

## INTERMEDIATE LEGAL PROFESSIONAL TRAINING COURSE

Entire Intermediate Training Course - \$425 for members\* / \*\*\$525 non-members\*  
 Civil Modules Only (highlighted in blue) - \$375 for members\* / \*\*\$475 for non-members\*  
 Individual Modules - \$50/module/\$75 for non-members\*\* per module  
 \*\* (includes Local Association/LPI membership, subject to approval)

\*The *Law Office Procedures Manual* will be used as the textbook for this course and is included with the cost of the course (the normal cost of book is \$341)

This multi-week training course is offered as a next step for those who have completed LPI's Online Beginning Legal Secretarial Training Course, as well as for those who have a basic foundation as a legal support professional but wish to take their training and career to the next level.

Each course will be a live, real-time, interactive course conducted via Zoom. Students will have in-class group labs via breakout rooms, as well as outside class assignments. Weekly quizzes and the final exam will be administered via Google Forms. (Google Workspace (available on most mobile devices and desktop) will be used for the class. A google email account will need to be set up before the class begins. Webcam capability will be needed for the final exam. Students are permitted two excused absences and the opportunity to turn in assignments related to those sessions without penalty. The student must pass the course with an overall score of 70%. Quizzes will count for 1/3 of the overall grade, lab assignments will count for 1/3 of the overall grade, and the final exam counts for 1/3 of the overall grade. Students who successfully pass will receive a certificate of completion. Classes will be recorded.

<b>Intermediate Legal Professional Training Course</b> <b>June 4, 2024 to September 10, 2024</b> <b>Tuesdays from 6:00 pm to 8:00 pm</b>		
Date	Module	Subjects Covered
Week 1 June 4, 2024	Orientation/Class Preparation	Review of Zoom, Google Workspace, Slack, and Overview of the Course.
Week 2 June 11, 2024	Intermediate Docketing/Calendaring	State Court Versus Federal Court; Electronic Calendaring Programs; Manual Calendaring; Master Calendar
Week 3 June 18, 2024	Intermediate Civil Litigation, Part 1	Complaints/Cross-Complaints/Petitions; Service of Process; Ex Parte Proceedings; Case Management Conferences; Settlement Conferences
Week 4 June 25, 2024	Intermediate Civil Litigation, Part 2	Answers/Demurrers; Motions to Dismiss/Strike/Quash; Meet and Confer; Default Proceedings; Alternative Dispute Resolution

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Week 5 July 2, 2024	Intermediate Discovery	Depositions; Discovery Shells; Motions to Compel; Best Practices
Week 6 July 9, 2024	Intermediate Subpoenas	State and Federal Court Subpoenas and Subpoena practice
Week 7 July 16, 2024	Intermediate Motion Practice	Components of Effective Motions
Week 8 July 23, 2024	Intermediate Citations	Styles; State Court Versus Federal Court; Marking Citations; Table of Contents; Table of Authorities
Week 9 July 30, 2024	Intermediate Family Law	Petitions; Financial Disclosure; Discovery; Motions for Summary Judgment/Adjudications; Request for Family Law Orders/Modifications; Arbitration/Mediation
Week 10 August 6, 2024	Intermediate Probate	Components of Probate Practice
Week 11 August 13, 2024	Intermediate Estate Planning Law	Components of Estate Planning
Week 12 August 20, 2024	Intermediate Corporate & Transactional Law	Corporation Start-Ups; Dissolutions; Maintenance of Corporations; Real Estate Law; Unlawful Detainers
Week 13 August 27, 2024	Intermediate Criminal Law	Pleas; Hearings; Discovery; Calendaring; Motions
Week 14 September 3, 2024	Optional/Bonus Class Review for Final Exam	
Week 15 September 10, 2024	Final Exam	

A discounted rate can be arranged for firms or offices that wish to enroll a group of students.