



The State Bar
of California

OFFICE OF ADMISSIONS

**THE CALIFORNIA BOARD OF LEGAL SPECIALIZATION
OCTOBER 2023 LEGAL SPECIALIST EXAMINATION APPLICATION**

Please carefully read the instructions for application to take the Legal Specialist Examination before completing this application. All applicants are required to be familiar with and to comply with all such instructions. All questions must be answered; otherwise, the application is considered incomplete. For more information, visit [here](#).

OCTOBER 2023 LEGAL SPECIALIST EXAMINATION APPLICATION

PERSONAL INFORMATION

State Bar Number: _____

Applicant's Full Name: _____

Mailing Address: _____

Telephone: _____

It is your responsibility to inform the Legal Specialization Unit, Office of Admissions, of any address changes. All correspondence will be sent to the current contact information on file in the Admissions applicant portal. To change your address, email and/or telephone number, you must go into the [applicant portal](#) to update your profile.

NOTE: The Admissions applicant portal is separate from your My State Bar Profile, and requires different login credentials. You should not create or register a new account. Please email the Legal Specialization Unit at legalspec@calbar.ca.gov for assistance logging into your account.

Email Address: _____

If you have an email spam blocker, please add legal.specialization@calbar.ca.gov and admissions@calbar.ca.gov to your contact or safe list. After you submit your application, an email confirmation will be sent to your email address from legal.specialization@calbar.ca.gov. You may receive important email notifications from the State Bar of California's Office of Admissions regarding the status of your application and/or admittance ticket status at the email address you provide on your application. More information about unblocking email addresses is available [here](#).

SPECIALTY AREA

I plan to take the Legal Specialist Examination in the following specialty area:

(Choose only one.)

- | | |
|---|--|
| ☐ Admiralty & Maritime Law | ☐ Family Law |
| ☐ Appellate-Civil Law | ☐ Franchise & Distribution Law |
| ☐ Appellate-Criminal Law | ☐ Immigration & Nationality Law |
| ☐ Bankruptcy Law | ☐ Legal Malpractice Law |
| ☐ Criminal-Federal Law | ☐ Taxation Law |
| ☐ Criminal-State Law | ☐ Workers' Compensation Law |
| ☐ Estate Planning, Trust & Probate Law | |

ELIGIBILITY AND ADDITIONAL INFORMATION

Have you been practicing in the desired specialty area since January of 2022?

*(If your response is **NO**, DO NOT apply, you are not eligible to sit for this examination.)*

☐ YES ☐ NO

How did you learn about the legal specialization program and examination?

(Check all that apply.)

☐ A Colleague

☐ CLA Mailing/Email

☐ Information at Conference: _____

☐ State Bar Website/Mailing/Email

☐ Social Media

☐ Other: _____

EXAMINATION METHOD AND TEST METHOD

Test Center Code: **0501**

Test Center Name: **Online-Remote Examination**

NOTE: All applicants will be asked to initially register via the online remote, laptop method. If you require in-person testing due to testing accommodations or other extenuating circumstances, you will be asked to provide that information and rationale below.

Until you receive formal confirmation from the State Bar stating otherwise, you will be registered as a remote, laptop applicant.

TESTING ACCOMMODATIONS

Are you an applicant with a disability who has petitioned, or intends to petition, for testing accommodations?

☐ YES ☐ NO

Have you been granted testing accommodations for a permanent disability on a previous exam administered by the State Bar of California and are you requesting exactly the same testing accommodations for this exam?

☐ YES ☐ NO

CAUTION: All first-time petitions, requests for expanded accommodations, and petitions filed by applicants with temporary disabilities must be filed separately from the application for the exam. The petition and required documentation and verification must be completed online in

the applicant portal no later than the final filing deadline. Upon request, the petition may be submitted in hard copy.

