

# Beginning Legal Secretarial Training

**Online Course Commencing  
September 10, 2024**



**NextGen Legal and LPI  
University are offering this  
eight-week, online  
Beginning Legal Secretarial  
Training Course. You will  
be able to work at your own  
pace.**

- Introduction to the Law Office
- Duties of the Legal Secretary
- Effective Telephone Skills
- Effective Oral Communication Skills
- Calendaring and Timetables
- Basic Grammar Skills
- Transcription and Proofreading Techniques
- Court Structure
- Citations
- Service of Legal Documents
- Preparing a Proper Caption
- Preparation of Documents Filed with the Court
- Basics of Civil Litigation
- Interrogatories
- Demand for Production of Documents
- Request for Admissions
- Depositions/Deposition Subpoenas
- Demand for Physical Examinations
- Discovery Timelines
- Service
- Verifications

## Cost

**\$200 LPI members \$300 non-LPI members  
(includes local association and LPI memberships, subject to approval)  
Cost includes a Legal Secretary's Reference Guide (\$50 value).  
Each individual must register separately. Upon completion  
of the course, students will receive a certificate from LPI.**

To Register go to our website: <https://www.legalprofessionalsinc.org/events> or scan the QR code.

