



## San Francisco Legal Professionals Association

Presents a one-day Civil Litigation Seminar

When: Saturday, September 18, 2010

Location: Altshuler Berzon LLP

177 Post Street, Suite 300

San Francisco, CA 94108

This program is designed to provide training in many areas of law and is suitable for all levels of experience. Course materials are included in the registration fee.

**TIME:** Saturday, September 18, 2010

**SCHEDULE:** 9:00 -- 12:00

- Registration/Coffee
- Introduction and Ethics
- Court Filings and Motions
- Discovery

12:00 -- 1:00 Lunch break\*

1:00 -- 4:00

- Calendaring/Docketing
- Trial Preparation
- E-filing and federal practice

**REGISTRATION DEADLINE:** Friday, September 3, 2010

**REGISTRATION FEE:** \$100 for SFLPA/LSI members

\$120 for non-members

Includes *LSI The Legal Secretary's Reference Guide*

**No Refunds After September 10, 2010.**

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Include your check payable to "SFLPA" and mail to the following address:

Sally Mendez Arevalo, c/o ALTSHULER BERZON LLP  
177 Post Street, Suite 300, San Francisco, CA 94108

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Day: \_\_\_\_\_ E-mail: \_\_\_\_\_

Years of legal experience: \_\_\_\_\_ Firm Name: \_\_\_\_\_

\* Lunch is NOT included

MCLE Credits available. SFLPA, a local association of Legal Secretaries Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 6 hours, of which 6 hours will apply to legal ethics/law practice management/prevention, detection, and treatment of substance abuse and emotional distress/elimination of bias credit.

Please contact Sally Mendez Arevalo for any questions you may have at (415) 421-7151 or by E-mail to: [mendez.sally@gmail.com](mailto:mendez.sally@gmail.com)