



LPI
*Educating California's
 Legal Support Professionals*

PRESENTED BY:



September Webinars

SEPTEMBER 18

**UNDERSTANDING LEGAL DOCUMENTS FOR PURPOSES OF
 INTERNAL FILING**

MEMBER NON-MEMBER
 \$25 \$45

SEPTEMBER 23

IT'S ALL ABOUT SUBPOENAS

MEMBER NON-MEMBER
 \$25 \$45

SEPTEMBER 25

TRIAL PRESENTATION

MEMBER NON-MEMBER
 \$25 \$45

MCLE CERTIFICATE REQUESTED:

___ CCLS ___ PARALEGAL ___ ATTORNEY [BAR NO. _____]

**Online Registration and Payment
 (via check or credit card)**

Available at:

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**For group registration, please email
 Cyndee Saucedo, CCLS at
 lptchair@legalprofessionalsinc.org**

**NO CANCELLATIONS OR REFUNDS ARE PROVIDED AFTER THE
 WEBINAR; HOWEVER, SHOULD A CANCELLATION OCCUR AT LEAST 48
 HOURS BEFORE THE LIVE WEBINAR, LPI WILL ISSUE A FULL REFUND.
 SHOULD YOU BE UNABLE TO ATTEND THE LIVE WEBINAR, AND YOU
 HAVE ALREADY PAID, YOU CAN RECEIVE A LINK TO THE
 PRESENTATION TO WATCH AT A LATER TIME.**

LIST OF EVENTS

SEPTEMBER 18

12:00-1:00

**Understanding Legal Documents
 for Purposes of Internal Filing**

If you are new to the legal field, this webinar will be quite beneficial as it will cover the basic components of a litigation file and understanding how various pleadings, discovery, motions and other legal documents are categorized and filed internally. This webinar will also examine other topics such as naming conventions, best practices for dating incoming and outgoing documents, both physically and electronically.

SEPTEMBER 23

12:00-1:00

It's All About Subpoenas

When you need to serve a deposition subpoena, there are several factors that must be considered. In this webinar, we will discuss topics such as determining dates for service, notice to consumer, preparing subpoenas for production of documents and appearances, motion to quash and more.

SEPTEMBER 25

12:00-1:00

Trial Preparation

Preparing for trial is time consuming, involved and oftentimes stressful. This webinar will assist you with organization and understanding the process of trial preparation including pretrial deadlines, trial notebook, exhibits, expert discovery and more.

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