EXAMINATION TESTING TYPE

The Legal Specialist Examination will be a remote, online administration. In-person exam administration will be available to those with granted testing accommodations that cannot be effectively provided and/or securely administered in a remote environment. There will also be limited space available for applicants who certify under penalty of perjury that they do not have access to or the ability to obtain a quiet testing space or a reliable internet connection, or who request to handwrite the exam. You can provide further detail on your request to handwrite or your extenuating circumstances based on the options below.

Testing Method:

- ☐ I agree to the Acknowledgment of Testing Conditions below, and will take the exam remotely
- ☐ I have extenuating circumstances and need to take the exam in person
- ☐ I would like to handwrite this exam

Please provide your rationale for your choice:

(If you accept the conditions of the remote exam below, you do not need to provide any rationale.)

Attach a separate sheet if necessary

CERTIFICATION

I hereby certify that I have read and understand that I must comply with all requirements of the [Legal Specialization Rules](#) and I agree to the California Board of Legal Specialization's (CBLS) application policies, including the refund of fees/withdrawal policy, instructions for application to take the Legal Specialist Examination, and the examination administration instructions available [here](#).

DECLARATION

The person named as the applicant in the foregoing application and questionnaire declares:

I am an active licensee of the State Bar of California.

I have carefully read the instructions for application to take the October 2023 Legal Specialist Examination and have answered the questions in this application to take the October 2023 Legal Specialist Examination truthfully, fully and completely, without mental reservations of any kind.

I hereby certify that I understand that I must comply with all of the requirements of Title 3, Division 2, Chapter 2 of the Rules of the State Bar of California (Legal Specialization Rules) and that passing the exam is the first step in the certification process. If I am successful on this exam, I will be required to file an application for certification with the appropriate fee demonstrating compliance with all other certification requirements of the legal specialization program, including education, tasks and experience, and reference recommendations, on or before January 31, 2027, before my application can be considered by the CBLS.

I am aware that the requirements for becoming a certified specialist are set forth in the Rules and Standards, and that the CBLS recommends that I review these rules prior to applying to be sure that I can meet the certification requirements by January 31, 2027. After that date, the examination results will no longer be valid, and I will need to take the exam again to continue with the certification process.

I understand that the legal specialization program is self-funded, and, if certified, I will be required to pay an annual fee and to recertify every five years, though I will not need to take the exam again.

I agree to comply with the CBLS' application, examination and grading rules and policies, including the refund and fee/withdrawal policy, the examination administration instructions and policies and reconsideration of grades policy.

I declare under penalty of perjury under the laws of the State of California that my answers to the foregoing questionnaire and all statements made by me herein are true and correct.

I fully understand that the CBLS is the sole judge of the validity of the exam and, at its discretion, may determine that the result of any test or any part of any test or any individual's score is not valid. Should the CBLS invalidate any part of the test, or if any individual's test is declared invalid or cannot be graded, the CBLS may, at its discretion, decide to make a pass/fail decision on the basis of the valid portion of the applicant's test product available to the CBLS. Should the CBLS at any time determine that an insufficient test product is available upon which to base a valid pass/fail decision, the CBLS may require the applicant to present themselves for retesting at a place and time designated by the CBLS.

Note: This application is an application to take the Legal Specialist Examination and not an application for initial certification.

CREDIT CARD/LIABILITY AGREEMENT

The State Bar of California is not responsible or in any way liable for any computer hardware or software malfunction which may affect the application process. You assume all responsibility and risk for the use of this system and the internet generally. The State Bar of California expressly disclaims any warranty that use of this system or the internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. The State Bar of California shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the internet generally or on any other basis.

A credit card (American Express, Discover, Mastercard, or Visa) is required for submission of this application. If your credit card transaction is denied, you will not be able to submit your application until you enter another credit card number and try resubmitting your application.

