

INTERMEDIATE LEGAL PROFESSIONALS TRAINING SERIES

August 5 – September 23, 2026

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. 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 are permitted one excused absence and must pass the module with an overall score of 75% or better in order to receive a credential badge. Quizzes account for 50% of the overall course grade; the final exam accounts for the remaining 50%.

PLEASE NOTE: REGISTRATIONS RECEIVED AFTER THE JULY 28, 2026, DEADLINE ARE NOT GUARANTEED TO RECEIVE THE TEXTBOOK BY THE START OF THE FIRST CLASS.

A discounted rate for this training module can be arranged for firms or offices that wish to enroll a group of students.

AUGUST 5 – SEPTEMBER 23, 2026 Intermediate Civil Module Eight-Week Module Consisting of 12 Hours of Instruction Included Course Materials: Instructor Reference Guides and Handouts, and <i>Law Office Procedures Manual</i> LPI Members (includes LOPM) \$425 Non-Members (includes LOPM) \$525 (also includes membership in LPI, subject to approval if the attendee would like it.)		
Date	Topic/Subject	Material Covered
August 5, 2026 Week 1 2 Hours	The Litigation Mindset and Case Lifecycle	Focus is on: 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.

Date	Topic/Subject	Material Covered
August 12, 2026 Week 2 2 Hours	Pleadings and Early Strategic Responses	<p>Focus is on: Complaint strategy; Answers; Demurrers; Motions to Strike; Motions to Quash; Removal to federal court; Jurisdiction challenges; Early settlement positioning.</p> <p>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.</p>
August 19, 2026 Week 3 2 Hours	Calendaring and Workflow Control	<p>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?</p> <p>Key Concept: This transforms calendaring into case management.</p>
August 26, 2026 Week 4 2 Hours	Discovery, Depositions, and Subpoenas	<p>Focus is on: Evidence acquisition tools; Deposition preparation tools; trial preparation tools; credibility tools.</p>
September 2, 2026 Week 5 2 Hours	Alternative Dispute Resolution, Settlement Discussions, and Section 998 Offers	<p>Focus is on: When mediation/arbitration occurs; Why cases settle; Leverage creation; Litigation economics; How Section 998 offers shift risk; How costs/fees pressure litigation.</p> <p>Key Concept: Litigation is strategic, not linear.</p>
September 9, 2026 Week 6 2 Hours	Motion Practice and Written Advocacy	<p>Focus is on: Where motions fit into the larger litigation picture; Making motion practice feel purposeful instead of procedural; Regular Motions; Motions for Summary Judgment.</p>
September 16, 2026 Week 7 2 Hours	Trial Preparation and Trial Technology	<p>Focus is on: Readiness; Coordination; Storytelling; Evidence flow; Witness prep; Exhibit management; Courtroom tech.</p> <p>Key Concept: Where real-world experience becomes powerful.</p>
September 23, 2026 Week 8 2 Hours	Litigation Labs / Capstone Week	<p>Focus is on: 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.</p>