



# 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 Carol Ann Wilson, CL§**  
**8902 Sunnywood Drive**  
**Houston TX 77088-3729**  
**281.847.9754 tel., fax**  
**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 \_\_\_\_\_