

Florida Board of Bar Examiners

ADMINISTRATIVE BOARD OF THE SUPREME COURT OF FLORIDA



FILING A REPRESENTATIVE COMPILATION OF WORK PRODUCT

Educational eligibility to apply for admission into the General Bar Examination is set forth in Rule 4-13.1 of the Rules of the Supreme Court Relating to Admissions to the Bar, which requires that applicants have received a Bachelor of Laws degree or a Doctor of Jurisprudence degree from an ABA-accredited law school. Applicants not meeting this educational requirement may attempt to qualify under the provisions of Rule 4-13.4 only if they can show that they have been: (1) admitted to and engaged in the practice of law in another jurisdiction within the United States for at least 10 years; and (2) in good standing with the bar of the jurisdiction(s) in which they practiced. There are no provisions in the Rules for any other exceptions.

INSTRUCTIONS

Applicants not meeting the educational qualifications of Rule 4-13.1 and attempting to qualify under the provisions of Rule 4-13.4 must file a representative compilation of their work product by the filing deadline of the General Bar Examination for which they are applying pursuant to Rule 4-42. A ticket of admission into the General Bar Examination will not be issued and processing of the background investigation will not begin prior to a favorable ruling by the board.

Filing six months prior to the exam is encouraged as the Board's review may consume 60 days and late notice of Board action may inconvenience applicants when making study plans, travel and hotel reservations. Late or incomplete work product will be given consideration for admission into the next administration of the bar examination for which the deadline has not passed.

In the preparation and submission of a representative compilation of work product, the following rules apply:

1. Your compilation must confine itself to your most recent ten years of practice and contain samples from at least seven of those ten years, including the most recent three years, unless you can show good cause why you cannot provide samples from one or more of the most recent three years.
2. Your compilation should be prepared in a lawyer-like fashion and, in addition to representative samples of your work product, must include the following items to be considered complete and timely filed:
 - a) A completed, signed and notarized Cover Sheet (form follows);
 - b) At least five (5) letters of reference from practicing lawyers or judges within the jurisdiction from which you are claiming your ten years of practice as to your reputation for legal competence and any other evidence you may wish to offer;
 - c) A summary, suitably paragraphed, condensing succinctly, accurately, and clearly your most recent ten years of practice (the summary should not exceed two pages); and
 - d) A detailed statement describing the scope and character of your most recent ten years of practice, including references to samples of the quality of your work, such as pleadings, briefs, legal memoranda, contracts or other working papers that you consider illustrative of your expertise and academic and legal training. Your references to samples must include the appropriate date that each sample was prepared by you.

3. Your appendix should include samples of the quality of your legal work as referenced in your detailed statement. Your appendix should also include a thoroughly representative number of samples of your work product from the most recent ten-year period of your practice. Include samples of the quality of your work, such as pleadings, briefs, legal memoranda or other working papers that you consider illustrative of your expertise and training.

Provide copies of signed documents; shell documents that do not bear a signature are not sufficient. If the signature on the document is not your own or if signed by another attorney in addition to your signature, advise the Board in your detailed statement which aspects of the development of the work were performed by you and the extent of your contribution to the final written documents. You may redact your clients' signatures from the documents. The documents you provide must include evidence sufficient to authenticate in a court of law that they were actually recorded, signed or filed as in the following examples:

- a) If you provide documents such as mortgages or deeds, provide copies of the recorded documents including evidence of the recording in public records.
 - b) If you provide copies of contracts or other documents of agreement between parties, provide copies of signed copies, including the notary signature and seal, if available.
 - c) If you provide copies of appellate briefs, include a recorded document from the court of original jurisdiction (such as the initial pleading or final order) and the order or citation for the location of the final appellate disposition. This material verifies for the Board the existence of an actual case on which the brief is based.
4. Your compilation must include an appendix on 8½"x11" paper (copied and reduced, if necessary) and must be bound using a large clip or rubber band, only; do not use three ring binders, binding combs, or other similar products.
 5. You must provide one original compilation of work product in the format described above, including all attachments listed under #2 above.
 6. The Board will not review your compilation until you have provided a Certificate of Good Standing from each jurisdiction referenced in your compilation.
 7. If found sufficient by the Board to satisfy the requirements of Rule 4-13.4, your compilation will be retained by the Board until final disposition of the character and fitness investigation. If found insufficient by the Board to satisfy the requirements of Rule 4-13.4, your compilation will be retained by the Board for a period of one year from the date of notification of the Board's decision. Your compilation will be returned to you at your expense if requested in writing within the time periods set forth above. Otherwise, your compilation, including the appendix, will be destroyed.
 8. Failure to submit your compilation in the format described in these instructions and by the filing deadline for the examination you wish to take will result in a delay in consideration of your educational qualifications. It is beneficial for you to file your compilation at the earliest possible date.

If you have any questions, do not hesitate to write.



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COVER SHEET

Representative Compilation of Work Product

The undersigned, being first duly sworn, states that the responses set out below are true and correct:

Name: _____
Last First Middle

Date of Birth: / / Year of Graduation from Law School: _____
mm dd yy

Law School Attended: _____

1. List each jurisdiction to which you have been admitted to practice law and the date of your admission.

Jurisdiction

Date of Admission

2. List each place of employment during your most recent ten years of practice.

Dates of Employment
(mm/yy thru mm/yy)

Name and Address of
Firm/Agency/Employer

3. Have you ever been disbarred? Yes No
4. Have you ever been suspended from practice, reprimanded, censured, or otherwise disciplined? Yes No
5. Have you ever been cautioned, admonished, or the equivalent? Yes No
6. Have any charges, complaints or grievances, formal or informal, ever been made or filed, or proceedings instituted against you? Yes No
7. Have you ever appeared, formally or informally, before a grievance or other similar committee of any bar association or other professional organization? Yes No
8. If yes to any of the questions above, on an attached paper state as to each such matter the date, the nature of the charge, the facts, the disposition of the matter, and the name and complete address of the authority in possession of the records.
9. Insert the percentage of your practice of law in the following areas during your most recent ten years of practice.

_____% Trial _____% Corporate/Business
 _____% Appellate _____% Estate Planning/Probate
 _____% Other (Describe: _____)

All matters contained in the foregoing Cover Sheet and the attached representative compilation of work product, including the appendix, are true and correct copies of my work product, and the information contained therein presents a complete and accurate summary of the scope and character of my previous experience and practice at the Bar during my most recent ten years of practice.

I hereby acknowledge that any false, misleading, or evasive response on any of the documents related to this work product may be grounds for invalidation of my scores should the Board grant me permission to sit for the General Bar Examination.

State of _____ County of _____ _____
Signature of Applicant

Sworn to and subscribed before me this _____ day of _____, _____,

_____ Check one: Personally Known OR Produced ID
Signature and Seal of Notary Public

Name of Notary Public (typed, printed or stamped) Type of Identification Produced
