

APRIL 17-MAY 15, 2025

Intermediate Civil Module

Five-Week Module Consisting of 10 Hours of Instruction
Included Course Materials: Instructor Reference Guides and Handouts, and
Law Office Procedures Manual

Member **Civil** (includes LOPM) - Price - **\$425**

Non-Member **Civil** (includes LOPM) - Price - **\$525** (includes **local association membership**,
subject to approval (if the attendee would like it).)

Date	Topic/Subject	Material Covered
4/17/25 Week 1 2 Hours	Electronic Filing and Docketing/Calendaring	E-filing in State and Federal Court; Calendaring for State and Federal Court Cases; Electronic and Manual Calendaring
4/24/25 Week 2 2 Hours	Intermediate Civil Litigation, Part 1	Complaints/Cross- Complaints/Petitions; Service of Process; Ex Parte Proceedings; Case Management Conferences; Settlement Conferences
5/1/25 Week 3 2 Hours	Intermediate Civil Litigation, Part 2	Answers/Demurrers; Motions to Dismiss; Meet and Confer; Default Proceedings; Alternative Dispute Resolution
5/8/25 Week 4 2 Hours	Intermediate Discovery	Depositions; Discovery Shells; Motions to Compel; Subpoenas; Best Practices
5/15/25 Week 5 2 Hours	Intermediate Motion Practice and Citations	Components of Effective Motions; Citation Styles; State Court vs. Federal Court; Marking Citations; Table of Contents; Table of Authorities

INTERMEDIATE LEGAL PROFESSIONALS TRAINING SERIES

The Intermediate Legal Professionals Training Series is offered in three separate modules: 1) Civil Litigation; 2) Family Law, Probate & Estate Planning; and 3) Transactional Law. The Civil Module is five weeks in length. The Family Law, Probate & Estate Planning Module and the Transactional Module are each three weeks in length.

This multi-week training series is offered as the 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.

*The *Law Office Procedures Manual* will be used as the textbook for all modules in this series and is included with registration for the Civil Module (the normal cost of the book is \$341). The textbook is not included with the other two modules and can be purchased separately at a discounted rate through LPI.

The classes for each module are interactive and conducted live, in real-time, via Zoom. The Slack communication platform will also be used extensively for each module. Students will have in-class activities, as well as assignments outside of class. Weekly lab assignments, quizzes, and a final exam are part of each module. Webcam capability will be needed for this series.

Students are permitted one excused absence during each module. The student must pass the module with an overall score of 70%.

Quizzes and lab assignments will count for 75% of the student's grade, and the final exam will count for 25%. At the end of the module, students who successfully pass will receive a certificate of completion and/or a credential badge. Classes will be recorded for students' additional review and study.

PLEASE NOTE: REGISTRATIONS RECEIVED AFTER THE NOTICED DEADLINE ARE NOT GUARANTEED TO RECEIVE THE TEXTBOOK BY THE START OF THE FIRST CLASS.

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