

INTERMEDIATE LEGAL PROFESSIONALS TRAINING SERIES

The Intermediate Legal Professionals Training Series - - Civil Module - - is a six-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 assignments outside of class. Each week there will be lab assignments and quizzes, and 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 70% or better in order to receive a credential badge.

PLEASE NOTE: REGISTRATIONS RECEIVED AFTER THE NOTICED 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.

<p>APRIL 1-MAY 6, 2026 Intermediate Civil Module Six-Week Module Consisting of 12 Hours of Instruction Included Course Materials: Instructor Reference Guides and Handouts, and <i>Law Office Procedures Manual</i></p> <p>LPI Members (includes LOPM) \$425 Non-Members (includes LOPM) \$525 (also includes membership in LPI, subject to approval if the attendee would like it.)</p>		
Date	Topic/Subject	Material Covered
4/1/26 Week 1 2 Hours	Back to Basics	Review of the basics of California civil procedure.
4/8/26 Week 2 2 Hours	Intermediate Calendaring	What gets calendared - - triggering/parent event; child events; when to start calendaring and when to stop; master calendar; who is responsible for calendaring; ABA requirements for legal practitioners.

4/15/26 Week 3 2 Hours	Intermediate Civil Procedure	From filing to judgment - - summons and complaint; answers/demurrers; default proceedings; discovery and depositions; judgments; trial. Alternative dispute resolution.
4/22/26 Week 4 2 Hours	Intermediate Subpoena Preparation	Various subpoena options and which one to use; professional subpoena service providers; rules governing service of subpoenas
4/29/26 Week 5 2 Hours	Intermediate Motion Practice	Types of motions; meet and confer requirements; required components of motions; notice requirements; filing of motions with the court; service requirements
5/6/26 Week 6 2 Hours	Citations Refresher	California Style Manual vs. Harvard Blue Book; citing cases; italicized words; abbreviations; cite checking; marking citations; generating table of contents and table of authorities.