



**San Diego Legal Secretaries Association  
LEGAL SECRETARY TRAINING COURSE  
Sept 22, 2010 – Nov. 17, 2010**

**Location:** Kramm Court Reporting  
401 West A Street, Suite 750  
**Time:** 5:45 p.m. – 8:00 p.m. (Wednesday evenings)

September 22	Course Introduction, Calendaring Overview, Court Structure
September 29	Basic Skills for the Law Office
October 6	Civil Litigation I: Summons & Complaints, Answers
October 13	Civil Litigation II: Motions
October 20	Civil Litigation III: Discovery
October 27	Business/Transactional Law
November 3	Probate
	Communicating/Filing with the Court
November 10	Family Law
	Intellectual Property
November 17	Adobe Acrobat Presentation
	Exam, Certificates

Course is designed for beginning/intermediate level legal secretaries, paralegals, and legal assistants  
Laptops welcome but not required  
Light meal/refreshments provided by our sponsors

**Registration Deadline: September 17, 2010**

**NEW Tuition Options:** \$175 – SDLSA Members  
\$225 – Non-members (Includes one-year SDLSA membership)  
Above fees include LSI's *Law Office Procedures Manual* (\$125 value)

OR  
\$100 – SDLSA Members (without manual)  
\$150 – Non-members (without manual)  
No Refunds After First Class

**Include Your Check Payable to "SDLSA" and mail to:  
Legal Secretarial Training Chair  
PO Box 127073, San Diego, CA 92112-7073  
Or pay via Paypal @ [sdlsa.org](http://sdlsa.org) (and email your registration form to [Igreiner@cox.net](mailto:Igreiner@cox.net))**

Name:	_____	E-Mail:	_____
Address:	_____		
Phone Day:	_____	Evening:	_____
Years of Legal Experience:	_____	Amount paid:	_____

Questions? Contact Linda G. Reiner at [Igreiner@cox.net](mailto:Igreiner@cox.net) or (858) 722-5931.

Registration Confirmation will be emailed to you at the address provided.



**Thank you to our sponsors!**

