



The Florida Bar

651 East Jefferson Street
Tallahassee, FL 32399-2300

Joshua E. Doyle
Executive Director

850/561-5600
WWW.FLORIDABAR.ORG

Memorandum

Re: Reapplication for Board Certification in City, County and Local Government Law

Thank you for your interest in becoming Board Certified in City, County and Local Government Law. The application filing period opens September 1 of each year and applications must be completed and returned, along with the \$150 application fee **postmarked no later than October 31**.

The reapplication may be filed by those applicants who, in accordance with BLSE Policy 2.12(b)(4)(A) meet one of the following conditions:

1. You timely submitted an Initial Application for Certification for last year's exam and were deemed eligible, but you were unable to sit for the City, County and Local Government Law Exam.
2. You timely submitted an Initial Application for Certification and were deemed eligible to sit for the exam. You took last year's City, County and Local Government Law Exam, but you were unsuccessful in obtaining a passing score. (Please note BLSE Policy 2.12(b)(4)(B) states "An applicant who does not obtain a passing score on the examination after 2 consecutive attempts is ineligible to reapply during the cycle year immediately following the second failure.")

The application process is fundamental to the evaluation of each candidate and you are encouraged to read all instructions as well as the applicable rules and polices before you prepare your application. These can be found on the website at www.floridabar.org/certification.

Once your application is received, it will be several months before you are notified of its disposition. In the interim, you may be asked to supplement your application as a result of committee review. All applicants will be notified in writing of their exam eligibility at the same time.

Your pursuit of board certification demonstrates your commitment to quality and professionalism in the delivery of legal services and we wish you success.

Board Certification Reapplication Instructions

Please carefully read these instructions before completing the application, and retain in your files for future reference.

Standards and Policies. Chapter 6, Rules Regulating The Florida Bar, sets forth the minimum standards for board certification and the specific requirements for each area of practice. The rules, BLSE Policies and other information may be found on The Bar's website at www.floridabar.org/certification. **Please be sure to carefully read the rules and policies before you begin your application.**

Completion of Requirements. Unless permitted in BLSE Policy 2.06(a), all requirements for certification must be met before filing an application.

Application Updates. Once your application has been submitted, please understand that you have a continuing obligation to notify the Legal Specialization and Education Department of The Florida Bar should there be any changes to any of your responses provided within your application and if there are any changes to your qualifications for board certification, pursuant to BLSE Policy 2.05(b).

Application Filing. Please refer to The Bar's website for the postmark deadline for your area. Typed applications are preferred, but neatly handwritten applications will be accepted. Completed applications should be returned to the Legal Specialization and Education Department of The Florida Bar. Please retain a copy of your application for your records.

Fees. The Certification program is financially self-supportive and operates on the revenue generated primarily from applicant fees. The certification reapplication filing fee is \$150. Your certification application must be accompanied by the filing fee at the time of filing. Please make your payment by check, money order or bank cashier's check payable to The Florida Bar. Electronic payments are not accepted for this fee at this time.

You will be notified at a later date when to pay the examination fee. The examination fee is \$150 and is due when submitting the exam agreement form once you have been deemed eligible to sit for the exam. An additional fee will be required for those electing to test by laptop. Notification regarding exam eligibility is sent approximately six to eight weeks prior to the examination.

If certification is granted, a \$150 board certification annual fee must be paid each year. You will receive an invoice for your board certification annual fee each year in March via email to your record Bar email address. Recertification occurs every 5 years.

All fees are non-refundable.

Application Processing and Review. Applications must be submitted on forms approved by the BLSE. Upon our receipt of your completed application, you will receive an email notification. Applications will be processed in accordance with BLSE Policies 2.08 and 2.14. Each question must be answered or shown as "not applicable." Only complete applications will be substantively reviewed by a certification committee and the accuracy of the information provided will be verified. Omissions or inaccuracies in the completion and submission of application forms will be grounds for denial.

A review and recommendation as to each applicant's qualifications, based upon compliance with the standards adopted by the Supreme Court of Florida, and policies established by the certification committee ("Committee"), is the responsibility of the Committee, with final approval determined by the Board of Legal Specialization and Education ("BLSE"). This process usually takes five to seven months. During this time, you may be requested to provide additional information. A prompt response is important to the continued progress of your application. Pursuant to BLSE Policy 2.05(c), failure to respond to a request for supplemental information will be considered a withdrawal of an application.

Voluntary Withdrawal. In accordance with BLSE Policy 2.08(d), an application for certification may be voluntarily withdrawn by an applicant. Notification of withdrawal must be in writing and must be received by the LSE director before an appeal under BLSE Policy 4.04(a) is due.

Professional Ethics and Competence. The standards for certification include consideration of character, ethics and reputation for professionalism. Questions are included in the peer review statements and the application also requires disclosure of disciplinary history. Should there be any changes in the information you provided on your application during the processing period, you must advise our office in writing.