Please be aware when you submit your credit card or ACH payment, your personal information and identifying information will be sent to CyberSource for the purpose of processing your application submission. The State Bar of California is not responsible for the privacy practices or content of such site. For your protection you should read and understand the privacy policy at any website you visit prior to providing personal information on that website.

Refunds will not be issued for applicants who take the test remotely and have not met the minimum system requirements specified by ExamSoft, or who experience computer hardware, software malfunction, or internet connectivity issues. Applicants who have not prepared for the exam by taking the practice exam are not eligible for a refund.

ACKNOWLEDGEMENT AND ACCEPTANCE OF TESTING CONDITIONS

The Legal Specialist Examination, scheduled to be administered on October 24, 2023, will be a remote, online administration. In-person exam administration will be available to those with granted testing accommodations that cannot be effectively provided and/or securely administered in a remote environment.

EXAM FORMAT

Here is a complete list of all required equipment:

1. Applicants must take the examination on a laptop computer with a functional internal webcam and microphone (required for ExamID and ExamMonitor). The camera and microphone must be always on and unobstructed during the exam session.
2. Applicants must personally install and certify the required exam software on their laptops (which will require downloading the latest version of Examplify).

- a. An applicant's device must meet the posted [Minimum System Requirements](#) from ExamSoft for OS and storage, along with a functional internal webcam and microphone.
3. An applicant's identification will be verified against a baseline photo, but ID verification issues will not delay entry into an exam session.
4. Applicants must log into the exam by the posted password release time of 8:00 a.m. for the exam to verify their identification. In the morning, the exam will be administered in four, one-hour sessions (one-hour per two essay questions). There will be a 20-minute break between each one-hour question session. Other than scheduled breaks, applicants are not permitted to leave the view of their web camera unless they finish the session early and upload their answers. In the afternoon, the multiple-choice questions will be split into two 76-minute and 74-minute sessions, each containing 38 and 37 questions, respectively. There will be a 20-minute break between the sessions. Other than the scheduled break, applicants are not permitted to leave the view of their web camera unless they finish early and upload their answers.
5. Before the start of each session, applicants will log into the session and verify their identification. If an applicant has not logged on within 30 minutes of the password release time for a session (post the scheduled break time), they will not be permitted to log-on for any further testing.
6. An applicant must be alone in the room where they are taking the exam, and no other person may enter the room or communicate in any manner by any means with the applicant during the exam for any purpose.
7. If an applicant's internet connection disconnects or malfunctions for any reason during the log-on periods for the exam session, the applicant will be able to obtain a code from ExamSoft technical support to enter and resume the exam session before the end of the log-on period. At no point will applicants be able to enter the session after the close of the log-on period.

EXAM CONDUCT AND SANCTIONS

It is expected that all applicants will demonstrate integrity, honor, and ethical behavior during this exam, and all exams administered by the State Bar of California. This remote-proctored exam will be monitored continuously by artificial intelligence and human proctors, and any and all anomalies or suspicious behavior will be flagged. Flagged video files will be reviewed by the State Bar to determine if there are any conduct violations. Conduct violations will result in strict sanctions. Sanctions may include, but are not necessarily limited to: (1) a zero for the exam session, (2) a zero for the entire exam, (3) and any additional sanctions imposed by the CBLs.

The following conduct will be prohibited:

1. Leaving the view of the webcam outside of scheduled breaks.
2. Any attempt to bypass or avoid the remote proctoring mechanisms and protocols, or to obtain or receive assistance on the exam.

