

FALSS HISTORY

On January 16, 1998, the Florida Association of Legal Support Specialists, Inc. was incorporated in Tallahassee, Florida. The headquarters for the association is currently Orlando, Florida. The Association is governed by a Board of Directors that includes the following: President, President-Elect, Vice President, Secretary, Treasurer, Chapter Liaison, Director of Education, Director of Marketing, and Parliamentarian. Meetings are scheduled throughout the state of Florida once each quarter. Members enjoy legal education seminars and networking sessions.

Membership is on an annual basis and is open to anyone interested in the legal profession.

MISSION STATEMENT

The mission of the Florida Association of Legal Support Specialists, Inc. (FALSS) is to promote and ensure the highest standards of professionalism, competence, and ethical conduct of the legal support specialists.



CIVIL TRIAL LAW BOARD CERTIFICATION FOR LEGAL SUPPORT SPECIALISTS

Offered by:

The Florida Association of Legal Support Specialists, Inc.

Post Office Box 161390
Altamonte Springs, FL 32716-1390

www.FALSS.org

PURPOSE OF THE EXAMINATION

The purpose of the examination is to identify those legal support specialists who have special knowledge, skills, and proficiency in the specialized area of civil trial law. A Board Certified Legal Support Specialist should be able to assist an attorney in representing a client in all stages of a dispute, beginning with the initial client meeting and continuing through the conclusion of a trial.

EXAMINATION DESCRIPTION

The examination is designed to take four hours; one hour for the General section, and three hours for the Civil Trial Law Specialty area. All questions are either multiple choice or true/false. The fee for the specialty area examination is \$75 for members and \$125 for non-members. (Fee reduction given for additional certifications.)

EXAMINATION QUALIFICATION REQUIREMENTS

To be certified, a legal support specialist must be a member in good standing of FALSS or, if not a FALSS member, must abide by the FALSS Code of Ethics. An applicant must have been employed in the legal field on a full-time basis for five (5) years, with three (3) years in the specific area of law; provide verification of such experience; provide evidence of eight (8) hours of continuing education, five (5) of which shall be in the specialty area prior to making application; and achieve a passing score on the specialty area examination. Other education or experience may be considered toward eligibility. Recertification is necessary every five (5) years.

CRITERIA FOR PASSING THE EXAMINATION

In order to pass the examination, the applicant must receive a passing score on the general section as well as a passing score on the specialty area. If an applicant fails a section of the examination, the applicant may retake that section. A maximum of three retake sessions in a three-year period will be permitted. If both sections are not passed within three years, the applicant must reapply to take the full examination.

EXAMINATION CONTENT AND RESOURCE MATERIALS

The examination consists of specific questions on Civil Trial Law procedures, including:

- Civil Procedure - General
- Pleadings and Motions
- Pre-trial Procedure
- Discovery
- Trial
- Post-trial Procedure
- Special Requirements
- Mediation
- Arbitration

and general questions on communication skills, ethics, exercise of judgment, and general legal knowledge. The mandatory resource materials are the current editions of (1) *Florida Rules of Civil Procedure*; (2) *A Standard of Professional Ethics for the Legal Support Specialist*, [a FALSS publication]; (3) *The Gregg Reference Manual*; and (4) *FALSS Study Guide*.

For more information, please see our website: www.FALSS.org