

Beginning Legal Secretarial Training

Online Course Commencing October 3, 2023

Course Overview

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



GUIDELINE



Topics 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
- Verifications

Cost

\$180 LPI members \$280 non-LPI members
(includes local association and LPI memberships, subject to approval)
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.



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