

Certified Paralegal Exam Specifications – Effective September 2013

Communications	% of points
Grammar, punctuation, and capitalization	19%
Word usage, spelling, and vocabulary	17%
Written correspondence and composition	17%
Verbal communication	17%
Nonverbal communication	16%
Client and witness interview preparation and techniques	13%
Ethics	% of points
Ethical responsibilities centering on performance of delegated work	21%
Paralegal professional responsibility	21%
Professional relationships	21%
Client and public contact	19%
Attorney code of ethics and discipline	17%
Legal Research	% of points
Sources of law	34%
Research skills	32%
Analysis of research	34%
Substantive Law	% of points
Legal terminology	7%
Court system	6%
Sources and classifications of law	6%
Branches of government	5%
Legal concepts and principles	5%
Remedies and dispute resolution	5%
Jurisdiction and venue	6%
Civil litigation process and rules	6%
Civil discovery	6%
Civil pleadings	6%
Civil trial and appellate process and rules	6%
Corporations	5%
Publicly-held corporations	4%
Partnerships and limited liability companies (LLCs)	4%
Other business entities	5%
Financial structure and management of business entities	5%
Contract classifications	4%
Contract formation	5%
Contract defenses	4%
Contract remedies	5%
Judgment and Analytical Ability	% of points
Identification of relevant facts and main issues	26%
Application of law to facts	24%
Analysis of issues and formation of conclusions	25%
Organization of information and clarity of expression	25%