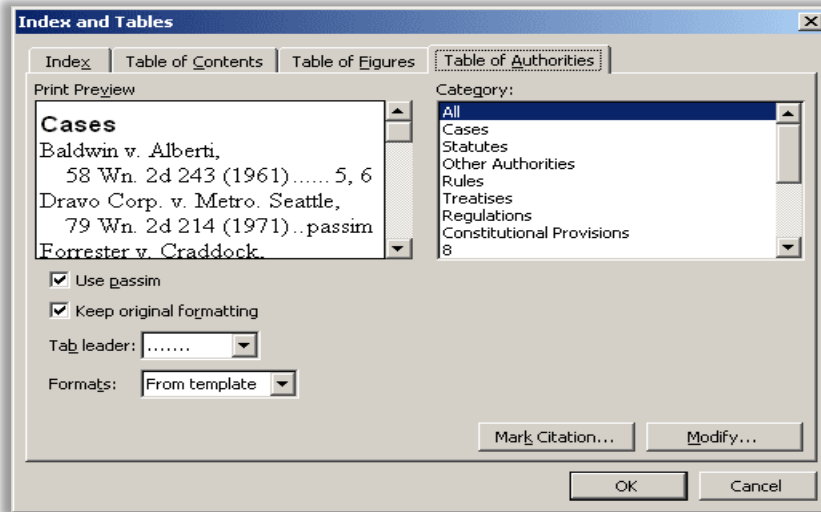




## SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

A Member of Legal Secretaries, Incorporated® – Educating California's Legal Professionals

# “How to Build a Table of Contents and Table of Authorities the Easy Way”



At some point in your legal career, you will have to create and format a table of contents and table of authorities for your legal briefs. Today thanks to your PC, you can generate tables in short order. But if you've never created and formatted tables before and don't have the time to figure out how to do it, don't worry! Bring your laptops and join us in a classroom setting as this 90-minute interactive workshop will walk you through the process step-by-step and help you make your tables look perfect every time!

This workshop has been approved for 90 minutes of CLE/CCLS credit.

## Thursday, April 25, 2019

**Guest Presenters: Elena Schneider, CCLS and Elise Dresser, CCLS**

### Schedule:

5:30 p.m. – Registration  
6:00 p.m. – Dinner  
6:15 p.m. – 7:45 p.m. - Presentation

### Location:

Hoge Fenton  
60 S. Market Street, San Jose, CA  
12<sup>th</sup> Floor Conference Room (look for signs)  
(check in at reception desk)

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

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

Thanks to our workshop sponsor



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).