



LEGAL SECRETARIES, INCORPORATED



## CCLS ON-LINE STUDY GROUP

August 15, 2013 – October 17, 2013

If you are interested in studying for the California Certified Legal Secretary (“CCLS”) Exam, join LSI’s On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed, including:

- California Legal Procedure (civil, family, probate, real estate, corporate)
- Legal Terminology (citations, terminology)
- Legal Computations (calendaring, math)
- Skills (proofreading, following directions)
- Ability to Communicate Effectively (grammar, punctuation, word usage)
- Law Office Administration (computers, filing)
- Reasoning & Ethics (ability to act reasonably and ethically)

### CLASSES BEGIN THURSDAY, AUGUST 15, 2013

Classes will take place once a week via Webex videoconference on Thursday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through October 17, 2013. Login information will be provided upon enrollment in the classes.

The cost of the Study Group (all classes) is \$100 for LSI members, and \$125 for non-LSI members. This introductory price is for this session only. Each individual must register separately.

### NEXT CCLS EXAM SATURDAY, OCTOBER 19, 2013

Students will be provided with homework and handouts. Students are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* and worksheets (10th Ed.), *California Style Manual* (4th Ed.), and *Pocket Guide to Legal Ethics*. Check the CCLS Information Kit on the LSI website for a full list of recommended materials. Students are also encouraged to have the CCLS Study Guide.

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#### CCLS STUDY GROUP REGISTRATION

(Please type or print clearly)

Name: \_\_\_\_\_ Association: \_\_\_\_\_ LSA/LPA

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone (during class time): \_\_\_\_\_

Email (during class time): \_\_\_\_\_

Payment: Check # \_\_\_\_\_ Credit Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

Send registration form by NO LATER THAN August 1, 2013, to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 3043 4th Avenue, San Diego, CA 92103, email [Quinton@dsmw.com](mailto:Quinton@dsmw.com). **NO REFUNDS AFTER AUGUST 8, 2013.**

*STRIVE FOR SUCCESS – BE A CCLS!*