

# CCLS Online Study Group

## 2025-2026 Syllabus



# LPI

*Educating California's  
Legal Support Professionals*

A Legal Professionals, Incorporated Program

[www.legalprofessionalsinc.org](http://www.legalprofessionalsinc.org)

# California Certification Legal Secretary (CCLS®) Exam

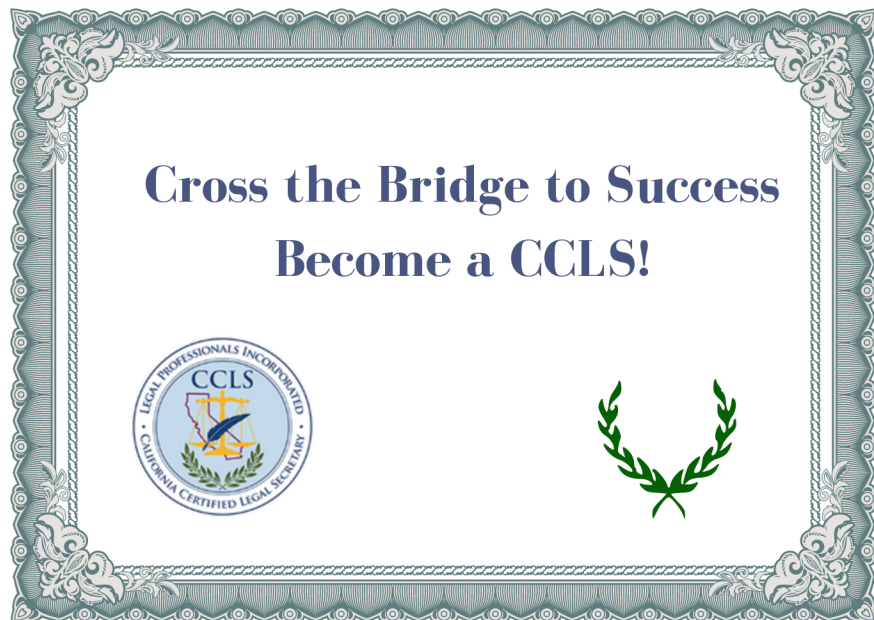
CCLS is a program of Legal Professionals, Incorporated (LPI), providing educational programs and professional development.

Certification is achieved by passing a comprehensive examination. Candidates are tested in California legal procedures, legal terminology, performance skills, reasoning and ethics, law office administration, communications, and legal computations. A minimum of two years' experience is required. Continuing legal education requirements must be met for recertification.



## Abbreviations

RB	The Redbook
CLP	California Legal Procedures
ACE	Ability to Communication Effectively
LC	Legal Computations
LT	Legal Terminology
R&E	Reasoning & Ethics
LOA	Law Office Administration
PPT	PowerPoint Presentation
CSM	California Style Manual
UD	Unlawful Detainer
ARMA	Association of Records Managers and Administrators



**Cross the Bridge to Success  
Become a CCLS!**



## Class Schedule

<b>Date</b>	<b>Reading/Homework (Posted on Sunday by 7:00 pm)</b>
Week 1	Ability to Communicate Effectively: The Redbook §1 - Punctuation §2 - Capitalization §3 - Italics, Boldface and Underlining §4 - Document Design
Week 2	Ability to Communicate Effectively: The Redbook §5 - Numbers §6 - Typographic Symbols §7 - Spelling  California Legal Procedures: Law Office Procedurals Manual: §H - Family Law
Week 3	California Legal Procedures: Law Office Procedurals Manual: §F - Real Estate §J - Probate

Week 4 (7/16 & 7/20)	California Legal Procedures: Law Office Procedurals Manual: §D - Civil Discovery §E - Unlawful Detainer
Week 5	Ability to Communicate Effectively: The Redbook §8 - Quotations §9 - Citations  California Legal Procedures: Law Office Procedurals Manual §L - Corporations and Limited Liability Companies
Week 6	Legal Computations: Law Office Procedures Manual (all sections) §B - Civil Procedure (Time Computations and Calendaring; Legal Calculations)
Week 7	Ability to Communicate Effectively: The Redbook §10 - Footnotes  Legal Terminology: California Style Manual Citations - Law Office Procedures Manual (all above sections)
Week 8	Ability to Communicate Effectively: The Redbook §11 - Grammar  Reasoning & Ethics: Pocket Guide to Legal Ethics
Week 9	Law Office Administration: Law Office Procedures Manual CA Notary Handbook Computers Made Easy ARMA 12 Rules for Alphabetic Filing
Week 10	REVIEW



The Certifying Board (“Board”) has adopted and utilizes the following sources in determining the correct answers for the examination. The Board reserves its right to augment.

