

Introduction to **LITIGATION INSTRUCTION AND TRAINING**

For Legal Support Staff

Educational seminars brought to you by Davidson Legal Staffing



Davidson Legal Staffing is proud to present Educational Seminars covering Civil Litigation procedures, E-Filing, Legal Calendaring & Formatting Pleadings.

EARLY PAYMENT DISCOUNT
Offered through Sep. 23 2008-
See back for details

REGISTRATION DEADLINE
Tuesday, October 14, 2008
Register TODAY!
Space is limited!



ABOUT THE INSTRUCTOR

Karyn Beyer has taught professionally for more than 10 years and currently teaches at City College of San Francisco. She has more than 10 years' experience as a litigation secretary and has worked in a variety of litigation practice groups, including general civil litigation, construction, real estate, business, employment, probate and bankruptcy. Karyn currently offers training seminars and private instruction in the Bay Area and Los Angeles.

HIGHLIGHTS

- Federal and California State Court structure
- Commencing a legal action
- Discovery procedures
- Motion practice
- Complexities of calendaring
- Alternative Dispute Resolution
- E-filing in California Federal Civil and Bankruptcy Courts
- Close up on legal calendaring

This seminar series is approved for California Certified Legal Secretary ("CCLS") credits.

Earn up to 16.50 hours of CCLS credits!

TESTIMONIALS

"Being a new comer to the legal secretary field, I had just bare surface knowledge of the duties and everything associated with the position. After the seminar, my confidence in my work product is 10 times what it used to be. I have gained more knowledge in 3 days than I would've in 3 years. Thanks, it was truly priceless."

*Omar Lateef
Moscone, Emblidge & Quadra, LLP*

"The instructor put things in term of everyday work, which made the information stick more with me and made it that much easier to apply it towards the things that I do at work."

*Adrienne K. Alexander
Office of the County Counsel, County of Alameda*

"The training was excellent, Karyn is by far the best instructor anyone can ask for. She provides extra helpful hints for the class so we can all understand the differences between Courts/Rules/Documents etc. I will love to attend more classes to come in the near future presented by Karyn! Thank you Karyn!"

*Sabina van Kempen
Peckar & Abramson, P.C.*

"Excellent command of the subject matter presented. Presenters were interesting, lively and held the audience captive. I'd like to attend the seminar series again next year to keep current (and entertained!)"

*June Bollier
Skadden, Arps, Slate, Meagher & Flom LLP*

SAN FRANCISCO

October 28, 29 and 30, 2008

Location:

Club Quarters Hotel
Niantic Room
424 Clay Street
San Francisco, CA 94111

Register:

Call: 949-955-3114
Fax: 949-784-4144
Registration form on back

**Certificate of
Completion
Provided!**

Parking at Embarcadero One—entrance off of Battery between Clay & Sacramento
Ampco Parking (415-772-0670)
Rates: \$12.00 per one hour
After 2 hrs 15 min - . \$30.00 for the day.

**A special presentation will be conducted by
First Legal Support Services and Hutchings Court Reporters, LLC**

Don Hoefnagel

Director of Sales and Marketing
800-889-0111 ext. 708
dh@firstlegalsupport.com



**First
Legal
Support
Services**

Court - Process - Investigation - Messenger

Jeff Koller

General Counsel and
Business Development Admin
800-697-3210
jeffk@hutchings.com
www.hutchings.com



REGISTRATION FORM

LITIGATION INSTRUCTION AND TRAINING FOR LEGAL SUPPORT STAFF

INTRODUCTION TO CIVIL LITIGATION - October 28, 29 and 30, 2008:

9:00 a.m. - 1:00 p.m. Each day (8:45 a.m. Registration) - Continental breakfast provided

Cost: \$350 per student **\$325 if payment received by September 23, 2008**

This 12 hour seminar introduces secretaries and support staff to the complex world of civil litigation, including:

