



# 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)

### 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, and written communications)  
*ABA Model Code of Professional Responsibility*  
*The Bluebook: A Uniform System of Citation* (resolver of all questions regarding legal citations and briefing matters)  
*Black's Law Dictionary*  
*Legal Secretary's Complete Handbook* (DeVries)  
*Merriam Webster's Legal Secretaries Handbook*

**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§: 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: Code of Federal Regulations, United States Code Annotated, 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 expenses paid. Testing begins at 8 a.m. and ends at 1:30 p.m.

Check applicable exam applying for:

Business Law       Civil Litigation       Criminal Law  
 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 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 \_\_\_\_\_