3. Individuals (other than the applicant) coming into the exam room.
4. Having cell phones or other electronic devices in the exam room, including a tablet or additional computers or monitors or connected remotely to any other devices or equipment.
5. Having notes, study aids, or other papers or exam resources in the exam room, including scratch paper (digital scratch paper will be provided).
6. Having digital timers, watches, or clocks in the exam room (the exam software has a built-in timer that allows applicants to set timed reminders).
7. Having books of any kind in the exam room within view or reach of the applicant. (**Except** for applicants taking the Bankruptcy Law; Estate Planning, Trust & Probate Law; Immigration & Nationality Law, or Taxation Law exam, who may bring an unmarked code book. Please refer to the Book Bulletin available [here](#) for additional information.)
8. Having food or beverages in the exam room, including but not limited to coffee and water (unless you have been granted a testing accommodation that allows for these items). Smoking during the exam is not allowed.
9. Having any item(s) in the exam room other than the allowed items listed in the Admittance Ticket Bulletin available [here](#) (unless you have been granted a testing accommodation that allows for these items).
10. Having any radios, stereos, or other devices/equipment in the exam room that can make audible sounds. Any such items must be always turned off during the exam and scheduled breaks.

ACCEPTANCE OF TERMS

All applicants were originally assigned to the online exam. You will be prompted to choose options related to handwriting and there will be a text box to let us know about any extenuating circumstances whereby you need an in-person place to test.

RELEASE OF LIABILITY, ACKNOWLEDGEMENT & ACCEPTANCE OF TESTING CONDITIONS

I, _____, acknowledge that I have received this Release of Liability and Acknowledgement and Acceptance of Testing Conditions and that I understand the information about the October 2023 Legal Specialist Examination set forth herein and agree to its terms. I also agree to refrain from engaging in any and all prohibited conduct described herein, as well as any other conduct that intentionally violates the integrity and/or security of the examination and understand that my failure to do so will result in strict sanctions, including, but not limited to, a zero for the exam session in which the prohibited conduct occurred, a zero for the entire exam, or any additional sanctions imposed by the CBLs.

I understand and acknowledge that the State Bar of California Board of Legal Specialization is allowing examination applicants to use personal laptop computers with pre-installed Examplify software from ExamSoft to take examinations administered by the CBLs. I understand that the use of personal laptop computers for the Examination is offered by the State Bar of California as a convenience to me and that the State Bar does not warrant or guarantee said Software. I agree to bear sole responsibility for the use of said Software and I hereby release the State Bar (its Board of Trustees, officers, agents, representatives and employees, as the same may be constituted now and from time to time hereafter), including the CBLs, from all liability, claims,

damages, or demands for personal injury or property damage, arising from or related to my use of a personal laptop computer during the examination. I further acknowledge that the State Bar does not warrant or guarantee the Software nor does it accept any liability in the event there is a technical or mechanical failure of the personal laptop computer and all associated equipment, Software and/or associated materials during administration of the examination, the uploading of my examination answers or in the printing of my examination answers.

I will accept the use of Examplify under the provisions of the ExamSoft click license at the ExamSoft website and agree to be bound by its terms and conditions. By my election to use a personal laptop computer to take the examination, I also agree that I will be unable to begin or continue the examination by handwriting in the event there is any malfunction with the computer, Software, electrical system or such other items associated with administration of the examination; and, understand I will not receive a refund of the fees I paid to register for the examination if any of these events should occur. I agree: (1) that I will exit the exam file upon the conclusion of each examination session; (2) that I will not attempt to access my exam file(s) following the examination for the purpose of altering my answers or for any other reason; (3) that I will upload the exam file(s) containing the examination answers, which I completed during the examination, by the published deadline; (4) that I will upload the exam video(s) containing the recordings of my testing environment during the examination, by the published deadline; (5) that a deduction of 10 scaled points will be taken from my total written scaled score if I fail to upload my answer file(s) and exam video(s) by the published deadline; (6) that I will receive a grade of zero for each answer or video not uploaded timely if I fail to upload my answer file(s) or my exam video(s) within two weeks of the published deadline; (7) that I will abide by the remote-proctoring rules noted here, as well as any other exam rules, and accept the exam conditions outlined in this document; and (7) that I cannot challenge my grades or scores received on the exam based on the testing conditions.

DECLARATION

I declare under penalty of perjury, under all applicable laws, that the foregoing is true and correct.

