

Florida Board of Bar Examiners

ADMINISTRATIVE BOARD OF THE SUPREME COURT OF FLORIDA



FILING A REPRESENTATIVE COMPILATION OF WORK PRODUCT

(Admitted to practice law in a U.S. jurisdiction for at least 5 years; no qualifying LL.M. degree)

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(a) only if they can show that they:

- (1) have been admitted to and engaged in the practice of law in another jurisdiction within the United States or in federal courts of the United States or its territories, possessions, or protectorates for at least 5 years;
- (2) are in good standing with the bar of the jurisdiction(s) in which they practiced; and
- (3) were not suspended or disbarred from the practice of law in the 5 years prior to applying for admission to The Florida Bar.

INSTRUCTIONS

Applicants not meeting the educational qualifications of Rule 4-13.1 and attempting to qualify under the provisions of Rule 4-13.4(a) 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 in advance of the timely filing deadline for the examination is encouraged as the Board's review may take up to 45 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 include samples of your work product for five years of practice.
2. Your compilation also must include the following items to be considered complete and timely filed:
 - a) A completed and signed 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 five years of practice who can attest to your reputation for legal competence and any other evidence you may wish to offer; and
 - c) A detailed statement describing the scope and character of your 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 to your compilation 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 five-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.

If available, provide copies of signed documents. 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.

If documents that you submit were filed in court or publicly recorded, please provide copies showing that the documents were actually filed or recorded.

4. Your compilation must be uploaded under the Supporting Documents page of the applicant portal. The compilation must include an appendix. Do not upload the compilation one document or page at a time - the compilation should be scanned or combined into a single PDF file to upload, subject to the following file size restriction: each file upload can be up to 10MB in size. If the compilation documents exceed 10MB, break the records into volumes and clearly label each volume as "Compilation of Work Product - vol. 1," "Compilation of Work Product - vol. 2," etc. Before you upload the compilation, review it in its entirety to ensure that it is complete and that the pages in the file are in the correct order. When you are ready to upload the document, select the "Representative Compilation of Work Product" option from the drop down and attach the applicable PDF.
5. The Board will not review your compilation until you have provided a Certificate of Good Standing from each jurisdiction where you have been admitted to practice.
6. If found sufficient by the Board to satisfy the requirements of Rule 4-13.4(a), 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(a), 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.
7. 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.

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 page state the following as to each 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.

I declare under penalties of perjury that 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 the five years of practice that I am relying on for this application.

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.

Applicant's Name (printed)

Signature of Applicant

Date (mm/dd/yyyy)