SAN DIEGO LEGAL SECRETARIES ASSOCIATION

LEGAL SECRETARY TRAINING COURSE

2027

WEDNESDAY EVENINGS

LIVE, IN-PERSON OR VIA ZOOM

6:00 P.M. TO 8:15 P.M.

January 6 , 2027 to March 10, 2027

LOCATION

SINGLETON SCHREIBER LLP
591 CAMINO DE LA REINA, STE 1025
SAN DIEGO, CA 92108

This course is designed for Beginning / Intermediate Legal Secretaries, Paralegals, Legal Assistants, and anyone working in or aspiring to work in the legal profession.

Certificate will be provided upon completion of the 10-week course.

CLASS 1 – JANUARY 6
Basic Skills for the Law Office, Basic Calendaring, Court Structure

CLASS 2 - JANUARY 13
California Court System, Sources of Law & Court Rules

CLASS 3 – JANUARY 20
Statutes of Limitation, Intake & Pre-Litigation Basics, Legal Computations & Calendaring

CLASS 4 – JANUARY 27
Civil Litigation I – Initiating a Civil Action, Responding to a Complaint, Amending Pleadings, Unlawful Detainers, Settlement

CLASS 5 – FEBRUARY 3
Civil Litigation II – Ex Parte, Regular & Discovery Motions, Summary Judgment / Adjudication Motions, Trial

CLASS 6 – FEBRUARY 10
Discovery I – Depositions, Written Discovery, Motions to Compel

CLASS 7 – FEBRUARY 17
Discovery II – Civil Law Subpoenas for the State of California and the U.S. District Courts

CLASS 8 - FEBRUARY 24
Superior Court Clerk / Court Default Judgments, Communicating and E-Filing with the Superior Court

CLASS 9 – MARCH 3
Resume & LinkedIn Essentials for Legal Secretaries

CLASS 10 – MARCH 10
Professionalism, Communication & Workplace Success

REGISTRATION FEES

$250 - SDLSA Members Fee
(Includes LPI's Law Office Procedures Manual "LOPM" - $341 Value)

$350 - Non-Members Fee
(Includes LPI's Law Office Procedures Manual "LOPM" and LPI/SDLSA Membership - $431 Value)

$75 - Per Session
(Does not include LPI's Law Office Procedures Manual)

FOR QUESTIONS CONTACT: EDUCATION@SDLSA.ORG
VANESSA RATLIFF (619) 330-3901

SPACE IS LIMITED - CLICK HERE TO REGISTER