



Legal Secretaries

International Inc.

A Texas nonprofit corporation, 501(c)(6) tax exempt
An educational and professional association, federal tax ID 76-0467711

www.legalsecretaries.org

APPLICATION TO TAKE CERTIFIED LEGAL SECRETARY SPECIALIST (CL§) EXAMINATIONS

QUALIFICATIONS:

Minimum five years' law-related experience

Waivers allowed: (No cumulation of waivers)

3 years for 4-year degree, PLS, or CLA certification

2 years for 2-year degree or ALS certification

EXAMINATION FEE: \$35 member; \$75 nonmember

(due 30 days before exam; no refund)

RESOURCE MATERIALS:

Suggested references are the *current* editions of:

Basic Training Manual for Legal Secretaries (Legal Secretaries International Inc.)

Gregg Reference Manual (Sabin) (rules of grammar, punctuation, capitalization, all matters regarding written communications)

ABA Model Code of Professional Responsibility

The Bluebook: A Uniform System of Citation (legal citations/briefs)

Black's Law Dictionary

Legal Secretary's Complete Handbook (DeVries)

Merriam Webster's Legal Secretaries Handbook

Administrative Assistant's and Secretary's Handbook (AMACOM)

CL§: Business Law Examination consists of questions regarding business law and procedures, as well as general secretarial knowledge, grammar, and ethics. Additional resource: Uniform Commercial Code.

CL§: Civil Litigation Examination consists of questions regarding civil litigation as well as general secretarial knowledge, grammar, and ethics. Additional resources: United States Constitution, Federal Rules of Civil Procedure, Appellate Procedure, and Evidence.

CL§: Criminal Law Examination consists of sections regarding criminal law and procedures, general secretarial knowledge, grammar, and ethics. Additional resources: Barcharts® for Criminal Law and for Criminal Procedure (www.barcharts.com).

CL§: Executive Legal Secretary Examination consists of questions regarding duties of a legal secretary, including general secretarial knowledge, grammar, and ethics; geared to a legal secretary in a small legal office, for an executive, or involved in management or administration, especially for those who have many years of experience.

CL§: Intellectual Property Examination consists of questions regarding Intellectual Property law and procedures, including copyright, trademark, and patent, general secretarial knowledge, grammar, and ethics. Additional resources: CFR, US Code, *Intellectual Property: Patents, Trademarks, and Copyrights* (Stim) and information furnished by United States Patent Office.

CL§: Probate Examination consists of questions regarding probate law and procedures, as well as general secretarial knowledge, grammar, and ethics. Additional resource: Uniform Probate Code.

CL§: Real Estate Examination consists of questions on real estate law and procedures, secretarial knowledge, grammar, and ethics.

Examinations are given at the Annual Meeting of Legal Secretaries International Inc., and at other times with all proctor expenses paid. Testing begins at 8 a.m. and ends at 12:30 p.m. Must pass all parts with 72% or better. Reschedules must be in same calendar year as original application.

Circle applicable exam applying for:

Business Law Civil Litigation Criminal Law Executive
Intellectual Property Probate Real Estate

Name: _____

Address: _____

E-Mail address: _____

Member No. _____ Telephone: _____

Number of years law-related experience: _____

List employers and dates: _____

Waivers requested and reason: _____

____ Check or money order payable to Legal Secretaries International Inc. is enclosed.

____ Please charge my credit card (Circle One)

VISA MasterCard Discover Amer. Express

Card No.: _____ Exp. Date: ____/____

Signature: _____

Please furnish card ID No. _____

If your credit card is billed to an address other than that above, please provide credit card billing address:

Send to: Legal Secretaries International Inc.
c/o Joyce Eden, PLS, Treasurer
6699 East 11th Street
Indianapolis, IN 46219-3422
Fax: 317-423-3063 certification@legalsecretaries.org

Any errors or omissions on this application may void certification. Acts by an examinee involving moral turpitude or resulting in criminal prosecution will be grounds for revocation of any specialty certification awarded by this Association.

I agree to abide by all rules concerning this examination and certification.

Signature of Applicant

Date