

ALEXANDER'S LEGAL SEMINARS & PUBLICATIONS

SEMINARS

■ CIVIL LITIGATION MANUALS ■

CLASSES

CIVIL PROCEDURE CLASSES

**MARRIOTT COURTYARD SORRENTO MESA
9650 SCRANTON ROAD, SAN DIEGO, CA 92121**

FIRST SESSION: PERTINENT CALIFORNIA RULES OF COURT; COURT STRUCTURE; JURISDICTION; VENUE; PREPARING AND FILING A COMPLAINT; CERTIFICATE OF SERVICE; CERTIFICATE OF PROGRESS, INABILITY TO DEFAULT AND INABILITY TO RESPOND; STATEMENT OF DAMAGES; CERTIFICATE OF MERIT; AMENDING A COMPLAINT; RESPONDING TO A COMPLAINT; FILING AND SERVING CROSS-COMPLAINTS; SERVICE OF SUMMONS; TAKING A DEFAULT; CALENDAR CONTROL; PROOFS OF SERVICE; FAST TRACK RULES, DATES AND FORMS; CIVIL LAW & MOTION RULES; AND JUDICIAL ARBITRATION RULES AND FORMS

DATE/TIME: **Saturday, September 18, 2010; 9:00 a.m. to 5:00 p.m.**

SECOND SESSION: DISCOVERY RULES AND PROCEDURES FOR SERVING AND RESPONDING TO INTERROGATORIES; REQUEST FOR ADMISSIONS; EXCHANGE OF EXPERT WITNESSES; DEPOSITIONS; SUBPOENAS; IME'S; DEMAND FOR PRODUCTION OF DOCUMENTS; TRIAL PREPARATION; FILE ORGANIZATION; TRIAL NOTEBOOKS; JOINT TRIAL READINESS CONFERENCE REPORT; ADVANCE TRIAL REVIEW ORDERS; MOTIONS IN LIMINE; JURY FEES; JURY INSTRUCTIONS; CCP § 998 OFFERS; TRIAL SUBPOENAS; DISMISSALS; ORDERS; JUDGMENTS; MEMORANDUM OF COSTS; AND POST-JUDGMENT PROCEDURES

DATE/TIME: **Saturday, September 25, 2010; 9:00 a.m. to 5:00 p.m.**

All classes will be taught by Mary M. Alexander, PLS, CCLS, a Litigation Assistant with over 25 years of legal secretarial experience. Mary is credentialed to teach at the community college level within California, and taught Legal Office Procedure Classes at Grossmont College for 11 years, and periodic legal secretary classes through the UCSD Extension Center.

These classes are recommended for legal secretaries, paralegals, law clerks, and attorneys who want to improve their present skills and gain a better understanding of the court system. The emphasis is on local and state rules of court; various codes as they pertain to the topics referenced above; calendaring, serving and filing deadlines; and the proper format for pleadings in compliance with state and local rules.

-----**REGISTRATION SAN DIEGO**-----

Registration for both sessions is \$340. Registration for a single session is \$190. The required text is the Civil Litigation Manual, a Comprehensive Guide to Superior Court Procedures in San Diego County written by Mary Alexander. If you do not already own this manual, it can be purchased at a **discounted price of \$60** for persons registering for one or more of these sessions. This manual must be paid for at the time of registration and will be distributed the day of class. The cost of the manual without registering for a class is **\$120.00 plus sales tax in your area.** To register, please complete the registration form and send it with your check payable to **Alexander's Legal Seminars & Publications, 25060 Hancock Ave., 103-185, Murrieta, CA 92562.**

To register with American Express, Visa or MasterCard, please complete the form and e-mail it to alexanderslegal@verizon.net or call 1-888-231-7154, or fax (951) 677-6089. Reservations should be made at least one week in advance of the classes. Any request for refund must be received by September 13, 2010. A \$30 cancellation fee will be charged for any class or classes missed or cancelled. Registration includes morning refreshments and lunch. Parking is complimentary.

NAME	_____	HRM	_____
ADDRESS	_____	OCCUPATION	_____
CITY/ZIP	_____	PHONE	_____
CREDITCARDNO	_____	EXPIRATIONDATE	_____
NAME OF CARDHOLDER	_____	BILLING ADDRESS FOR CARDHOLDER	_____

ENCLOSED IS MY CHECK IN THE AMOUNT OF \$ _____ OR CREDIT CARD INFORMATION TO ATTEND THE FOLLOWING:

- SESSION ONE (____)
- SESSION TWO (____)
- BOTH SESSIONS (____)
- PLUS MANUAL (____)

MCLE CREDIT: ALS&P is a State Bar of California approved provider. Each session will qualify for 6.0 hours of participatory credit.