



California Certified Legal Secretary
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REQUEST FOR EXTENSION

Mail/Email this Request to the following address:

Sally Butterworth, CCLS

895 Rushings Trace, Alpine, CA 91901 or via email to:

ccls.cbm4@legalprofessionalsinc.org

- I hereby request an extension of six months to recertify. I realize that I am entitled to only one extension and that my next recertification deadline will be based on my original deadline date.

PERSONAL/WORK CONTACT INFORMATION
(Please provide both.)

Home Address: _____

Home Phone: _____ Personal Email: _____

Work: Employer: _____
Address: _____

Work Phone: _____ Work Email: _____

Date: _____

Signature _____

Space below for CCLS® Certifying Board use only.

Date Received: _____

Database Updated: _____