

**Florida Rules of Civil Procedure Test Specifications  
Part A of the General Bar Examination  
(Published March 2023)**

- I. General principles
  - A. Scope and title of Florida Rules of Civil Procedure
  - B. Computation of time
  - C. Privacy and court records
  - D. When civil action commences
  - E. Service of pleadings, motions, and discovery
- II. Jurisdiction, Process, and Choice of Forum
  - A. Jurisdiction
    - 1. Personal jurisdiction
      - a. How to establish personal jurisdiction
      - b. Waiver of personal jurisdiction defense
    - 2. Subject matter jurisdiction
    - 3. Jurisdictional amounts for county and circuit court
  - B. Process
    - 1. Summons
    - 2. Who may serve process
    - 3. How to serve process
    - 4. Service of process by mail
    - 5. Time limit for serving process
  - C. Venue

1. Requirements for establishing venue
    2. Transfers of actions
  - D. Forum non conveniens
- III. Pleadings
- A. Complaint
    1. General requirements
    2. Pleading special matters
    3. Documents that must be attached to, or incorporated in, the Complaint
  - B. Answer
    1. Defenses that must be pled in the Answer
    2. Defenses that may be raised at any time
    3. Affirmative defenses
    4. Effect of failure to deny
  - C. Reply
  - D. Time limits for serving Answer and Reply
  - E. Counterclaims and crossclaims
  - F. Demand for jury trial; waiver
  - G. Amended and supplemental pleadings
  - H. Pleading punitive damage claims
  - I. Sham pleadings
- IV. Motions to Dismiss for Failure to State a Claim
- A. Allegations in Complaint to be taken as true

- B. Limitations on consideration of information beyond the Complaint
- V. Parties and Joinder
  - A. Parties
    1. Joinder of plaintiffs or defendants
    2. Adding or dropping plaintiffs or defendants
    3. Misjoinder
    4. Survivor, substitution of parties
  - B. Minors or incompetent persons
  - C. Class actions
    1. Prerequisites for class certification
    2. Settlement of class actions
  - D. Consolidation or separate trials
  - E. Interpleader
  - F. Intervention
- VI. Discovery
  - A. Methods of discovery and use at trial
    1. Interrogatories
    2. Requests for production or inspection
    3. Oral depositions
    4. Depositions on written questions
    5. Requests for admissions
    6. Examination of persons

7. Request for admissions
  8. Subpoenas
  9. Form of responses to written discovery requests
- B. Scope of discovery
1. Relevance standard for discovery
  2. Objections to discovery and protective orders
  3. Work product protection against discovery
  4. Third-party discovery
  5. Expert discovery
    - a. Testifying and non-testifying experts
    - b. Expert interrogatories and disclosures
    - c. Expert depositions
  6. Electronically stored information
  7. Supplementation of discovery
  8. Apex doctrine
- C. Inadvertent disclosure of privileged information
- D. Failure to make discovery, motions to compel, and sanctions
- E. Duty to preserve information
- VII. Case management conferences and pretrial conferences
- A. Subject matters that can be addressed at case management and pretrial conferences
  - B. Motions for case management and pretrial conferences
- VIII. Summary judgment

- IX. Dismissal of actions
  - A. Voluntary dismissal
  - B. Involuntary dismissal
  - C. Assessment of costs
  - D. Dismissal for failure to prosecute
- X. Civil trials
  - A. Trial juries
    - 1. Voir dire
    - 2. Challenges for cause and peremptory challenges
    - 3. Juror interviews
    - 4. Communication with jurors
    - 5. Juror questions to the court
  - B. Setting action for trial
  - C. Offers of proof for excluded evidence
  - D. Jury instructions
  - E. Motion for directed verdict
  - F. Motion for new trial
  - G. Remittitur and additur
- XI. Additional motions
  - A. Continuances and extensions
  - B. Motions in limine
  - C. Motions for costs or attorney's fees after judgment

## XII. Defaults

- A. Clerk's entry of default
- B. Court's entry of default and default judgments
- C. Setting aside default

## XIII. Injunctions

- A. Temporary and preliminary injunctions
- B. Permanent injunctions

## XIV. Final judgments

- A. Enforcement of final judgments
- B. Discovery in aid of execution
- C. Relief from judgment

## XV. Proposals for settlement and alternative dispute resolution

- A. Proposals for settlement
- B. Mediation
  - 1. Court's power to order mediation
  - 2. Effect of mediation on pending discovery
  - 3. Required appearances at mediation
  - 4. Sanctions for failing to appear at mediation
- C. Appeal of arbitration decision