



# Navigating the E-Filing Process:

## A Guide to Preparing Your Documents

Presented by: **June Hunter**

**MARCH 18, 2025 12:00 PM - 1:00 PM**

**LPI MEMBER \$25 NON-LPI MEMBER \$55**



In this webinar, we'll walk you through the essential steps to prepare your documents for e-filing to ensure a smooth and efficient submission process. Whether you're new to e-filing or looking to refine your approach, this session will cover how to prepare your documents for e-filing, including best practices for file naming, organization, and formatting. We will also cover the importance of document clarity, legibility, and file size limitations.

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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### About the Instructor

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.

June Hunter is an affiliate of Legal Professionals, Incorporated, an approved provider, and certifies that this activity is approved for 1.0 hour of CCLS credit.