☒ Legal Specialist Examination

Date of Examination Administration: October 24, 2023

Applicant Name (please print): _____

State Bar Number: _____

Applicant Signature: _____

Date: _____

(The application will not be considered filed unless the proper fee is enclosed.)

FEES

☒ Application Fee (<i>applications received 8/1/2023–8/15/2023</i>)	\$ <u> \$350 </u>
☒ Laptop Computer Fee*	\$ <u> \$150 </u>
☐ First Late Filing Fee (<i>applications received 8/16/2023–9/1/2023</i>)	\$ <u> \$250 </u>
☐ Final Late Filing Fee (<i>applications received 9/2/2023–9/15/2023</i>)	\$ <u> \$350 </u>
TOTAL AMOUNT DUE	\$ <u> </u>

**The Laptop Computer Fee is required with all applications. The fee may be refunded if you requested to handwrite the exam, and it is subsequently approved. Until you receive formal confirmation from the State Bar stating otherwise, you will be registered as a remote, laptop applicant.*

Before mailing your application, please check the following:

- ☐ Is the correct fee included, OR
- ☐ Is the Payment Authorization Form completed and signed?
- ☐ Is each question answered fully and completely?
- ☐ If you plan to use a laptop, did you sign the Release of Liability Laptop and Acknowledgement and Acceptance of Testing Conditions form?
- ☐ Is the application signed?

An application that is not brought to a complete and filed status by the final application filing deadline of September 15, 2023, will be abandoned. No refund of fees will be paid in the event an application is abandoned. You may request a refund by emailing the Legal Specialization Unit at legalspec@calbar.ca.gov.

Payment is required for submission and acceptance of this application. To pay by personal, cashier's check or money order, you must mail the check to the San Francisco Office of Admissions. Make personal, cashier's check or money order payable to the State Bar of California or complete the Payment Authorization Form below. For credit/debit card payments, a processing fee of 2.5 percent will be added to all charges. There is no processing fee associated with personal/cashier's check or ACH payments.

Your application will not be considered complete until payment is received. If the personal/cashier's check payment is returned for insufficient funds, your payment will not be considered valid. If your credit/debit card or bank account transaction is denied, you will not

be able to submit your application until you provide a valid payment. Late charges may be applied and/or the application deadline will be enforced if the payment is not received within the published deadlines.

Please send: (1) COMPLETED APPLICATION, AND (2) PAYMENT/PAYMENT AUTHORIZATION FORM TO:

Legal Specialization Unit, Office of Admissions
The State Bar of California
180 Howard Street
San Francisco, CA 94105

**OCTOBER 2023 LEGAL SPECIALIST EXAMINATION
PAYMENT AUTHORIZATION FORM**

State Bar Number: _____

Applicant's Full Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

DESCRIPTION	FEE
☒ Application Fee (<i>applications received 8/1/2023–8/15/2023</i>)	\$350
☒ Laptop Computer Fee	\$150
☐ First Late Filing Fee (<i>applications received 8/16/2023–9/1/2023</i>)	\$250
☐ Final Late Filing Fee (<i>applications received 9/2/2023–9/15/2023</i>)	\$350
TOTAL*	_____

**For credit card payments, a processing fee of 2.5 percent will be added to all charges. There is no processing fee associated with payments by check.*

This form may not be used to pay dues or other licensee fees; it may only be used to pay fees associated to the Legal Specialist Examination. **Please print legibly.**

☐ **Personal/Cashier's Check or Money Order**
(*Make checks payable to **The State Bar of California***)

☐ **Credit Card**

Credit Card Number: _____

Credit Card Security Code: _____ Expiration Date (Month/Year): _____

Credit Card Type: ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Name on Card: _____

Signature of Card Holder: _____ Date: _____

By my signature on this document, I/we authorize the State Bar of California to charge my/our credit card account for the amount listed in the 'Total' box above.