

Introduction to **LITIGATION INSTRUCTION AND TRAINING**

For Legal Support Staff

Educational seminars brought to you by *Davidson Legal Staffing*



EARLY PAYMENT DISCOUNT
Offered through August 23, 2010-
See back for details

REGISTRATION DEADLINE
Monday, September 13, 2010
Register TODAY!
Space is limited!

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



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 Courts
- Close up on legal

This seminar series is approved for California Certified Legal Secretary ("CCLS") credits. Earn up to 14.50 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*

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

LOS ANGELES

September 21, 22 & 23, 2010

Location:

Hutchings Court Reporters
Bank of the West Building
6055 E. Washington Blvd., 8th Floor
Los Angeles, CA 90040

Register:

Call: 949-955-3114

Fax: 866-444-8277

Registration form on back

Parking:

FREE Parking!!

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DWTN Los Angeles!

Only 30 minutes from
Central Orange County!

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Business Development Admin
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REGISTRATION FORM

LITIGATION INSTRUCTION AND TRAINING FOR LEGAL SUPPORT STAFF

INTRODUCTION TO CIVIL LITIGATION - September 21, 22 & 23, 2010:

10:00 a.m. - 2:00 p.m. Each day (9:45 a.m. Registration) - Lunch will be provided!

Cost: \$400 per student **\$375 if payment received by August 23, 2010**

**10.5 CCLS
credits offered!**

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

E-FILING IN FEDERAL CIVIL COURTS - Tuesday, September 21, 2010

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

Cost \$125.00 per person **\$110 if payment is received by August 23, 2010**

**2.0 CCLS
credits offered!**

This 2 hour seminar introduces the CM/ECF ("e-file") program being used in the Federal Civil 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.

INTRODUCTION TO CALENDARING IN STATE AND FEDERAL COURTS - Wednesday, September 22, 2010

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

Cost: \$125.00 per person **\$110 if payment is received by August 23, 2010**

**2.0 CCLS
credits offered!**

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.

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

**Certificate of
Completion
Provided!**

3 day seminar (10am - 2pm each day) \$400 / **\$375***

E-Filing (Tue., Sept. 21, 2:30 - 4:30pm) \$125 / **\$110***

Legal Calendaring (Wed., Sept. 22, 2:30 - 4:30pm) \$125/**\$110***

Register for **ALL THREE** sessions for a discounted price of \$625 / **\$570***

*** Discount applies ONLY if payment is received by August 23, 2010**

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 card payments will be charged by 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					

LOS ANGELES

LOCATION: HUTCHINGS COURT REPORTERS

6055 E. Washington Boulevard, 8th Floor
Los Angeles, CA 90040

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
Fax registration form with credit card payment to: Davidson Staffing, c/o Diana J. Baker
(866) 444-8277

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 no later than Friday, September 17, 2010. Refunds will not be granted for "no-shows." All refunds will be sent no more than 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