

Introduction to **LITIGATION INSTRUCTION AND TRAINING**

For Legal Support Staff

Educational seminars brought to you by Davidson Legal Staffing



EARLY PAYMENT DISCOUNT
Offered through February 10, 2012-
See back for details

REGISTRATION DEADLINE
Monday, February 27, 2012
Register TODAY!
Space is limited!

Davidson Legal Staffing is proud to present Educational Seminars covering Civil Litigation procedures, E-Filing, Legal Calendaring & Formatting Pleadings.



ABOUT THE INSTRUCTOR

Karyn Beyer has taught professionally for more than 10 years and currently teaches at City College of San Francisco. She has more than 10 years' experience as a litigation secretary and has worked in a variety of litigation practice groups, including general civil litigation, construction, real estate, business, employment, probate and bankruptcy. Karyn currently offers training seminars and private instruction in the Bay Area and Los Angeles.

HIGHLIGHTS

- Federal and California State Court structure
- Commencing a legal action
- Discovery procedures
- Motion practice
- Complexities of calendaring
- Alternative Dispute Resolution
- E-filing in California Federal Civil Courts

This seminar series is approved for California Certified Legal Secretary ("CCLS") credits.

Earn up to 14.50 hours of CCLS credits!

TESTIMONIALS

"Anyone serving in the legal profession will benefit from this seminar. Knowledge is always power. This seminar was excellent and Karyn interjects enough humor and personal stories to keep the class engaged and interested in the subject matter. If you're in your twenties, this course is AWESOME; if you're in your thirties, this course is INFORMATIVE; and, if you're in your forties, fifties or even sixties, this course is beyond EXCELLENT! I'm telling everyone I know about this seminar." *Christine R. – Legal Secretary*

"I found Karyn to have an excellent grasp on the subject. She made what could have been a very dry presentation interesting, entertaining and informative." *David – Paralegal*

"Karyn Beyer is a treasure." *Monica – Legal Administrative Assistant*

"The seminar was very informative and Karyn was very knowledgeable and had a good sense of humor which made the class fun to listen to. I've learned a lot of things in litigation that I've never known before even after having worked in our firm's litigation dept. for 3 years." *Riza – Legal Secretary*

"Excellent command of the subject matter presented. Presenters were interesting, lively and held the audience captive. I'd like to attend the seminar series again next year to keep current (and entertained!)" *June - Skadden, Arps, Slate, Meagher & Flom LLP*

SAN FRANCISCO

March 6, 7 & 8, 2012

LOCATION:

KIRKLAND & ELLIS
555 California Street, 27th Floor
San Francisco, CA 94104

Register:

Call: 949-955-3114

Fax: 866-444-8277

Email: diana.baker@davidsonstaffing.com

Registration form on back

Certificate of
Completion
Provided!

PARKING WILL NOT BE VALIDATED:
BART: Montgomery Station

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REGISTRATION FORM

LITIGATION INSTRUCTION AND TRAINING FOR LEGAL SUPPORT STAFF

INTRODUCTION TO CIVIL LITIGATION - March 6, 7 & 8, 2012:

9:00 a.m. - 1:00 p.m. Each day (8:45 a.m. Registration) - Continental breakfast provided

Cost: \$400 per student **\$375 if payment received by February 10, 2012**

**10.5 CCLS
credits offered!**

This 12 hour seminar introduces secretaries and support staff to the complex world of civil litigation, including:

- Federal and California State court structure
- Starting the Action: Complaints, Answers, First Appearances, Service of Process
- Discovery procedures: Written discovery, depositions, E-Transcripts, document production
- Motion practice: Hearing dates, required documents, Summary Judgment, Ex Parte
- Complexities of calendaring

E-FILING IN FEDERAL CIVIL COURTS - Tuesday, March 6, 2012

2:30 p.m. to 4:30 p.m. (2:15 p.m. Registration)

Cost \$125.00 per person **\$110 if payment is received by February 10, 2012**

**2.0 CCLS
credits offered!**

This 2 hour seminar introduces the CM/ECF ("e-file") program being used in the Federal Civil Courts. Topics include court requirements, document preparation, using the system, and how to successfully integrate e-filing and electronic document management into daily work responsibilities.

INTRODUCTION TO CALENDARING IN STATE AND FEDERAL COURTS - Wednesday, March 6, 2012

2:30 p.m. to 4:30 p.m. (2:15 p.m. Registration)

Cost: \$125.00 per person **\$110 if payment is received by February 10, 2012**

**2.0 CCLS
credits offered!**

This 2 hour seminar explores the structure and details of the litigation calendar, including case management, discovery, motions and trial dates. Topics include CCP and FRCP references, calculating service dates and proper service methods, exceptions to the rules and monitoring the master calendar.

REGISTRATION FORM - REGISTER FOR ONE, TWO OR ALL THREE SESSIONS

- 3 day seminar (9am - 1pm each day) \$400 / **\$375***
- E-Filing (Tue., March 6, 2:30 - 4:30pm) \$125 / **\$110***
- Legal Calendaring (Wed., March 7, 2:30 - 4:30pm) \$125 / **\$110***
- Register for ALL THREE sessions for a discounted price of \$625 / **\$570***

Visit our website at

*** Discount applies ONLY if payment is received by Feb. 10, 2012**

**Certificate of
Completion
Provided!**

Name:		Firm/Company:		Date of Registration:	
Title:		Phone Number:		Email(s):	
Name(s) of other person(s) attending with you:					
Form of payment: <input type="checkbox"/> check <input type="checkbox"/> credit card**		**Credit cards are charged through Modis Professional Services ("MPS")		Credit Card: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx	
Charge Amount:		Card Number:		Exp. Date:	
Print Cardholder's Name:			Signature:		

SAN FRANCISCO

LOCATION: KIRKLAND & ELLIS

555 California Street, 27th Floor
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Davidson Staffing

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Irvine, CA 92612

Davidson Staffing, c/o Diana J. Baker
(866) 444-8277

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diana.baker@davidsonstaffing.com

Refund Policy: Registration fee is refundable if session is cancelled by Davidson Staffing or Karyn Beyer. Enrollment fee is refundable if enrollee calls to cancel no later than Friday, March 2, 2012. Refunds will not be granted for "no-shows." All refunds will be sent no more than two weeks after the request for cancellation. No cash refunds will be issued. Credit will be issued to credit cards.

For further information, call Diana Baker at (949) 955-3114 or email diana.baker@davidsonstaffing.com