

## CERTIFICATION PROGRAMS

Along with other organizations that promote certification in the legal field, FALSS recognizes the benefits of providing an incentive and means by which legal support specialists may attain professional ratings and recognition. FALSS developed its Board Certification Program for those who qualify and wish to prove their accomplishments in specific areas of law.

Current specialty areas being offered are: Civil Trial Law, Wills, Trusts and Estates, and Family Law. Specialty Areas for Real Estate and other areas are currently being formed. Examinations are administered during the year. Study programs and comprehensive review courses are also available.

*An Organization For Individuals  
In the Legal Field Who Are  
Pursuing Professional Excellence*



### FLORIDA ASSOCIATION OF LEGAL SUPPORT SPECIALISTS, INC.

Web Site: [www.falss.org](http://www.falss.org)

FALSS Association Headquarters  
Post Office Box 3961  
Ocala, FL 34478-3961

The Florida Association of Legal Support Specialists, Inc. (FALSS), was incorporated on January 16, 1998, in Tallahassee, Florida. FALSS is member oriented and built upon the premise that each member has a vote on issues regarding governance. The Association is governed by a Board of Directors (state officers), consisting of President, President-Elect, Vice President, Secretary, Treasurer, Chapter Liaison, Director of Education, Director of Marketing, and Parliamentarian. There are chartered chapters located throughout the state.

[www.falss.org](http://www.falss.org) – The official website for FALSS was created in the fall of 1998. This site contains a description of our organization's history; a list of officers; the location of all chapters and chapter contact information; meeting notices, registration forms, and legal education seminar information; a membership application; and much more. The "Members Only" section contains legal education articles, the FALSS Directory, the Bylaws and Standing Rules of FALSS, and more.

FALSS STORE



The objectives of this Association are:

**Promote** a high standard of ethical conduct on the part of all Members.

**Assist** in the preparation and organization of educational programs relating to the legal field.

**Enhance** the perception of legal specialists and increase awareness of their roles within the legal system; and

**Cooperate** with and assist attorneys, judges, bar associations, and all concerned working in or connected to the legal field.



# THE FALSS DIFFERENCE

Visit our website [www.FALSS.org](http://www.FALSS.org)

## FALSS HAS A PROVEN RECORD OF HELPING THOSE IN THE LEGAL PROFESSION BETTER THEMSELVES THROUGH LEGAL EDUCATION AND NETWORKING.

Attendance at meetings, seminars and other events in a professional organization, as well as volunteering for board positions or committees, gives you the priceless opportunity to collaborate with individuals from your own field. Serving on a board or committee with members who have vast knowledge and experience allows you the opportunity to observe in action and gain valuable insight into why and how they are successful. It's almost like having your own personal tutor and consultant without the expense. Networking throughout the state opens the channels to many areas of the law and to those businesses connected in those particular areas. This is where FALSS excels as a quality professional organization.



**CODE OF ETHICS:** The members and chartered chapters of the Florida Association of Legal Support Specialists, Inc., represent the highest standard of competence and integrity for legal support staff in the state of Florida.

Through our Association:

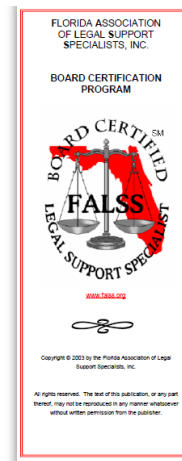
We embrace the rules governing privileged communications and confidential information;

We inspire respect for the law and the administration of justice;

We heighten the standards of ethical conduct, education, and training; and

Through association we come to know the strength and empowerment of a high order of achievement.

**MISSION STATEMENT:** The mission of the Florida Association of Legal Support Specialists, Inc., is to promote and ensure the highest standards of professionalism, competence, and ethical conduct of legal support specialists.



## MEMBERSHIP BENEFITS

Membership is annual and open to all persons presently or formerly employed in or interested in the legal profession.

As a member of FALSS, you have the opportunity to attend quarterly board and membership meetings held throughout the state. You can earn CLE credits by attending our educational seminars held in conjunction with our quarterly meetings during the year and at the annual meeting.

As a member of FALSS, you will receive our quarterly publication, the *Legal Support Journal*. This publication contains legal education articles, information regarding benefits of membership, activities of the association, and information and registration forms for upcoming quarterly meetings. You will also receive our periodic electronic newsletter, the *FALSS Flash*, which is generated a minimum of once per quarter.

As a member of FALSS, you will enjoy opportunities to network with other legal support specialists throughout the state, who, like yourself, are seeking professional excellence in their respective fields.

**Professional Development Conference** – A professional development conference is held annually (usually in conjunction with the annual meeting). The attending members receive information that encourages them to become better leaders and employees. The topics discussed include marketing and marketing strategies; parliamentary procedures; leadership qualities; and other areas on professionalism.

**Board Certification Program** – One of the primary goals of FALSS is to further the education of its members. Consequently, FALSS developed a Board Certification Program to enhance its members' level of professional excellence by becoming board certified in a specific area of law. By attaining this designation, the members demonstrate a higher level of achievement.