



## SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

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PRESENTS A QUARTERLY WORKSHOP:

# “STATE vs. FEDERAL CALENDARING PROCEDURES”



Literally all legal assistants and paralegals (and many attorneys too) spend significant time inputting critical dates into a calendar, no matter what type of matter they are working on. There are hard deadlines, ticklers, appointments, proper service dates and service methods that you need to know. Questions always arise when it comes to calendaring critical motion, discovery, and trial deadlines, in state and federal court, and the last thing you want to do is miss an important deadline. This 90-minute workshop will cover calendaring deadlines and procedures, and compare the difference between calendaring in state and federal court.

## Thursday, October 26, 2017

**Guest Presenter: Susan Kalra, Mahamedi IP Law LLP**

### Schedule:

5:30 p.m. – Registration  
6:00 p.m. – Dinner  
6:30 p.m. – 8:00 p.m. - Presentation

### Location:

Wilson Sonsini Goodrich & Rosati  
650 Page Mill Road  
Palo Alto, CA 94304  
Conference Room – Courtyard 1D

**Workshop Fees:** \$40 – Members (includes dinner/no refunds)  
\$60 – Non-Members (includes dinner and free one-year membership in SCCoLPA/no refunds)

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Register online and pay via PayPal at [www.sccolpa.org](http://www.sccolpa.org) OR contact [reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com)

SCCoLPA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing education credit by the State Bar of California in the amount of 1.5 hours, of which zero time will apply to law practice management/prevention, detection, and treatment of substance abuse and emotional distress/elimination of bias credit (as appropriate to the content of the activity).