



BEGINNING LEGAL SECRETARIAL TRAINING CLASS



LSI will be offering its Beginning Legal Secretarial Training Class online. This class will be an eight-week, work-at-your-own-pace online session commencing August 20 and ending October 15, 2019. During the classes, the following topics will be covered:

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| Introduction to the Law Office | Service of Legal Documents |
| Duties of the Legal Secretary | Preparing a Proper Caption |
| Effective Telephone Skills | Preparation of Documents Filed with the Court |
| Effective Oral Communication Skills | Basics of Civil Litigation Interrogatories |
| Calendaring and Timetables | Demand for Production of Documents |
| Basic Grammar Skills | Requests for Admissions |
| Transcription and Proofreading Techniques | Depositions/Deposition Subpoenas |
| Court Structure | Demand for Physical Examinations |
| Citations | Discovery Timelines, Service and Verifications |

CLASS SESSION OPENS ON TUESDAY, AUGUST 20, 2019

Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.

The cost of the training class, which includes the Legal Secretary's Reference Guide, is \$180 for LSI members/\$250 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate from LSI.

BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION

(Please type or print clearly)

Name: _____ Email: _____

Address: _____

City/Zip: _____ Telephone: _____

\$180 LSI Member _____ Association: _____ LSA/LPA
\$250 Non-LSI Member _____

Payment: Check # _____ (made payable to LSI)
(Note: Checks must clear before books will be mailed and may cause a delay in access to the class.)
Name on Card: _____
Visa/MC Credit Card # _____
Exp. Date: _____ 3-digit CVV No.: _____ Zip Code: _____

Email registration form **NO LATER THAN** August 13, 2019, to LSI Legal Professional Training/ Seminar Chair, training@lsi.org or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at www.lsi.org with PayPal. Keep in mind books will not be mailed until registration is processed. For further information or inquiries, email training@lsi.org. No refunds after August 13, 2019. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.

LSI – Educating California's Legal Support Professionals