



Sacramento Legal Secretaries Association Presents its

## Beginning Legal Professionals Online Training Course

February 20 – April 23, 2024 (Every Tuesday), 6:00 PM to 8:00 PM

### LIVE VIA ZOOM

Registration and Payment Must be Received by: February 8, 2024

[REGISTER -- Online at www.slsa.org/events](http://www.slsa.org/events)

**NO REFUNDS AFTER FEBRUARY 20, 2024**

This is a ten-week course covering California state court practice and procedures. It is designed for beginning-level students or for those who feel they could use a refresher in basic legal procedure training. Previous work experience in an office setting is strongly recommended.

Cost: \$325.00 SLSA Members  
\$350.00 Non-Members

*Includes course fee, Law Office Procedures Manual, and all training materials.*

Forms of Payment Accepted: Check,  
Money Order/Cashier's Check, or Credit Card  
(Convenience fee applies to credit card payments)

### Class Schedule (Subject to Change)

*Legal Terminology Will be Included as Part of Each Class*

Week 1 - February 20, 2024	Role of the Legal Professional, Best Practices, and Ethics
Week 2 – February 27, 2024	Court Structure, Rules of Court, Local Rules, and Legal Calendaring/Docketing
Week 3 – March 5, 2024	Legal Document Preparation: Pleadings, Judicial Council Forms, Citations, Tables, and Proofs of Service
Week 4 – March 12, 2024	Civil Litigation
Week 5 – March 19, 2024	Discovery and Depositions
Week 6 – March 26, 2024	Family Law
Week 7 – April 2, 2024	Criminal Law
Week 8 – April 9, 2024	Probate Law and Estate Planning
Week 9 – April 16, 2024	Unlawful Detainer (Landlord-Tenant Law)
Week 10 – April 23, 2024	Transactional Law (Corporate and Real Estate)

*\*Because of the demand for access to this class, as well as the amount of material presented and the broad spectrum of practice areas being covered in just ten weeks, attendance at each class is critical. Students are permitted one excused absence. Missing more than one class may result in dismissal from the course.*

For more information, please contact:

Lynne Prescott, CCLS  
[SLPrescott7@gmail.com](mailto:SLPrescott7@gmail.com)

or Brenda Johnson, CCLS  
[brendajohnsonccls@yahoo.com](mailto:brendajohnsonccls@yahoo.com)

Visit our website: [www.slsa.org](http://www.slsa.org)



## Beginning Legal Professionals Training Course

### Registration Form

(Please type or print clearly)

Each individual must complete and submit a registration form. Group registrations will not be accepted.

*\*Indicates Required Information*

\*Name: \_\_\_\_\_ \*E-Mail Address: \_\_\_\_\_

\*Preferred Mailing Address: \_\_\_\_\_

\*Business Telephone: \_\_\_\_\_ \*Personal Telephone: \_\_\_\_\_

Do you have experience as a legal professional? Please briefly describe below:

\_\_\_\_\_  
\_\_\_\_\_

\*Method of Payment:

\_\_\_\_\_ Check/M.O./Cashier's Check (\$325 SLSA Member; \$350 Non-Member)

\_\_\_\_\_ Credit Card (*Convenience Fee Included in Price Below*) – Visa, MasterCard, Discover, AmEx

Name on Credit Card: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ Zip Code Associated with Card: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_ CVC Number: \_\_\_\_\_

Amount authorized to charge: \_\_\_\_\_ \$333.35 (SLSA Member) \_\_\_\_\_ \$359.20 (Non-Member)

Registration with payment MUST BE RECEIVED BY FEBRUARY 8, 2024, so that the textbooks may be ordered and shipped in a timely manner. **No refunds after FEBRUARY 20, 2024.**

**IF PAYING BY CHECK**

**Mail this completed form with payment to:**

Lynne Prescott, CCLS  
1847 Andross Avenue  
Yuba City, CA 95993

**Make checks payable to: "SLSA"**

**IF PAYING WITH CREDIT CARD**

**Register and pay online at [www.slsa.org/events](http://www.slsa.org/events)  
(convenience fee applies).**

*PLEASE ALLOW 24-48 HOURS FOR REGISTRATION CONFIRMATION RECEIPT*