



San Francisco Legal Professionals Association

Presents a three-day Legal Professional Training Workshop

When: January 27, February 3 and February 10, 2018

Location: San Francisco State
Downtown Campus
835 Market Street,
San Francisco, CA 94103

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:

8:30 a.m.

SCHEDULE:

Saturday January 27, 2018, 8:30 am to 5:30

- Welcome Breakfast (Breakfast will be provided by Coblenz Patch Duffy & Bass LLP)
- Corporate Law / Tax Benefits
- Court Structure
- Intro to Litigation
- Litigation
- E-filing / Manual Filing

Saturday February 3, 2018, 8:30 am to 5:30

- Legal Ethics and Confidentiality
- Social Media and Confidentiality
- Electronic Discovery and Ethics and Confidentiality
- Discovery
- E-Discovery
- Litigation Class Panel

Saturday February 10, 2018, 8:30 am to 5:30

- Business Writing
- Calendaring/Docketing
- Corporations
- Test

EARLY REGISTRATION

Friday, December 15, 2017

DEADLINE:

REGISTRATION DEADLINE

Monday, January 15, 2018

EARLY REGISTRATION FEE:

\$175 for SFLPA/LSI members
\$200 for non-members

Includes *LSI The Legal Secretary's Reference Guide*

REGISTRATION FEE

\$210 for SFLPA/LSI members

(AFTER DECEMBER 15, 2017)

\$235 for non-members

No Refunds After January 19, 2018

Include your check payable to "SFLPA" and mail to the following address:
Francie Skaggs, c/o COBLENTZ PATCH DUFFY & BASS
One Montgomery Street, Suite 3000, San Francisco, CA 94104

Name: _____

Address: _____

Phone Day: _____ **E-mail:** _____

Years of legal experience: _____ **Firm Name:** _____

Lunch will be provided.

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 10 hours of MCLE credit.

A test will be given on the last day and a certificate of completion will be awarded.

Please contact Francie Skaggs for any questions you may have at by E-mail to: francieskaggs@gmail.com