



Sacramento Legal Secretaries Association Presents its

Beginning Legal Secretary Training Course

June 12 – July 31, 2019 (Every Wednesday), 6:00 PM to 8:00 PM

Office of U.S. Legal Support, 2710 North Gateway Oaks Dr., Suite 300-S, Sacramento, CA 95833 (Free Parking)

Class Size is Limited to 25 Students

Registration and Payment Must be Received by: May 30, 2019

TWO WAYS TO REGISTER - - Online at www.slsa.org/events or use the attached registration form

*First-Come, First-Served, with Proper Registration and Payment**

Registrations received after the class is filled will be placed on a wait list in the event of an opening

NO REFUNDS AFTER JUNE 6, 2019

This is an eight-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 secretary training. Students must pass the final exam with a score of 75% or higher AND must have a cumulative score of 75% or better on the weekly lab assignments in order to receive a Certificate of Completion.

Cost: \$275.00 SLSA Members

\$325.00 Non-Members

Forms of Payment Accepted: Check,
Money Order/Cashier's Check, or Credit Card

(Convenience fee applies to credit card payments)

Includes course fee, Law Office Procedures Manual, all training materials, and one year of membership in Sacramento Legal Secretaries Association and Legal Secretaries, Incorporated

Class Schedule:

(Subject to Change)

Week 1 - June 12, 2019	Court Structure, Legal Terminology, and Law Office Practices
Week 2 – June 19, 2019	Civil Litigation
Week 3 – June 26, 2019	Discovery and Calendaring
Week 4 – July 3, 2019	Citations
Week 5 – July 10, 2019	Family Law and Criminal Law
Week 6 – July 17, 2019	Probate/Estate Planning
Week 7 – July 24, 2019	Real Estate, Unlawful Detainer and Corporate Law
Week 8 – July 31, 2019	Final Exam

**Because of the demand for access to this class, as well as the amount of material presented and wide spectrum of practice areas being covered in just eight 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 or at (916) 398-0120

Visit our website: www.slsa.org



Beginning Legal Secretary 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 secretary/legal support professional? Please briefly describe below:

*Method of Payment: _____ Check/M.O./Cashier's Check (\$275 SLSA Members; \$325 Non-Members)

_____ Credit Card (*Convenience Fee Included in Price*) – 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: _____ \$283.25 (SLSA Members) _____ \$334.73 (Non-Members)

Registration with payment MUST BE RECEIVED BY MAY 30, 2019. Registration is on a first-come, first-served basis until the class is full or until the deadline for registration, whichever comes first. Registrations received after the class is filled will be placed on a wait list in the event of an opening. **No refunds after June 6, 2019.**

Mail this completed form with check/money orders/cashier's check to:

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

Make checks payable to: "Sacramento Legal Secretaries Association"

Registrations with credit card payment information

(convenience fee applies) can be mailed to the address listed at left, or e-mailed to:

SLSA.BLST@gmail.com