Pursuant to BLSE Policy 2.08(c)(1), an application of an applicant for certification, who has an unresolved professional ethics matter, as described elsewhere in the BLSE Policies, will be held in abeyance. The abeyance will not extend beyond 10 months from the filing deadline. **If the matter remains unresolved at the end of the 10-month period, the application file will be considered withdrawn.** The member will be advised and may reapply, without prejudice, during a future application filing cycle.

Peer Review. If requested, each applicant will submit the names and contact information of individuals who can attest to the applicant's special competence and substantial involvement in the practice of law in which certification is sought, as well as the applicant's character, ethics, and reputation for professionalism, in accordance with the area standards, Rule 6-3.5(c)(6), Rules Regulating The Florida Bar, and BLSE Policy 2.10. The BLSE or certification committee may solicit statements from additional lawyers and/or judges.

Statements of reference concerning applicants shall be submitted on forms furnished by the BLSE. A sample copy of the Statement of Reference is provided for your information. Please do **NOT** send this statement to your references. Staff will solicit the statements on your behalf. Reference statements submitted by applicants cannot be accepted.

Continuing Legal Education. If requested, the education requirements must be completed within the time frame specified in the application. Hours submitted must be approved for certification credit in the area in which you are applying. General CLER hours will not qualify. Board Certification credit hours are now available online. You can check your board certification CLE credits by logging into your member portal. If you are unsure about credit for a program or individual activity, please attach detailed information on the program or activity, including an outline of the course content, a time schedule and speaker information. Each submission will be reviewed and credit allocated as appropriate.

Examination. All applicants will be notified in writing as to examination eligibility and an exam number will be assigned. This number will identify you throughout the testing and grading process. Please visit www.floridabar.org/certification for information about the examination for your area. **Please do not call or email to inquire about the status of your eligibility; staff is not authorized to advise you by telephone or email. You will be notified in writing of your eligibility to sit for the exam.**

Eligible examinees who are unsuccessful on the exam or elect not to sit for the exam, may be eligible to apply for the exam the following year. Please see BLSE Policy 2.06(b) and 2.12(b)(4)(A).

In the year immediately following the year in which the applicant originally applied, an abbreviated application may be filed in accordance with BLSE Policy 2.06(b). The reapplication may only be filed once and may not be filed outside of the year immediately following the year in which the applicant originally applied. The reapplication fee is \$150.

Please note in accordance with BLSE Policy 2.12(b)(4)(B), an applicant who does not obtain a passing score on the exam after 2 consecutive attempts is ineligible to apply during the cycle year immediately following the second failure. In the year immediately following the year in which the applicant filed an abbreviated application, a new original initial certification application may be filed if the applicant did not sit for the exam for 2 consecutive years.

In some areas of certification, a program may be offered by a Bar Section and identified as an "Exam Preparation" or "Review" course. Please be advised that these courses will not necessarily prepare you for the examination. The certification committees, and any other

individuals involved in the preparation of the certification examinations, do not participate or contribute information to the steering committees for these programs.

Confidentiality. Rule 6-3.12, Rules Regulating The Florida Bar, provides for complete confidentiality in the certification process. The entire content of your file, including the statements of reference, will remain confidential. All communications you receive about your application and the examination will be marked “personal and confidential” and emailed or mailed to your official Bar membership address.

Staff Assistance. Your staff liaison is prepared to assist you with the application process and provide general information about the standards and policies. Staff may not, however, advise you as to whether you qualify for certification, nor discuss the status of your application. All communication as to the status of your application will be sent to you in writing on behalf of the Committee.

Certification Reapplication Coversheet

Return your completed application for recertification with this coversheet to:

The Florida Bar
Legal Specialization and Education Department
651 East Jefferson Street
Tallahassee, FL 32399-2300

Bar Number: _____

Name: _____

Area of Certification: _____

Please read and initial the following statements:

_____ I have read all applicable rules, policies, and instructions within this application.

_____ I understand, pursuant to BLSE Policy 2.08(a)(2), only complete applications will be substantively reviewed by a certification committee.

_____ I understand that the accuracy of the information I provide will be verified. I acknowledge that the information in my application and attachments, if any, is true and complete.

_____ I understand my continuing obligation to notify the Board of Legal Specialization and Education of The Florida Bar in writing if there are any changes to any of my responses within the application and if there are any changes to my qualifications for board certification.

_____ I understand, pursuant to BLSE Policy 2.05(c), failure to respond to a request for supplemental information will be considered a withdrawal of my application.

_____ I understand, in accordance with BLSE Policy 2.08(c)(1), an unresolved professional ethics matter will cause my application to be held in abeyance. The abeyance will not extend beyond 10 months from the filing deadline. **If the matter remains unresolved at the end of the 10-month period, my application file will be considered withdrawn.**

_____ I understand that staff is not authorized to advise me by telephone or email of my exam eligibility. Exam eligibility notifications will be mailed no later than March 31.

