

Presented by Legal Professionals, Incorporated

# Advanced Legal Professionals Training Course



## SYLLABUS AND COURSE INFORMATION

Winter 2025

## **LPI ADVANCED LEGAL PROFESSIONALS TRAINING COURSE**

The following information is designed to help you understand what you can expect from this course, the guidelines and requirements, and what is expected of you. If there is anything you have questions about after reviewing this guide, please email [slprescott7@gmail.com](mailto:slprescott7@gmail.com).

### **ABOUT THIS COURSE**

This 13-week, online advanced course is designed to follow the Intermediate Legal Professionals Training Course, as well as serve as a higher level of training for the seasoned legal support professional.

Each of the classes will be conducted online in a live, real-time, interactive platform via Zoom. Classes are held each Wednesday from 6:00 PM to 8:00 PM, beginning January 8, 2025, and ending on March 26, 2025. The classes are comprised of lectures, group activities, group discussions, weekly outside "lab assignments," and weekly quizzes. The weekly quizzes and the final exam will be administered via Google Forms.

The course is challenging and fast-paced. It is recommended that you try to devote at least 5-6 hours each week outside of class for studying, reading, and completion of lab assignments and quizzes. While we will not be taking a deep dive into every topic offered in this course, we will be covering a significant amount of material designed to increase your knowledge in those areas. Our goal is to provide you with education that helps you build upon the skills and training you already possess.

### **ASSUMPTIONS**

Because this is an advanced-level course, it is assumed that you have considerable experience and training as a legal support professional. You should possess advanced office skills, legal procedure experience, understanding of court processes, and a good command of legal terminology. It is understood that there may be areas of law covered in this course that you may not have worked in previously or that you want to learn more about. However, someone who has been in the legal field for just a few years may find themselves struggling in this course or needing extra instruction.

## **ROLL CALL & ATTENDANCE**

Roll call will be taken each week. If you arrive after roll call, please let the Instructor know so that you are not counted as absent. Two excused absences are permitted for this course. If you must miss a class, please be sure you coordinate with the Instructor so that you do not miss the lab assignment (homework), quiz, or any handouts.

## **RECORDINGS**

For your convenience, each class will be recorded and made available to you should you wish to go back and review portions of the class, or in the event you must miss a class.

## **TEXTBOOK/CURRICULUM**

*The Legal Professionals Handbook* (“LPH”), an LPI publication published by Thomson Reuters, will be used as the textbook/curriculum for this course. It is a two-volume publication written specifically FOR the legal support professional and written BY legal support professionals actively working in the legal field. The LPH will be mailed to you prior to the start of classes and is included in the cost of the course.

## **HANDOUTS**

There will be handouts provided throughout the course that correspond to the individual classes and topics. You may want to keep a separate computer file or a binder at your desk for these handouts. Additionally, a PDF of the PowerPoint slides from each class will be provided each week for your convenience as part of the course resources.

## **LAB ASSIGNMENTS**

Each Thursday you will receive an e-mail with a “lab assignment.” These assignments are designed to be just like a task you would receive from an attorney while working in a law office. We will review the assignment during class the night before. A grading rubric for these lab assignments will be provided so that you are clear on what is required and to ensure you understand how assignments are graded.

Assignments must be completed and e-mailed to the Instructor by Noon on the following Tuesday. Late turn-in of lab assignments may result in points deducted from your score.

Some lab assignments will provide the opportunity to earn bonus points. You are strongly encouraged to earn as many bonus points as possible, as this can have a significantly positive impact on your overall grade for the course.

## QUIZZES

Each Thursday you will receive a link to the quiz that corresponds to the class presented the night before. Quizzes must be submitted by Noon on the following Tuesday. Late submission of quizzes may result in points deducted from your score.

## GRADING POLICY

The course is graded according to the following: lab assignments = one-third; quizzes = one-third; and the final exam will count for one-third of your total score. Students must pass the course with a cumulative score of 75% or better in order to receive a Certificate of Completion.

## FINAL EXAM

The final exam consists of 100 true/false and multiple-choice questions. To protect the integrity of the exam, scores will not be released until all students have submitted their final exam.

