



# Beginning Legal Secretarial Training



8 week course -  
work at your own  
pace!



Online Course Commencing  
July 9, 2024

## Course Overview

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.



## Topics Covered

- 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.  
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.

