

1. Sponsoring Organization (Name, Mailing Address):  
 Name: Bankruptcy Bar Association for the District of Maryland  
 Address: Offit Kurman, P.A.  
4800 Montgomery Lane, 9th Floor, Bethesda, MD 20814  
 Phone: (240) 507-1723 Fax: \_\_\_\_\_  
 E-mail: smetz@offitkurman.com
2. Title of educational activity: Thirty-First Annual CLE Program
3. Date(s) and location(s): May 3 and 4, 2019, The Westin Annapolis Hotel
4. Registration fee: \$360
5. Writing surface available: Yes, conference tables
6. Delivery Method(s):  faculty in room with participants;  telephone to broadcast site;  
 interactive video;  satellite;  audiotape presentation;  videotape presentation;  
 interactive computer/internet;  discussion leader present
7. Advertised to:  Lawyers;  Clients;  Others (specify, list %): \_\_\_\_\_
8. List any admission restrictions: None
9. "In-house activity" requirement (see local rules to determine applicability):  
 open/publicized to outside lawyers;  outsiders are \_\_\_\_\_% of faculty;  
 clients are % of audience
10. Method of evaluation:  participant critique;  independent evaluator;  none;  
 other \_\_\_\_\_
11. Description of materials to be distributed: total pages 622  looseleaf;  bound  
 Distributed:  Before Program;  At program;  Other Some opt for electronic delivery
12. REQUIRED ATTACHMENTS to this application:
  - a. time schedule (brochure, course outline, course description)
  - b. table of contents or equivalent
  - c. faculty name(s) and credentials (if not in brochure or description)
  - d. \$50 fee for each application (payable to the WV State Bar)  
 if submitted at least 30 days prior to the activity. \$100 if submitted less than 30 days prior to the activity.

13. Total MINUTES of instruction, not including breaks, meals, or introductions/closing remarks:

GENERAL (non-ethics):	480
Ethics (minutes):	60
Substance Abuse (minutes):	_____
Office Management (minutes):	_____
Elimination of Bias (minutes):	_____
TOTAL MINUTES:	540

14. Approval by other states:

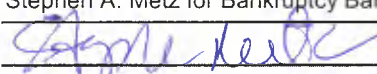
Granted by: Pending: Delaware, Virginia, Pennsylvania

Denied by: \_\_\_\_\_

15. Submitted by [ ] employee of sponsor/provider; [ ] individual lawyer

SPONSOR OBLIGATIONS: Sponsor acknowledges and agrees to comply with all local rules and regulations provided on The West Virginia State Bar website - [www.wvbar.org](http://www.wvbar.org).

Sponsor/Attorney: Stephen A. Metz for Bankruptcy Bar Association for the District of Maryland

Signature: 

Title: Sponsor Representative

Date: 5/22/19

STATE ACCREDITATION OFFICE DECISION (To be completed by the state accreditation office and returned to applicant) Course ID 39316

[ ] RETURNED for more information. Please complete each item on the form indicated by the number(s) circled below: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

[X] APPROVED for 10.80 MCLE credits, including 1.20 Ethics/Office Mgmt/Substance Abuse/Elimination of Bias Credits

[ ] DENIED Reference \_\_\_\_\_

[X] SEE ATTACHED MATERIALS

Date: 5/28/19

CLE Staff 