

## INTERMEDIATE LEGAL PROFESSIONAL TRAINING COURSE

**[BLUE Rows = Civil Module]**

Entire Intermediate Training Course\* - \$475 for members / \*\*\$575 non-members  
Civil Modules Only (highlighted in blue) - \$425 for members / \*\*\$525 for non-members  
Individual Modules - \$50/module for members / \$75/module for non-members  
\*\* (includes Local Association/LPI membership, subject to approval)

\*The *Law Office Procedures Manual* will be used as the textbook for this course and is included with the cost of the course for all those registered for the full course and the civil modules (the normal cost of book is \$341). The textbook is not included with individual modules.

This multi-week training course is offered as a next step for those who have completed LPI's Online Beginning Legal Secretarial Training Course, as well as for those who have a basic foundation as a legal support professional but wish to take their training and career to the next level.

Each course will be a live, real-time, interactive course conducted via Zoom. Students will have in-class group activities, as well as assignments outside of class. Weekly quizzes and the final exam will be administered via Google Forms (Google Workspace, available on most mobile and desktop devices, will be used for the class). A Google email account will need to be set up before the class begins. Webcam capability will be needed for this course. Students are permitted two excused absences and the opportunity to turn in assignments related to those sessions without penalty. The student must pass the course with an overall score of 70%. Quizzes and homework will count for 75% of the student's grade, and the final exam will count for 25%. At the end of the course, students who successfully pass will receive a certificate of completion. Classes will be recorded for students' additional review and study.

**PLEASE NOTE: REGISTRATIONS RECEIVED AFTER MARCH 24, 2025, ARE NOT GUARANTEED TO RECEIVE THE TEXTBOOK BY THE START OF THE FIRST CLASS.**

April 2, 2025 - July 9, 2025 Wednesdays from 6:00 PM to 8:00 PM		
Date	Module	Subjects Covered
Week 1	CLASS OVERVIEW - - ALL STUDENTS REQUIRED TO ATTEND	
Week 2	Intermediate Docketing/Calendaring	State Court Versus Federal Court; Electronic Calendaring Programs; Manual Calendaring; Master Calendar

Week 3	Intermediate Civil Litigation, Part 1	Complaints/Cross-Complaints/Petitions; Service of Process; Ex Parte Proceedings; Case Management Conferences; Settlement Conferences
Week 4	Intermediate Civil Litigation, Part 2	Answers/Demurrers; Motions to Dismiss/Strike/Quash; Meet and Confer; Default Proceedings; Alternative Dispute Resolution
Week 5	Intermediate Discovery	Depositions; Discovery Shells; Motions to Compel; Best Practices
Week 6	Intermediate Subpoenas	State and Federal Court Subpoenas and Subpoena practice
Week 7	Intermediate Motion Practice	Components of Effective Motions
Week 8	Intermediate Citations	Styles; State Court Versus Federal Court; Marking Citations; Table of Contents; Table of Authorities
Week 9	Intermediate Family Law	Petitions; Financial Disclosure; Discovery; Motions for Summary Judgment/Adjudications; Request for Family Law Orders/Modifications; Arbitration/Mediation
Week 10	Intermediate Probate	Components of Probate Practice
Week 11	Intermediate Estate Planning Law	Components of Estate Planning
Week 12	Intermediate Corporate & Transactional Law	Corporation Start-Ups; Dissolutions; Maintenance of Corporations; Real Estate Law; Unlawful Detainers
Week 13	Intermediate Criminal Law	Pleas; Hearings; Discovery; Calendaring; Motions
Week 14	Review for Final Exam	
Week 15	Final Exam	

A discounted rate can be arranged for firms or offices that wish to enroll a group of students.