LPI Legal Professionals Incorporated

Educating California's Legal Support Professionals

EDUCATIONAL WEBINAR

February 10, 2027 | 12:00 p.m. - 1:00 p.m.

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Your Legal Roadmap to Document Mastery!



PRESENTED BY:

Vanessa Buffington

NextGen Legal

ABOUT THE SPEAKER

Vanessa is the owner of NextGen Legal, LLC, and has over 22 years of experience in the legal field. She is a certified paralegal with extensive expertise in handling transactional and litigation matters on the plaintiff and defense side, in both the public and private sectors. Her experience encompasses multiple areas of law such as labor and employment, insurance defense, construction defect, education, personal injury, medical malpractice, investigations, business, and labor relations and negotiations. Currently, Ms. Buffington conducts training, seminars and webinars for legal professionals. She has been part of Legal Professionals Incorporated's instruction team since 2017.

DESCRIPTION

Master the essential Microsoft Word skills needed to create polished, professional legal documents. This hands-on class will cover section breaks, page numbering, Styles, and the Show/Hide feature, along with step-by-step instruction on creating, formatting, and updating a Table of Contents and Table of Authorities. Through live demonstrations, you will learn practical techniques to make complex legal documents easier to navigate, organize, and finalize.

LPI Member - $25 | **Non-Member - $55**

FOR INFORMATION OR GROUP REGISTRATIONS:

Training@LegalProfessionalsInc.org

This webinar is approved for California Minimum Continuing Legal Education (MCLE) credit in the amount of 1.0 credit hours. This webinar is also approved for 1.0 hour of CCLS credit.