_____ If I am deemed eligible to sit for the board certification examination, I acknowledge there are no alternate dates or make-up exams and that the exam is scheduled for May 16, 2025.

_____ I have enclosed my application fee of \$150. My check is made payable to The Florida Bar.

Signature: _____

Date: _____



Board of Legal Specialization and Education
 The Florida Bar
 651 East Jefferson Street
 Tallahassee, Florida 32399-2300
 (850) 561-5842



City, County and Local Government Law Certification Reapplication

PLEASE READ BEFORE COMPLETING APPLICATION AND RETAIN IN YOUR FILES FOR FUTURE REFERENCE.

This application is only for those applicants who were deemed eligible to sit for last year's city, county and local government law certification exam.

Pursuant to BLSE Policy 2.04(e), a \$150 reapplication fee is required and must accompany this application.

**FILING DEADLINE: APPLICATION MUST BE POSTMARKED BY
 MIDNIGHT, OCTOBER 31 OF FILING YEAR.**

Please check one:

- | | |
|--|--|
| <input type="checkbox"/> Admiralty & Maritime Law | <input type="checkbox"/> Health Law |
| <input type="checkbox"/> Adoption Law | <input type="checkbox"/> Juvenile Law |
| <input type="checkbox"/> Antitrust & Trade Regulation Law | <input type="checkbox"/> Immigration & Nationality Law |
| <input type="checkbox"/> Appellate Practice | <input type="checkbox"/> Intellectual Property Law |
| <input type="checkbox"/> Aviation Law | <input type="checkbox"/> International Law |
| <input type="checkbox"/> Business Litigation Law | <input type="checkbox"/> International Litigation & Arbitration Law |
| <input type="checkbox"/> City, County & Local Government Law | <input type="checkbox"/> Labor & Employment Law |
| <input type="checkbox"/> Civil Trial Law | <input type="checkbox"/> Marital & Family Law |
| <input type="checkbox"/> Condominium & Planned Development Law | <input type="checkbox"/> Real Estate Law |
| <input type="checkbox"/> Construction Law | <input type="checkbox"/> State & Federal Gov't & Administrative Practice |
| <input type="checkbox"/> Criminal – Appellate Law | <input type="checkbox"/> Tax Law |
| <input type="checkbox"/> Criminal – Trial Law | <input type="checkbox"/> Wills, Trusts & Estates Law |
| <input type="checkbox"/> Education Law | <input type="checkbox"/> Workers' Compensation Law |
| <input type="checkbox"/> Elder Law | |

TYPE OR PRINT NEATLY

Bar Membership Name	File Number (for office use only)
Name as you wish it to appear on certificate	Florida Bar Number

I. Please Submit the Following Background Data

A.

Current Firm or Employer			Start Date
Address			Room or Suite
City	State	Zip Code	Telephone
E-mail Address*			

⊗ Please note: It is our policy to use your official Bar membership email address for written communication concerning your application for board certification and to mark our correspondence "Personal and Confidential." If you would prefer we use a different email address, you will need to temporarily make that change by updating your official Bar contact information by logging into your My Florida Bar account. You may also contact our Membership Records Department at (850) 561-5832 or by email at membershiprecords@floridabar.org

- B. **Professional History** – How many years have you been practicing in the certification area you are applying for?
 _____ years

Please provide below a complete statement of your employment history since your admission to practice law. List most recent employment first. (Attach additional sheets if necessary.)

*If service was in a non-judicial position and not in private law practice, please indicate whether bar admission was an employment condition.

From	To
Firm Name or Organization*	
Address	
Position	

From	To
Firm Name or Organization*	
Address	
Position	

From	To
Firm Name or Organization*	
Address	
Position	

- C. **Former Applications** – If you have applied or become certified in any other area(s) of certification in Florida or elsewhere, please provide the following information:

Year	State/Organization	Area	Disposition
Year	State/Organization	Area	Disposition

- II. **FEES.** Please enclose a check for \$150 payable to The Florida Bar. This fee is nonrefundable, regardless of the disposition of the application. (An additional fee of \$150 must be paid before taking the examination for city, county and local government law certification. Please do not pay this fee until notified.)

