



8 - Week Training Course **BEGINNING CIVIL LITIGATION** For Legal Secretaries & Legal Support Staff

►► **Thursdays Beginning January 12, 2017** ◀◀
6:30 p.m. – 8:00 p.m.

Hoge, Fenton, Jones & Appel
60 South Market Street, 12th Floor, San Jose, CA 95113-2396

Santa Clara County Legal Professionals Association is pleased to offer an eight-night workshop on **Basic and Conclusive Civil Litigation Procedures** for the beginning and re-entry level legal professional (i.e., legal secretary, legal assistant, paralegal, receptionist, and anyone interested in obtaining knowledge of civil procedures). This is also a great opportunity to refresh your knowledge and skills.

Classes presented and taught by SCCoLPA Past President Patty Russell, beginning January 12, 2017

TOPICS COVERED:

- ◆ Introduction to Civil Litigation and Pre-Litigation Intake
- ◆ Complaints/Answers/Cross-Complaints
 - ◆ Discovery (two nights)
 - ◆ Motions
- ◆ Motions for Summary Judgment
 - ◆ Pre-Trial and Trial
 - ◆ Rules and Statutes
 - ◆ Calendaring

Attendees are required to attend each session to obtain a Certificate of Completion. 6.0 hours of CCLS credit to be offered for entire 8-week workshop. Light snacks and beverages provided.

ENROLLMENT INFORMATION

Deadline for Registration: December 16, 2016

Registration Fee: \$150.00 (includes class materials) - Registration received after Dec.16, 2016: \$175.00

Name: _____ Email: _____

Address: _____

Phone/Fax: _____ Amount Paid: \$ _____

All fees must be paid prior to the beginning of the 8-week workshop. Please make checks payable to "Santa Clara County Legal Professionals Association" or "SCCoLPA" and mail registration form and check to: SCCoLPA, P.O. Box 90509, San Jose, CA 95109. Receipt available upon request. OR register and pay online on our website, www.sccolpa.org, under "Upcoming Events."