

Civil Litigation Training Course
San Francisco Legal Professionals Association
P.O. Box 2582
San Francisco, CA 94126-2582

**San Francisco
Legal Professionals Association**

**Fall-Winter 2010
Education Program**



**Civil Litigation
Training Course**

October 12 - December 7, 2010
6:00 p.m. – 8:00 p.m.
(8 week/16 hour course)

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San Francisco Legal Professionals Association
P.O. Box 2582
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Sally Mendez Arevalo,
SFLPA President/Educational Chair
(415) 421-7151

SFLPA CIVIL LITIGATION

TRAINING COURSE

COURSE DESCRIPTION

Court Structure, Complaint, Summons, Service of Process, Responses, Citations, Calendaring, Discovery, Motions, ADR, Arbitration and Trial Preparation. This 16-hour course is an introduction to legal secretary procedures and the civil litigation process for those in other areas of law, those just entering the field, or those who need a refresher course. Our instructors will take you through the multi-layered court system – from filing a complaint, through discovery and up to preparing for trial. There will be quizzes and a final exam. Certificates of Completion will be distributed at the end of the course.

MCLE CREDIT: 1.5 HOURS

Per Class Session

San Francisco Legal Professionals Association (a local association of Legal Secretaries, Incorporated and approved MCLE provider) has been authorized by the State Bar of California to grant 1.5 hours of continuing legal education credit per class session. This activity conforms to the approved standards for education activities as prescribed by the rules and regulations of the State Bar of California governing minimum continuing education.

CIVIL LITIGATION

October 12, 2010 - December 7, 2010
Tuesday Evenings 6:00 p.m. – 8:00 p.m.
(8 week/16 hour course)

Altshuler Berzon LLP
177 Post Street, Suite 300
San Francisco, CA 94108
(between Kearny and Grant)

October 12, 2010 – 6:00 p.m. – 8:00 p.m.
Class Registration, Introduction, and
Legal Secretary Procedures

October 19, 2010 – 6:00 p.m. – 8:00 p.m.
Court Structure, Complaints and
Responsive Pleadings

October 26, 2010 – 6:00 p.m. – 8:00 p.m.
Calendaring/Citations

November 2, 2010 – 6:00 p.m. – 8:00 p.m.
Discovery

November 9, 2010 – 6:00 p.m. – 8:00 p.m.
Motions

November 16, 2010 – 6:00 p.m. – 8:00 p.m.
Pretrial/100 days before Trial

November 30, 2010 – 6:00 p.m. – 8:00 p.m.
ADR, Arbitration and Mediation

December 7, 2010 – 6:00 p.m. – 8:00 p.m.
Federal Civil Litigation Overview

INSTRUCTORS TO BE ANNOUNCED
Class schedule subject to change

PRICE INFORMATION

The textbook for this course is the Legal Secretaries, Inc. Law Office Procedures Manual, published by the Rutter Group. (You are not required to purchase this textbook if you have a current edition.) Attendees may register at the first class on Tuesday, October 12, 2010 class. **RESERVATIONS MUST BE MADE IN ADVANCE**

COURSE FEE: \$255.00
(INCLUDES TEXTBOOK FEE)

COURSE FEE: \$165.00
(WITHOUT TEXTBOOK)

SINGLE CLASS FEE \$40.00

TO OBTAIN THE TEXTBOOK AT THE FIRST CLASS, REGISTRATION AND TUITION MUST BE RECEIVED BY OCTOBER 5, 2010

PLEASE MAIL REGISTRATION FORM AND FEE TO:

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San Francisco Legal Professionals Association
P.O. Box 2582
San Francisco, CA 94126-2582

For further information contact:

Sally Mendez Arevalo,
SFLPA President/Educational Chair
(415) 421-7151

E-mail: smendez@altber.com

REGISTRATION FORM

(One Form Per Registrant)

Name: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

Work Address: _____

Work Phone: _____

E-mail: _____

Training Course Fee - \$255.00
(Includes LSI Law Office Procedures Manual)

Training Course Fee - \$165.00
(Without Law Office Procedures Manual)

Single Session - \$40.00 (Please fill in date)

Total Enclosed: \$ _____

**MAKE CHECK PAYABLE TO SFLPA
(NO REFUNDS AFTER FIRST CLASS)**