



BEGINNING LEGAL SECRETARIAL TRAINING CLASS



LSI 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 March 17 and ending May 12, 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, MARCH 17, 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.

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

BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION

(Please type or print clearly)

Name: _____ Email: _____
Address: _____
City/Zip: _____ Telephone: _____
\$180 LSI Member _____ Local LSI Association: _____ LSA/LPA
\$250 Non-LSI Member _____

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

Registration deadline is **NO LATER THAN** March 10, 2020. For further information or inquiries, email training@lsi.org. No refunds after March 17, 2020. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study. CLE/MCLE credit is not available for this class.

LSI – Educating California's Legal Support Professionals