



Sacramento Legal Secretaries Association Presents its

## Beginning Legal Secretary Training Course

October 6 – December 15, 2021 (Every Wednesday), 6:00 PM to 8:00 PM

Via Zoom

**Class Size is Limited**

Registration and Payment Must be Received by: September 24, 2021

**TWO WAYS TO REGISTER - - Online at [www.slsa.org/events](http://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 SEPTEMBER 27, 2021**

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 secretary training. Previous work experience in an office setting is strongly recommended.

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<sup>1</sup> in Sacramento Legal Secretaries Association and Legal Secretaries, Incorporated (<sup>1</sup> applies only to those who are not already members of SLSA)*

### Class Schedule (Subject to Change)

*All classes will cover legal terminology*

Week 1 – October 6, 2021	Court Structure, Best Practices, and Ethics
Week 2 – October 13, 2021	Civil Litigation – Part 1
Week 3 – October 20, 2021	Civil Litigation – Part 2
Week 4 – October 27, 2021	Discovery/Depositions
Week 5 – November 3, 2021	Calendaring/Corporate Law
Week 6 – November 10, 2021	Citations
Week 7 – November 17, 2021	Family Law/Criminal Law
Week 8 – December 1, 2021	Probate/Estate Planning
Week 9 – December 8, 2021	Real Estate/Unlawful Detainer
Week 10 – December 15, 2021	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 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 Brenda Bracy, CCLS,  
CCLS [BrendaBracy@hotmail.com](mailto:BrendaBracy@hotmail.com) or at (916) 628-0864

Visit our website: [www.slsa.org](http://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 Sept. 24, 2021. 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 Sept. 27, 2021.**

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

Brenda Bracy, CCLS  
P.O. Box 938  
Galt, CA 95632

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

**Registration is also available online with credit card payment** (convenience fee applies) at [www.slsa.org/events](http://www.slsa.org/events).