INTERMEDIATE LEGAL PROFESSIONALS TRAINING SERIES
April 7 – May 26, 2027

The Intermediate Legal Professionals Training Series (Civil Module) is an eight-week course covering California civil procedure and is offered as the 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.

Classes are held on Wednesday evenings from 6:00 PM to 8:00 PM. The Zoom link for each week's class will be provided to students the day before.

*****The *Law Office Procedures Manual* will be used as the textbook for this training module and is included with registration (the normal cost of book is over $300). In addition to the textbook, handouts and separate reference guides will be included as part of the course curriculum.

The classes for each week are interactive and conducted live, in real-time, via Zoom. Students will have in-class activities, as well as reading assignments and quizzes each week. There may also be other assignments outside of class. It is recommended that students allow at least 3-4 hours each week for reading assignments and completion of quizzes. A final exam will be administered at the end of the course. Classes will be recorded for students' additional review and study.

Students must pass this series with an overall score of 75% or better in order to receive a credential badge. Quizzes account for 50% of the overall grade; the final exam accounts for the remaining 50%.

APRIL 7 – MAY 26, 2027
Intermediate Civil Module
Eight-Week Module Consisting of 16 Hours of Instruction
Included Course Materials: Instructor Reference Guides and Handouts, and
Law Office Procedures Manual

Date	Topic/Subject	Material Covered
April 7, 2027 Week 1 2 Hours	The Litigation Mindset and Case Lifecycle	Focus: How civil cases move; who controls what; responsibility flow; anticipation vs. reaction; seeing the whole chessboard. This week becomes the mental framework for everything else.
April 14, 2027 Week 2 2 Hours	Pleadings and Early Strategic Responses	Focus: Complaint strategy; Answers; Demurrers; Motions to Strike; Motions to Quash; Removal to federal court; Jurisdiction challenges; Early settlement positioning. Key Concepts: Why attorneys choose one response over another; What each procedural response attempts to accomplish; How timing affects leverage; What support staff should anticipate next.

Date	Topic/Subject	Material Covered
April 21, 2027 Week 3 2 Hours	Calendaring and Workflow Control	Focus is not just "calculate the deadline," but: What happens if service is late? What should already be happening before this deadline? What deadlines cascade from this filing? What happens if the opposition is filed late? What breaks if this date moves? Key Concept: This transforms calendaring into case management.
April 28, 2027 Week 4 2 Hours	Discovery, Depositions, and Subpoenas	Focus: Evidence acquisition tools; Deposition preparation tools; trial preparation tools; credibility tools.
May 5, 2027 Week 5 2 Hours	Alternative Dispute Resolution, Settlement Discussions, and Section 998 Offers	Focus: When mediation/arbitration occurs; Why cases settle; Leverage creation; Litigation economics; How Section 998 offers shift risk; How costs/fees pressure litigation. Key Concept: Litigation is strategic, not linear.
May 12, 2027 Week 6 2 Hours	Motion Practice and Written Advocacy	Focus: Where motions fit into the larger litigation picture; Making motion practice feel purposeful instead of procedural; Regular Motions; Motions for Summary Judgment.
May 19, 2027 Week 7 2 Hours	Trial Preparation and Trial Technology	Focus is on: Readiness; Coordination; Storytelling; Evidence flow; Witness prep; Exhibit management; Courtroom tech. Key Concept: Where real-world experience becomes powerful.
May 26, 2027 Week 8 2 Hours	Capstone Week	Focus: Case timeline application; Spot-the-problem exercises; What happens next?; Workflow mapping; Team communication scenarios; Deadline chain exercises; Litigation sequencing; Motion/deposition/trial coordination; What you should already be anticipating.