

**San Francisco Legal Professionals Association &
San Francisco State Paralegal Program**

*Present a three-day Legal Professional/Secretarial
Training Workshop*

February 2, February 9, and February 16, 2019

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. to 5:30 p.m.

SCHEDULE:

Saturday, February 2, 2019- 8:30 am to 5:30

- Welcome Breakfast / LSI / SFLPA Background
- California Appellate Procedure
- Business Writing
- Family Law
- Ethics
- Improving Your Resume
- TEST

Saturday, February 9, 2019- 8:30 am to 5:30

- 50 Days to Trial: How to Get Ahead of the Curve
- Real Estate Law
- E-Filing
- Social Media in the Workplace, & Other Employment Law Hot Topics
- TEST

Saturday February 16, 2019- 8:30 am to 5:30

- Review / Test Corrections
- Motions for Summary Judgment
- Corporate Law
- Depositions/Relationships with Court Reporters
- Depositions – from the Attorneys' Point of View
- Test
- CERTIFICATES

EARLY REGISTRATION

Saturday, December 15, 2018

DEADLINE:

REGISTRATION DEADLINE:

January 25, 2019

EARLY REGISTRATION FEE¹:

\$180 for SFLPA/LSI members
\$200 for non-members
Includes *LSI The Legal Secretary's Reference Guide*

REGISTRATION FEE

AFTER DECEMBER 15, 2018

\$210 for SFLPA/LSI members
\$240 for non-members
No Refunds After January 19, 2019

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
OR

Pay online by credit card using our website: www.sflpa.org/events-calendar

Name²: _____

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 at the end of each training day. On the final day of instruction, a Certificate of Completion will be awarded.

For all questions, please contact Francie Skaggs at education@sflpa.org or (925) 212-4979 (cell).

¹ SFSU students may attend this workshop without charge, with the exception of the cost of *LSI The Legal Secretary's Reference Guide* in the amount of \$30 and paper copy charges.

² Please state the name that you would like printed on your certificate.