



**Commission on  
Continuing  
Legal  
Education  
of the Supreme Court of Delaware**

820 North French Street, 11<sup>th</sup> Floor  
Wilmington, Delaware • 19801-3545  
302/577-7040 • <http://courts.delaware.gov/cle>

**Form 14**

**Make-Up Plan**

To be completed pursuant to  
CLE Rules 5(A)(5) and 9(A)(1)(a)

Form 14 was designed to assist attorneys in calculating credit deficiencies and filing make-up plans but is not required. Make-up plans may still be submitted in letter format but must be specific and include detailed program information for Commission review.

1. Attorney's Name: \_\_\_\_\_ Supreme Court ID # \_\_\_\_\_

E-mail address: \_\_\_\_\_  
*(This is necessary in order to contact you regarding credit approvals and transcript information)*

2. **Attach a printed copy of your online transcript showing all credits earned.**

3. From the Transcript - Total number of credits required: \_\_\_\_\_ Incl. Enh. Ethics: \_\_\_\_\_

4. Total Credits Earned (Part D., plus credits added on reverse side, if any): \_\_\_\_\_ Incl. Enh. Ethics: \_\_\_\_\_

5. Total Deficiency (subtract line 3 above from line 4): \_\_\_\_\_ Incl. Enh. Ethics: \_\_\_\_\_  
*If Enhanced Ethics is greater than the total, the total due must be increased to match the Enhanced Ethics.*

6. I propose to make up the total deficiency of credits in line 5. by attending the following approved courses taking place on or before April 30 of the current year:

code*	sponsor	program title	location	date	tot. hrs	Enh. Eth.
TOTAL CREDITS scheduled (must meet or exceed total in line 5):						

7. Attorney Certification: I will attend the courses listed above or notify the Commission in writing (or by e-mail) in advance of any changes. I understand that the Commission will notify me of any deficiencies in this plan within 30 days of receipt and that I am required to notify the Commission in writing of completion of the plan no later than May 15, or late fees may apply.

\_\_\_\_\_  
Attorney Signature

\_\_\_\_\_  
date

\* Use the activity codes listed below. Please remember that there is a limit of half the minimum requirement (total in line 3 above) allowed in monitored video replay and in approved self-study. Teaching, publication, professional work and pro bono credit require Commission approval and are also limited categories. Information about available courses and application forms may be obtained from the program catalog at [www.decle.org](http://www.decle.org).

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|---------------------|------------------|------------------------|------------------------------------|
| A = Live Attendance | V = Video Replay | I = In-House Program   | S = Self-Study (e-CLE)             |
| PB = Pro Bono       | PU = Publication | PW = Professional Work | SA = Self-Study Audio only (e-CLE) |
| T = Teaching        | M = Moderating   | BE = Bar Exam Question |                                    |