

Beginning Legal Secretarial Training

Online Course Commencing
May 6, 2025



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.

Classes will take place online utilizing video lectures, discussion boards, email, live Q&A sessions and quizzes. Login information will be provided the day before the class is scheduled to begin.

Course Overview

- 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.



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 and the cost of any textbook and shipping.

For more information or group registrations, please email: training@legalprofessionalsinc.org.

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

