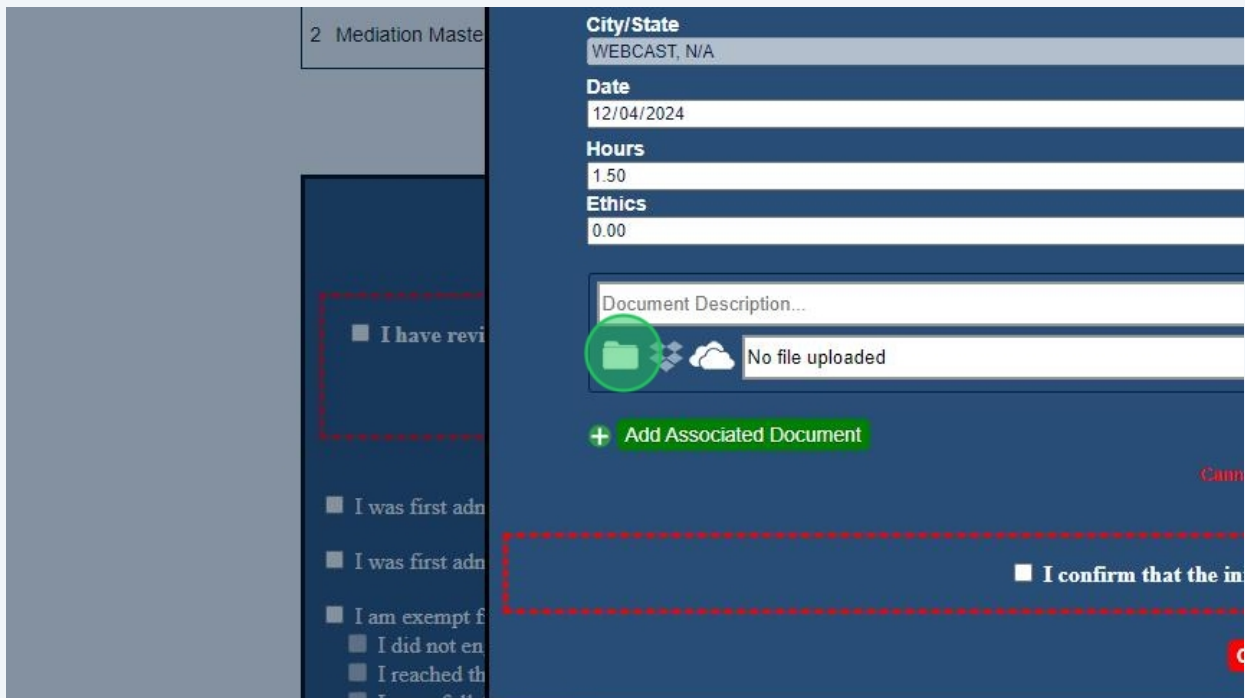
I have reviewed this information

I was first administrator of this course

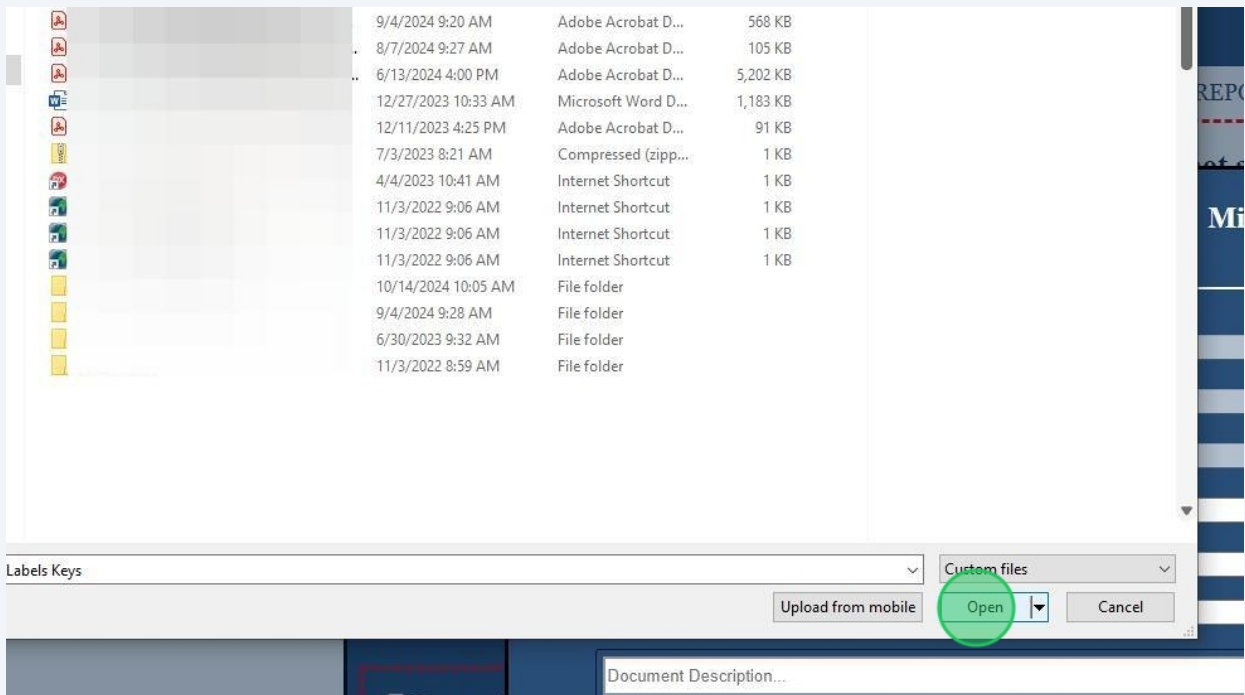
I was first administrator of this course

I confirm that the information entered is accurate

14 Name the Document to be uploaded, then select the file.



15 Search for your file, highlight and click open.



16

Click "Document Description" and name the document submitted. If additional documents are needed. Select Add Associated Documents for more.

The screenshot shows a form with the following fields: Sponsor (CANNON), City/State (WEBCAST, N/A), Date (12/04/2024), Hours (1.50), and Ethics (0.00). Below these is a 'Document Description...' field with a green circle around it. Underneath is a file upload area showing 'Mailing_Labels Keys.docx' with folder, share, and cloud icons. A green button labeled '+ Add Associated Document' is below the file area. A red dashed box highlights the bottom section of the form, which includes a checkbox labeled 'I confirm that the information entered is correct to the best of my knowledge' and a red error message: 'Cannot upload more than 10 documents at a time'. At the bottom right, there are buttons for 'Clear Data' and 'Add Missing Course'.

17

Click "I confirm that the information entered is correct to the best of my knowledge"

This screenshot is a closer view of the bottom section of the form. The 'Document Description...' field is now filled with the text 'Certificate'. The file 'Mailing_Labels Keys.docx' is still visible. The green button '+ Add Associated Document' is present. The red dashed box highlights the checkbox 'I confirm that the information entered is correct to the best of my knowledge', which is now circled in green. The red error message 'Cannot upload more than 10 documents at a time' is still visible. The 'Clear Data' and 'Add Missing Course' buttons are at the bottom right.

18 Click "Add Missing Course to get back to the Course screen.

_Labels Keys.docx

ument

Cannot upload more than 10 documents at a time




I confirm that the information entered is correct to the best of my knowledge

Clear Data Add Missing Course

duty.
tute program.
a on CLE.

You have submitted your statement for this fiscal year

19 The course will then show as pending until approved by CLE administrative team.

Hours	Ethics	Documents	Approval Status
024 7.50	1.00	 (1)	PENDING
024 6.00	1.00	 (1)	PENDING
024 1.50	0.00	 (1)	PENDING

es or seminars and earned the hours of credit as shown.