## MANDATORY EQUIPMENT/TECHNOLOGY

It is VERY IMPORTANT that you have access to the internet, a reliable Wi-Fi connection, a computer with webcam and mic, as well as experience working with PDF documents, scanning/converting to PDF, etc. You should also be conversant in working with Judicial Council forms, as well as creating and formatting pleadings.

We will be using the Slack instant communication platform in this course. Before the first night of class, you will receive an email invitation to accept the link to join the Advanced LPT Course group on Slack. Please accept this invitation. Without it, you will not be able to receive the weekly Zoom links, lab assignments, quizzes, handouts, PowerPoints, class information, or be able to communicate with the class or instructor. Slack is also available as a mobile app, which we suggest you download so that you are never out of touch with what is happening in your classes.

## OFFICE HOURS

Because we want everyone to succeed in this course, there will be plenty of opportunities to ask questions, receive clarification, and get help both in and outside of the classroom. There will be "office hours" 30 minutes before and 30 minutes after each class where you can ask questions and receive help.

## **CERTIFICATE OF COMPLETION**

A Certificate of Completion will be provided to each student who successfully passes the course. The certificates will be emailed by LPI's Professional Development Coordinator a couple of weeks after the final exams have been graded.

## **INSTRUCTOR**

Your Instructor is Lynne Prescott, CCLS. If at any time you have questions or need to reach the Instructor, you can message through the Slack Platform, or you can call/text Lynne at (916) 398-0120. When calling/texting during business hours, please allow sufficient time for a response as the Instructor works full-time and will get back to you as soon as possible.

## **MEMBERSHIP IN LPI**

For those who are not already members of LPI, your registration in this course includes membership in Legal Professionals, Incorporated for the remainder of fiscal year 2024-2025 (ends April 30, 2025)\*. Your membership entitles you to attend events, workshops, online classes, purchase educational materials, etc., at member discounted rates. Membership also affords you numerous opportunities for professional development and networking.

[SEE FOLLOWING PAGE FOR COURSE SCHEDULE]

## SCHEDULE

	<b>Topic</b>	<b>DESCRIPTION</b>
Week 1	WRIT PROCEDURES	Proper Venues for Filing; Components of Writ Practice; Preparing and Lodging the Record; Post-Hearing Procedures.
Week 2	CONSERVATORSHIPS	Various Conservatorship Types and Procedures in California Law.
Week 3	ADVANCED MOTION PRACTICE	Motions for Summary Judgment/Adjudication; Using the MSJ for Trial Readiness; Specialty Motions.
Week 4	JUDGMENT AND POST-JUDGMENT PROCEDURES	Obtaining the Order; Notice of Entry of Judgment; Judgment; Enforcement of Judgment; Memorandum of Costs and Fees.
Week 5	APPELLATE PRACTICE (PART 1)	State Appellate Procedure.
Week 6	APPELLATE PRACTICE (PART 2)	Federal Appellate Procedure.
Week 7	FEDERAL PRACTICE (PART 1)	Federal Civil Procedure.
Week 8	FEDERAL PRACTICE (PART 2)	Federal Criminal Procedure.
Week 9	ADMINISTRATIVE AND REGULATORY LAW	Administrative Procedures Act; Administrative/Regulatory Agency Filings and Remedies; Office of Administrative Law.
Week 10	TRIAL PREPARATION (PART 1: Civil, Family Law, Probate, etc.)	Pre-Trial Motions; Jury Instructions; Logistics; Trial Binders; Exhibits; Witnesses; Subpoenas; Experts; Verdict; Post-Trial Procedure.
Week 11	TRIAL PREPARATION (PART 2: Criminal)	Pre-Trial Motions; Jury Instructions; Logistics; Trial Binders; Exhibits; Witnesses; Subpoenas; Experts; Verdict; Post-Trial Procedure.
Week 12	ARBITRATION AND MEDIATION	Binding/Non-Binding; Voluntary vs. Court-Ordered; Calendaring and Procedural Components; Decisions/Orders; Post-Decision Procedures.
	FINAL EXAM	