



# LPI

*Educating California's  
Legal Support Professionals*

# NextGen → Legal

## BEGINNING LEGAL SECRETARIAL TRAINING

Online Course Commencing January 10, 2023

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.

### Cost

\$180 LPI members

\$250 non-LPI members

Cost includes a Legal Secretary's Reference Guide.

Each individual must register separately. Upon completion of the course, students will receive a certificate from LPI.

Classes will take place online utilizing video lectures, discussion boards, email, live Q&A sessions and quizzes. Login information will be provided the day before the class is scheduled to begin.

### SOME OF THE TOPICS THAT WILL BE COVERED:

- 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 and Verifications

ONLINE REGISTRATION AND  
PAYMENT AVAILABLE AT:  
[WWW.LEGALPROFESSIONALSINC.ORG/EVENTS/](http://WWW.LEGALPROFESSIONALSINC.ORG/EVENTS/)