



LEGAL SECRETARIES, INCORPORATED



CCLS ON-LINE STUDY GROUP

August 11, 2015 – October 13, 2015

If you are interested in studying for the California Certified Legal Secretary (“CCLS”) Exam,** join LSI’s CCLS On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed, including:

- California Legal Procedure (civil, family, probate, real estate, corporate)
- Legal Terminology (citations, terminology)
- Legal Computations (calendaring, math)
- Skills (proofreading, following directions)
- Ability to Communicate Effectively (grammar, punctuation, word usage)
- Law Office Administration (computers, filing)
- Reasoning & Ethics (ability to act reasonably and ethically)

CLASSES BEGIN TUESDAY, AUGUST 11, 2015

Classes will take place once a week via videoconference on Tuesday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through October 13, 2015. Login information will be provided upon enrollment in the classes.

The cost of the Study Group (all classes) is \$100 for LSI members and \$125 for non-LSI members taking classes for first time; and \$50 for LSI members and \$75 for non-LSI members repeating. Each individual must register separately.

NEXT CCLS EXAM SATURDAY, OCTOBER 17, 2015

Students will be provided with homework and handouts. **Students are responsible for providing their own *Law Office Procedures Manual, The Gregg Reference Manual (11th Ed.), California Style Manual (4th Ed.), and Pocket Guide to Legal Ethics, by the start of the classes.*** Students are also encouraged to have the CCLS Study Guide.

***All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LSI’s website.*

CCLS STUDY GROUP REGISTRATION

(Please type or print clearly)

Name: _____ Association: _____ LSA/LPA

Address: _____

Daytime Phone: _____ Evening Phone (during class time): _____

Email (during class time): _____

Payment: Check # _____ Credit Card # (Visa/MC only) _____

Exp. Date: _____ Sec. Code: _____

Send registration form by NO LATER THAN July 31, 2015, to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 3043 4th Avenue, San Diego, CA 92103, email lsiccls@outlook.com. You may also pay via PayPal at www.lsi.org. **NO REFUNDS AFTER AUGUST 4, 2015.**

STRIVE FOR SUCCESS – BE A CCLS!