



**LPI**  
Educating California's  
Legal Support Professionals

## **BEGINNING LEGAL SECRETARIAL TRAINING CLASS**



LPI will be offering its Beginning Legal Secretarial Training Class online. This class will be an eight-week, work-at-your-own-pace online session commencing July 14, 2020 and ending August 8, 2020. During the classes, the following topics will be covered:

Introduction to the Law Office	Service of Legal Documents
Duties of the Legal Secretary	Preparing a Proper Caption
Effective Telephone Skills	Preparation of Documents Filed with the Court
Effective Oral Communication Skills	Basics of Civil Litigation Interrogatories
Calendaring and Timetables	Demand for Production of Documents
Basic Grammar Skills	Requests for Admissions
Transcription and Proofreading Techniques	Depositions/Deposition Subpoenas
Court Structure	Demand for Physical Examinations
Citations	Discovery Timelines, Service and Verifications

### **CLASS SESSION OPENS ON TUESDAY, JULY 14, 2020**

Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.

Instructor: Vanessa Buffington from NextGen Legal

The cost of the training class, which includes the Legal Secretary's Reference Guide, is \$180 for LPI members/\$250 for non-LPI members. Each individual must register separately. Upon completion of the class, students will receive an electronic certificate of completion from LPI.

### **BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION**

(Please type or print clearly)

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

\$180 LPI Member \_\_\_\_\_ Local LPI Association: \_\_\_\_\_ LSA/LPA  
\$250 Non-LPI Member \_\_\_\_\_ (No abbreviations please; status is verified)

**Online registration and payment available at:**  
<https://www.legalprofessionalsinc.org/events/>

Registration deadline is **NO LATER THAN** July 10, 2020. For further information or inquiries, email [lpchair@legalprofessionalsinc.org](mailto:lpchair@legalprofessionalsinc.org).

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