LPI Legal Professionals Incorporated
Educating California's Legal Support Professionals
www.legalprofessionalsinc.org

LPI University & NextGen Legal

Beginning Legal Secretarial Training

TO REGISTER GO TO:
https://www.legalprofessionalsinc.org/

January 5, 2027

- 8 WEEKS
- ONLINE
- WORK-AT-YOUR-OWN-PACE!

Classes will utilize video lectures, discussion boards, email, live Q&A sessions and quizzes. Login information will be provided the morning of the day class begins.

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/or LPI membership, subject to approval)

Cost includes the *Legal Professional's Reference Guide* ($50 value). Each individual must register separately. Upon completion of the course, students will receive a certificate and/or credential badge from LPI.

For more information or group registrations, please email: training@legalprofessionalsinc.org.