



REGISTRATION FORM

Email your completed registration form **NO LATER THAN September 19, 2019**, to: education@sdlsa.org.
 Include your: name, e-mail, address, phone day/evening, years of Legal Experience.

NAME: _____ E-MAIL: _____
 ADDRESS: _____ PHONE (DAY): _____ PHONE (EVENING): _____
 YEARS OF LEGAL EXPERIENCE: _____ TAKING ENTIRE COURSE? Yes or No (Please circle)
 TAKING SINGLE SESSIONS (Specify which date and topic) _____






CLASS #	DATE	CLASS DESCRIPTION
1	9/26/19	Basic Skills for the Law Office, Basic Calendaring, Court Structure
2	10/3/19	Family Law and Probate, including deadlines
3	10/10/19	Intellectual Property, Business and Transactional Law
4	10/17/19	Civil Litigation I: Initiating a Civil Action, Responding to a Complaint, Amending Pleadings, Unlawful Detainers, Settlement
5	10/24/19	Civil Litigation II: Ex Parte, Regular & Discovery Motions, Summary Judgment/Adjudication Motions, Trial
6	11/7/19	Discovery I: Depositions, Written Discovery, Motions to Compel
7	11/14/19	Discovery II: Civil Law Subpoenas for the State of California and the U.S. District Courts
8	11/21/19	Superior Court Clerk/Court Default Judgments, Communicating and E-Filing with the Superior Court
9	12/5/19	Legal Computations/Legal Calendaring, E-Filing with the Federal Court, Lexis File & Serve and the Court of Appeal
10	12/12/19	Adobe Acrobat, Tables of Contents, Tables of Authorities, Resumes, Presentation of Certificates of Completion (No CLE Credit*)

This course is designed for beginning/intermediate level legal secretaries, paralegals, legal assistants, and anyone working in or aspiring to work in the legal field.

REGISTRATION FEE: \$175 – SDLSA Members *Fee includes LSI’s Law Office Procedures Manual (\$195 value)*
 \$225 – Non-members *Fee includes LSI’s Law Office Procedures Manual (\$195 value)*
 \$50 – Per Session *(Does not include Law Office Procedures Manual)*

NO REFUNDS AFTER September 19, 2019

PAYMENTS

By Check Payable to “SDLSA” and mail to:	Other Forms of Payment:
Nikki Sealey, Education Chair P.O. Box 127073, San Diego, CA 92112-7073	     PayPal Debit/Credit Card at: www.sdlsa.org

Questions? Contact Nikki Sealey at education@sdlsa.org or by phone at (619)618-8977

*San Diego Legal Secretaries Association a local association of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for MCLE credit by the State Bar of California in the amount of 16.0 hours for the entire course, or 2.0 hours per single session.**