

# 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 June 14, 2010-  
See back for details

**REGISTRATION DEADLINE**  
Tuesday, July 6, 2010  
**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 Courts

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

**Earn up to 14 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*

## PALO ALTO

July 13, 14 & 15, 2010

**LOCATION:**  
**GIBSON, DUNN & CRUTCHER**  
1881 Page Mill Road  
Palo Alto, CA 94304

**Register:**  
Registration form on back  
Call: 949-955-3114  
Fax: 866-444-8277

**PARKING IS FREE!**

**Certificate of  
Completion  
Provided!**

**A special presentation will be conducted by**

**First Legal Support Services and Hutchings Court Reporters, LLC**

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## REGISTRATION FORM

# LITIGATION INSTRUCTION AND TRAINING FOR LEGAL SUPPORT STAFF

### INTRODUCTION TO CIVIL LITIGATION - July 13, 14 & 15, 2010:

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

Cost: \$400 per student **\$375 if payment received by June 14, 2010**

**10 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, July 13, 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 June 14, 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, July 14, 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 June 14, 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, OR ALL THREE SESSIONS

- 3 day seminar (9am - 1pm each day) \$400 / **\$375\***
- E-Filing in Fed. Civil Ct. (Tues., July 13, 2:30 - 4:30pm) \$125 / **\$110\***
- Legal Calendaring (Wed., July 14, 2:30 - 4:30pm) \$125 / **\$110\***

\* Discount applies **ONLY** if payment is received by **June 14, 2010**

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

**Certificate(s)  
of Completion  
Provided!**

|   |  |  |            |   |  |
|---|--|--|------------|---|--|
| Name:   |  | Firm/Company:  |            | Date of Registration:   |  |
| Title:  |  | Phone Number:  |            | Email(s):   |  |
| Name(s) of other person(s) attending with you:                        |  |  |            |   |  |
| Form of payment:  |  | Credit Card:   |            |   |  |
| <input type="checkbox"/> check <input type="checkbox"/> credit card** |  | **Credit cards are charged through Modis Professional Services ("MPS") |            | <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx |  |
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LOCATION: **GIBSON, DUNN & CRUTCHER**  
1881 Page Mill Road  
Palo Alto, CA 94304

Please make check payable to:

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Davidson Staffing, c/o Diana J. Baker  
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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, July 9, 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](mailto:Diana.Baker@DavidsonStaffing.com)

Visit our website at [www.DavidsonStaffing.com](http://www.DavidsonStaffing.com)