

# Mastering Word:

Formatting, Pleadings, and Discovery Documents for Legal Professionals

MARCH 4, 2025 - 12:00 P.M.-1:00 P.M.



## Presented by: June Hunter

Join us for a comprehensive webinar designed to help legal professionals streamline the process of formatting pleadings and discovery documents in Microsoft Word. Learn expert tips and tricks for ensuring your legal documents meet court requirements, enhance readability, and maintain consistency across all files. Whether you're new to legal formatting or looking to sharpen your skills, this session will provide valuable insights on using Word's features to format text, tables, headers, footers, and more. Don't miss out on this opportunity to improve your legal document preparation and boost your efficiency

To Register, go to our website:

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or scan the QR code.



## About the Trainer



June Hunter is a Technical Enablement Sr. Specialist at DISCO and teaches computer essentials at UC San Diego Division of Extended Studies in their ABA-approved Paralegal Studies program.

Cancellations or refunds are not available after the event. However, if a cancellation is made at least 48 hours prior to the event, LPI will provide a full refund, minus any applicable processing fees. For more information or group registrations, please email: [training@legalprofessionalsinc.org](mailto:training@legalprofessionalsinc.org).

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