



LEGAL SECRETARIES, INCORPORATED

## CCLS ON-LINE STUDY GROUP

August 11, 2015 – October 13, 2015



If you are interested in studying for the California Certified Legal Secretary ("CCLS") Exam,\*\* join LSI's CCLS On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed, including:

- California Legal Procedure (civil, family, probate, real estate, corporate)
- Legal Terminology (citations, terminology)
- Legal Computations (calendaring, math)
- Skills (proofreading, following directions)
- Ability to Communicate Effectively (grammar, punctuation, word usage)
- Law Office Administration (computers, filing)
- Reasoning & Ethics (ability to act reasonably and ethically)

### CLASSES BEGIN TUESDAY, AUGUST 11, 2015

Classes will take place once a week via videoconference on Tuesday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through October 13, 2015. Login information will be provided upon enrollment in the classes.

The cost of the Study Group (all classes) is \$100 for LSI members and \$125 for non-LSI members taking classes for first time; and \$50 for LSI members and \$75 for non-LSI members repeating. Each individual must register separately.

### NEXT CCLS EXAM SATURDAY, OCTOBER 17, 2015

Students will be provided with homework and handouts. **Students are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* (11th Ed.), *California Style Manual* (4th Ed.), and *Pocket Guide to Legal Ethics*, by the start of the classes.** Students are also encouraged to have the CCLS Study Guide.

*\*\*All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LSI's website.*

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#### CCLS STUDY GROUP REGISTRATION

(Please type or print clearly)

Name: \_\_\_\_\_ Association: \_\_\_\_\_ LSA/LPA

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone (during class time): \_\_\_\_\_

Email (during class time): \_\_\_\_\_

Payment: Check # \_\_\_\_\_ Credit Card # (Visa/MC only) \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

Send registration form by NO LATER THAN July 31, 2015, to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 3043 4th Avenue, San Diego, CA 92103, email [lsiccls@outlook.com](mailto:lsiccls@outlook.com). You may also pay via PayPal at [www.lsi.org](http://www.lsi.org). **NO REFUNDS AFTER AUGUST 4, 2015.**

**STRIVE FOR SUCCESS – BE A CCLS!**