### **1. Ability to Communicate Effectively**

(1) Bryan A. Garner, *The Redbook: A Manual on Legal Style*, 4th ed., West Academic [ISBN 978-1-64242-100-2].

### **2. California Legal Procedure**

(1) LPI Legal Professional’s Handbook, current edition, The Rutter Group, (800) 747-3161.

(2) LPI Law Office Procedures Manual, current edition, The Rutter Group, (800) 747-3161.

(3) Edward W. Jessen, *California Style Manual*, 4th ed. [for citations only], West Group, (800) 328-4880 [ISBN 0-314-2330-9].

### **3. Reasoning and Ethics**

(1) Angela Schneeman, *Pocket Guide to Legal Ethics*, 1st ed., Cengage Learning [ISBN 1-4180-5378-3].

(2) California Business & Professions Code Div. 3 - Professions and Vocations Generally, Ch. 4 - Attorneys (Bus. & Prof. Code §§ 6000 et seq.), also referred to as “The State Bar Act.” <http://rules.calbar.ca.gov/SelectedLegalAuthority/TheStateBarAct.aspx>

(3) California Code of Civil Procedure, Part 4. Miscellaneous Provisions, Sections 1855-2094. <http://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=CCP&tocTitle=+Code+of+Civil+Procedure++CCP>

(4) California Rules of Professional Conduct, Chapters 1 through 5  
<http://rules.calbar.ca.gov/Rules/RulesofProfessionalConduct.aspx>

(5) Shirley N. Weber, Ph.D., Secretary of State, *Notary Public Handbook*.  
<http://www.sos.ca.gov/notary/handbook/>

### **4. Law Office Administration**

(1) Bryan A. Garner, *The Redbook: A Manual on Legal Style*, 4th ed., West Academic [ISBN 978-1-64242-100-2].

(2) James Berenstein, *Computers Made Easy: From Dummy to Geek*, 2nd Edition, Independently Published (2/3/2020) [ISBN-13:979-8608506109].

(3) LPI Law Office Procedures Manual, current edition, The Rutter Group, (800) 747-3161.

(4) Angela Schneeman, *Pocket Guide to Legal Ethics*, 1st ed., Cengage Learning [ISBN 1-4180-5378-3]

(5) Shirley N. Weber, Ph.D., Secretary of State, *Notary Public Handbook*.  
<http://www.sos.ca.gov/notary/handbook/>

## (6) ARMA 12 Rules for Alphabetic Filing

### **5. Legal Computations**

- (1) LPI Legal Professional's Handbook, current edition, The Rutter Group, (800) 747-3161.
- (2) LPI Law Office Procedures Manual, current edition, The Rutter Group, (800) 747-3161.
- (3) California Rules of Court, Title Two. <http://www.courts.ca.gov/rules.htm>

### **6. Legal Terminology**

- (1) LPI Legal Professional's Handbook, current edition, The Rutter Group, (800) 747-3161.
- (2) LPI Law Office Procedures Manual, current edition, The Rutter Group, (800) 747-3161.
- (3) Edward W. Jessen, California Style Manual, 4th ed., West Group, (800) 328-4880 [ISBN 0-314-2330-9]
- (4) A legal dictionary such as Black's or Barron's Law Dictionary by Gifis.

### **7. Skills**

- (1) LPI Legal Professional's Handbook, current edition, The Rutter Group, (800) 747-3161.
- (2) LPI Law Office Procedures Manual, current edition, The Rutter Group, (800) 747-3161.
- (3) Edward W. Jessen, California Style Manual, 4th ed., West Group, (800) 328-4880 [ISBN 0-314-2330-9]

#### **8. All Sections Utilize the Following:**

- (1) CCLS Study Kit, Legal Professionals, Inc., (800) 281-2188.  
[www.legalprofessionalsinc.org](http://www.legalprofessionalsinc.org)
- (2) California Rules of Court. <http://www.courts.ca.gov/rules.htm>
- (3) Judicial Council forms. <http://www.courts.ca.gov/forms.htm>
- (4) A legal dictionary such as Black's or Barron's Law Dictionary by Gifis (for assistance with terms found in the LOPM and LPII).