



LPI UNIVERSITY

# Beginning Legal Secretarial Training



Online Course Commencing  
January 7, 2025



NextGen Legal and LPI are offering this eight-week, online Beginning Legal Secretarial Training Course. You will be able to work at your own pace.

## Course Overview

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

## Cost

\$200 LPI members \$300 non-LPI members

(includes local association and LPI memberships, subject to approval)

Cost includes a Legal Secretary's Reference Guide (\$50 value). Each individual must register separately.

Upon completion of the course, students will receive a certificate from LPI.

Cancellations or refunds are not provided after completion of the first class, however, should a cancellation occur at least 48 hours before the first class, LPI will issue a full refund, minus the processing fee and the cost of any textbook and shipping.

To Register go to our website: <https://www.legalprofessionalsinc.org/events> or scan the QR code.