- Federal and California State court structure
- Starting the Action: Complaints, Answers, First Appearances, Service of Process
- Discovery procedures: Written discovery, depositions, E-Transcripts, document production
- Motion practice: Hearing dates, required documents, Summary Judgment, Ex Parte
- Complexities of calendaring
- Alternative Dispute Resolution

**10.5 CCLS
credits offered!**

E-FILING IN FEDERAL CIVIL AND BANKRUPTCY COURTS - Tuesday, October 28, 2008

2:30 p.m. to 4:30 p.m. (2:15 p.m. Registration)

Cost \$100.00 per person **\$85 if payment is received by September 23, 2008**

This 2 hour seminar introduces the CM/ECF ("e-file") program being used in the Federal Civil and Bankruptcy Courts. Topics include court requirements, document preparation, using the system, and how to successfully integrate e-filing and electronic document management into daily work responsibilities.

**2.0 CCLS
credits offered!**

INTRODUCTION TO CALENDARING IN STATE AND FEDERAL COURTS - Wednesday, October 29, 2008

2:30 p.m. to 4:30 p.m. (2:15 p.m. Registration)

Cost: \$100.00 per person **\$85 if payment is received by September 23, 2008**

This 2 hour seminar explores the structure and details of the litigation calendar, including case management, discovery, motions and trial dates. Topics include CCP and FRCP references, calculating service dates and proper service methods, exceptions to the rules and monitoring the master calendar.

**2.0 CCLS
credits offered!**

MS WORD TIPS & TRICKS (Styles, Table of Contents, Table of Authorities, AutoText, Etc.) - Thurs., Oct. 30, 2008

2:15 p.m. to 4:45 p.m. (2:00 p.m. Registration)

Cost: \$100.00 per person **\$85 if payment is received by September 23, 2008**

This 2 1/2 hour seminar will provide MS Word tips & tricks on modifying styles, generating a Table of Contents, marking citations and generating a Table of Authorities, creating auto text entries, and using sequence numbering for Separate Statements. These sessions directly relate to advanced formatting functions for some of the pleadings covered in the Litigation Seminar.

**2.0 CCLS
credits offered!**

REGISTRATION FORM - REGISTER FOR ONE, TWO, THREE OR ALL FOUR SESSIONS

**Certificate of
Completion**

3 day seminar (9am - 1pm each day) \$350 / **\$325***

E-Filing (Tue., Oct. 28, 2:30 - 4:30pm) \$100 / **\$85***

Legal Calendaring (Wed., Oct. 29, 2:30 - 4:30pm) \$100 / **\$85***

MS Word Tips & Tricks (Thur., Oct. 30, 2:15 - 4:45pm) \$100 / **\$85***

* Discount applies **ONLY** if payment is received by Sept. 23, 2008

Register for **ALL FOUR sessions** for a discounted price of **\$575 / \$500***

Name:		Firm/Company:		Date of Registration:	
Title:		Phone Number:		Email(s):	
Name(s) of other person(s) attending with you:					
Form of payment: <input type="checkbox"/> check <input type="checkbox"/> credit card			Credit cards are charged through Modis Professional Services ("MPS")		
Charge Amount:			Card Number:		Exp. Date:
Print Cardholder's Name:			Signature:		
Credit Card: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx					

Please make check payable to:

Davidson Staffing

Mail payment with registration form to:

Davidson Staffing, c/o Diana J. Baker
2302 Martin, Suite 150
Irvine, CA 92612

SAN FRANCISCO

Fax registration form
with credit card payment to:

Davidson Staffing, c/o Diana J. Baker
(949) 784-4144

Refund Policy: Registration fee is refundable if session is cancelled by Davidson Staffing or Karyn Beyer. Enrollment fee is refundable if enrollee calls to cancel at least 48 hours prior to the session. Refunds will not be granted for "no-shows." All refunds will be mailed in the form of a check approximately two weeks after the request for cancellation. No cash refunds will be issued. Credit will be issued to credit cards.

For further information, call Diana Baker at (949) 955-3114 or email diana.baker@davidsonstaffing.com

Visit our website at www.DavidsonStaffing.com