

## INTERMEDIATE LEGAL PROFESSIONAL TRAINING COURSE

Entire Intermediate Training Course\* - \$400 for members / \*\*\$475 non-members  
 Civil Modules Only (highlighted in blue) - \$300 for members / \*\*\$375 for non-members  
 Individual Modules - \$50 per module / \*\*\$75 for non-members per module  
 \*\* (includes Local Association/LPI membership, subject to approval)

\*The *Law Office Procedures Manual* will be used as the textbook for this course and is included with the cost of the course (**For the Entire Course Only**) (the normal cost of book is \$341)

This multi-week training course is offered as a 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.

Each course will be a live, real-time, interactive course conducted via Zoom. Students will have in-class group labs via breakout rooms, as well as outside class assignments. Weekly quizzes and the final exam will be administered via Google Forms. (Google Suites (available on most mobile devices and desktop) will be used for the class. A google email account will need to be set up before the class begins. Webcam capability will be needed for the final exam. Students are permitted one excused absence and the opportunity to turn in assignments related to that session without penalty. The student must pass the course with an overall score of 70%. Quizzes and homework will count for 75% of the student's grade, and the final exam will count for 25%. At the end of the course, students who successfully pass will receive a certificate of completion. Classes will be recorded for further review before the final exam.

<b>Intermediate Legal Professional Training Course</b> <b>January 11, 2023 to April 12, 2023</b> <b>Wednesdays from 6:00 pm to 8:00 pm</b>		
Date	Module	Subjects Covered
Week 1 January 11, 2023	Orientation/Class Preparation	Training on Zoom, Google Suites and Slack platforms; overview of course.
Week 2 January 18, 2023	Intermediate Docketing/Calendar	State Court Versus Federal Court; Electronic Calendar Programs; Manual Calendar; Master Calendar
Week 3 January 25, 2023	Intermediate Civil Litigation, Part 1	Complaints/Cross-Complaints/Petitions; Service of Process; Ex Parte Proceedings; Case Management Conferences; Settlement Conferences
Week 4 February 1, 2023	Intermediate Civil Litigation, Part 2	Answers/Demurrers; Motions to Dismiss/Strike/Quash; Meet and Confer; Default Proceedings; Alternative Dispute Resolution
Week 5	Intermediate Discovery	Depositions; Discovery Shells;

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February 8, 2023		Motions to Compel; Best Practices
Week 6 February 15, 2023	Intermediate Subpoenas	State and Federal Court Subpoenas and Subpoena practice
Week 7 February 15, 2023	Intermediate Motion Practice	Components of Effective Motions
Week 8 February 22, 2023	Intermediate Citations	Styles; State Court Versus Federal Court; Marking Citations; Table of Contents; Table of Authorities
Week 9 March 1, 2023	Intermediate Family Law	Petitions; Financial Disclosure; Discovery; Motions for Summary Judgment/Adjudications; Request for Family Law Orders/Modifications; Arbitration/Mediation
Week 10 March 8, 2023	Intermediate Probate	Components of Probate Practice
Week 11 March 15, 2023	Intermediate Estate Planning Law	Components of Estate Planning
Week 12 March 22, 2023	Intermediate Corporate & Transactional Law	Corporation Start-Ups; Dissolutions; Maintenance of Corporations; Real Estate Law; Unlawful Detainers
Week 13 March 29, 2023	Intermediate Criminal Law	Pleas; Hearings; Discovery; Calendaring; Motions
Week 14 April 5, 2023	Optional/Bonus Class Review for Final Exam	
Week 15 April 12, 2023	Final Exam	

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