- III. **ELIGIBILITY.** Pursuant to Board of Legal Specialization and Education (BLSE) Policy 2.12(b)(4)(B), I understand that I am eligible to file this abbreviated application because my initial application submitted during last year's filing period city, county and local government law certification was approved. Further, I understand and confirm that since the filing of my initial application for city, county and local government law, I have continuously met the requirements as prescribed by the Rules Regulating The Florida Bar, specifically Chapter 6-3, Florida Certification Plan and Rule 6-18.3 governing the city, county and local government law certification standards. Rule 6-3.5(b) states:

(b) Eligibility for Application. A member in good standing of The Florida Bar who is currently engaged in the practice of law and who meets the area's standards may apply for certification. From the date the application is filed to the date the certificate is issued, the

applicant must continue to practice law and remain a member in good standing of The Florida Bar. The certificate issued by the board of legal specialization and education shall state that the lawyer is a "Board Certified City, County and Local Government Lawyer."

I understand it is my responsibility to notify the City, County and Local Government Law Certification Committee of any changes in my substantial involvement, or of any disciplinary actions or malpractice claims filed against me or my firm since the filing of my initial application for city, county and local government law certification.

IV. **RECORD OF PROFESSIONAL ETHICS AND COMPETENCE** – Please initial the appropriate responses and attach copies of all pertinent documentation. Please provide information relevant to your Florida Bar membership and any other State Bar which you are or have been a member since your admission to practice law.

Applicants have a continuing obligation to keep each and every question on the board certification application current, complete and correct by filing timely amendments until the effective date of certification. Updates are considered timely when made within 30 days of any occurrence that would change any response made to any application question.

Please **INITIAL** your responses for items 1-7:

1. List all instances in which a disciplinary sanction was imposed. Attach documentation that includes: (1) title of the disciplinary action; (2) agency identification number; (3) nature of charge; (4) nature of sanction; (5) date sanction was imposed; and (6) date sanction was terminated.

_____ Not Applicable _____ See Attached

2. If you have been requested to respond to an inquiry/complaint as to alleged misconduct, and the matter remains pending at this time, please attach documentation that includes: (1) title of the inquiry/complaint; (2) agency identification or case number; (3) nature of inquiry/complaint; (4) a copy of the inquiry/complaint; and (5) a copy of your response to the complaint.

_____ Not Applicable _____ See Attached

3. Explain any malpractice claims filed against you (or your firm) for which you were personally responsible and resulted in a lawsuit filed, settlement paid or appointment of an attorney by the malpractice carrier to defend you (or your firm). Please attach: (1) a copy of the complaint; (2) your response; (3) a detailed explanation of your direct involvement; and (4) a copy of the final order if available or the current status of the matter if it is still pending.

_____ Not Applicable _____ See Attached

4. List and explain all cases in which your competence or conduct was raised as a basis for relief requested by counsel or by the court, that resulted in (including but not limited to) a new trial, new appeal, dismissal or reversal.

_____ Not Applicable _____ See Attached

5. List and explain all cases in which your conduct was adversely commented upon in writing by a judge or determined to be error whether harmless or not.

_____ Not Applicable _____ See Attached

6. List all contempt proceedings brought against you as counsel. Include: (1) style of the proceedings; (2) nature of the charge; (3) nature of the sanction; (4) date the sanction was imposed.

_____ Not Applicable _____ See Attached

7. List and explain all instances, post conviction or currently pending, in which criminal charges involving dishonesty or any felony, were filed against you. (This requirement does not include traffic infractions except DUI felony charges, which are included.) Include the case number, alleged violation(s), and disposition or current status.

_____ Not Applicable _____ See Attached

V. **RELEASE.** Please read and initial each statement.

By this application, I release from any and all liability and extend immunity to The Florida Bar, and all persons, committees and institutions in any way involved in this certification process including references and informants.

Applicant's Initials: _____

I specifically authorize the City, County and Local Government Law Certification Committee and/or Board to consult with any persons who may have information relating to my professional qualifications, credentials or character, mental or emotional stability, ethics, behavior or any other matter reasonably bearing on the criteria for initial and continued certification. This authorization includes inspecting and obtaining any writing that may be material to my certification. I hereby authorize the release of any information and writing, whether privileged or not, requested by the Committee and/or Board. I understand that all information received and made part of my file shall be treated confidentially.

Applicant's Initials: _____

I FURTHER UNDERSTAND THAT BOARD CERTIFICATION IS A VOLUNTARY PROGRAM AND HAS NO EFFECT ON MY ELIGIBILITY TO PRACTICE LAW IN ANY AREA OF PRACTICE.

Applicant's Initials: _____

I FURTHER UNDERSTAND THAT BOARD CERTIFICATION, IF OBTAINED, MAY BE AUTOMATICALLY REVOKED PURSUANT TO THE BLSE POLICIES OR THE RULES REGULATING THE FLORIDA BAR.

Applicant's Initials: _____

By executing this release, I acknowledge that I am specifically authorizing the Lawyer Regulation Department of The Florida Bar, or any other state of which I am or was a member, to provide to the Board of Legal Specialization and Education any and all information concerning disciplinary complaints filed against me, even if confidential. Such release is intended to be applicable to the extent authorized by the Supreme Court of Florida.

Applicants Signature