

SACRAMENTO LEGAL SECRETARIES ASSOCIATION
Presents
BEGINNING LEGAL SECRETARY TRAINING COURSE

A nine-week (two hours per week) course designed for the legal secretary-to-be with little or no experience but currently working in a law office or law-related office, or the experienced secretary needing refresher courses. This course will be instructed with the use of the *Law Office Procedures Manual*, which will be purchased from The Rutter Group. The cost of the *Law Office Procedures Manual*, as well as other course materials, is included in the registration fee. This course will include weekly homework assignments, mini-exams, lectures, and a final exam. Classes will be taught by Dawn Forgeur, CCLS, and Astrid Watterson, CCLS. This course will cover:

Introduction to the Law Office	Citations
Roles of the Legal Personnel	Calendaring and Docketing
Legal Research	Preparation and Service of Legal Documents
Court Systems/Structure/Rules of Court	Statutes of Limitation, Timetables
Legal Terminology	Civil Litigation

The two-hour classes will be held on Tuesday evenings* from 5:45 p.m. to 8 p.m. at:
See Attached Schedule for Exact Dates

DOWNEY BRAND
621 Capitol Mall - 18th Floor
Sacramento, CA 95814

May 3, 2011 through June 28, 2011
Classes subject to change due to speakers' schedule.
Class Space is Limited to the First 30 students

Cost: SLSA Members - \$250 (nine-week course)
Non-SLSA Members - \$300 (nine-week course/SLSA membership fee included)
Deadline to Register: **April 11, 2011. No refunds after April 15, 2011.**

For more information call Astrid Watterson, CCLS, at 916-446-7979
or e-mail: awatterson@somachlaw.com
Visit our website at www.SLSA.org

Name: _____ Telephone: _____

Firm: _____ E-mail: _____

Address: _____

I would like to attend the entire course.

I am currently a: SLSA member Non-member

Payment in full must be received in order to secure your registration. Please mail your **check made payable to SLSA** for \$ _____, along with your completed registration form to:

ASTRID WATTERSON, CCLS
% Somach Simmons & Dunn
500 Capitol Mall, Suite 1000, Sacramento, CA 95814

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a member of Legal Secretaries, Incorporated presents
BEGINNING LEGAL SECRETARY TRAINING COURSE

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CLASS LOCATION IS DOWNEY BRAND, 621 CAPITOL MALL, 18TH FLOOR, DOWNTOWN SACRAMENTO

CLASS SCHEDULE

- May 3, 2011: INTRODUCTION TO THE LAW OFFICE: Introduction of instructors, general information regarding publications and resource materials that are useful to legal secretaries, general information regarding LSI and its benefits and continuing education programs for legal professionals, handouts containing useful information for client intake, roles of legal personnel, how to relieve stress in the workplace, calendaring, file preparation, etc., question-and-answer session to assess the educational needs of each student, and mini-exams to test your knowledge. Policy and procedure regarding homework assignments and mini-exams as well as the grading policy will be reviewed during this class.
- May 10, 2011: FILE MANAGEMENT/WORK CONTROL SYSTEMS, STATUTES OF LIMITATION, GENERAL SERVICE OF PROCESS AND PROOFS OF SERVICE: Office calendaring/docket procedures, follow-up tickler system, opening and closing files, rules for alphabetic filing, time of commencing civil actions, statutes of limitation in civil cases (from 0 to 10 years), and service of process.
- May 17, 2011: INTRODUCTION TO LEGAL RESEARCH/CITATIONS: Instruction regarding California court structure, trial court/appellate court jurisdiction, sources of case law, primary versus secondary sources of law, how to read a citation, uniform system of citations, difference between Bluebook and California Style Manual, and legal research on the Internet.
- May 24, 2011: DISCOVERY PROCEDURES: Legal terminology, key words and phrases used in the discovery process, flow of the discovery procedure for depositions, interrogatories, demands for production, requests for admissions, etc., discovery timetable for superior court cases, preparation of discovery documents, and sanctions.
- May 31, 2011: CIVIL LITIGATION PROCEDURES: Legal terminology, key words and phrases used in civil litigation, flow of civil litigation procedure from filing of the summons and complaint through enforcement of judgment, regular motions, motions for summary judgment/adjudication, guidelines for preparation of legal documents, proofs of service, Judicial Council forms, and setting hearings.
- June 7, 2011: PRETRIAL PROCEEDINGS AND ALTERNATIVE DISPUTE RESOLUTION: Settlement procedures, preparation of documents such as releases and requests for dismissal, preparation of documents for filing with the court, fax filing procedures, proofs of service, verifications, substitutions of attorney, how and when to notify the court and interested parties, procedures, mediation and arbitration procedures, as well as tips for preparing your attorney for trial.
- June 14, 2011: LITIGATION CALENDARING/DOCKETING: This is a continuation of the previous week with specific focus on calendaring. Various calendaring exercises will be used in order to cover all methods of time computation including discovery calendaring, law and motion calendaring, motions for summary judgment/adjudication calendaring, and pretrial calendaring.
- June 21, 2011: MISCELLANEOUS: Recap of all classes. Review for Final Exam.
- June 28, 2011: FINAL EXAM. Students must pass the final examination with a score of 75 percent or better on the final exam **and** have an overall score of 75 percent or better on their cumulative homework and weekly test scores in order to receive a Certificate of Completion. All others will receive a Certificate of Attendance for the classes that they attend.