

ALEXANDER'S LEGAL SEMINARS & PUBLICATIONS

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■ CIVIL LITIGATION MANUALS ■

CLASSES

CIVIL PROCEDURE SEMINAR

Friday, June 4, 2010

MARRIOTT COURTYARD LOS ANGELES LAX/EL SEGUNDO
2000 EAST MARIPOSA AVENUE, EL SEGUNDO CA 90245

Registration 8:45 a.m. to 9:00 a.m.

Seminar 9:00 a.m. to 5:00 p.m.

TOPICS:

PERTINENT CALIFORNIA RULES OF COURT FOR FORMATTING DOCUMENTS; JURISDICTION; VENUE; PREPARING AND FILING A COMPLAINT; SERVING A SUMMONS AND COMPLAINT; STATEMENT OF DAMAGES; AMENDED COMPLAINT; RESPONDING TO A COMPLAINT; TAKING A DEFAULT; CALENDAR CONTROL; CALENDARING PERTINENT DEADLINES; PERTINENT LOS ANGELES COUNTY CIVIL RULES; CIVIL LAW & MOTION RULES; DISCOVERY RULES AND PROCEDURES FOR INTERROGATORIES; REQUEST FOR ADMISSIONS; EXPERT WITNESSES; DEPOSITIONS; SUBPOENAS; IME'S; AND DEMAND FOR PRODUCTION OF DOCUMENTS.

SPEAKER:

The seminar will be presented by Mary M. Alexander, PLS, CCLS, a Litigation Assistant with over 25 years of legal secretarial experience. Mary taught Legal Office Procedure Classes at Grossmont College for 11 years and periodic legal secretary classes through the UCSD Extension Center. Mary currently teaches Civil Procedure Classes in San Diego and Orange Counties. These classes are attended by legal secretaries, paralegals, law clerks, and attorneys.

This seminar is designed for the person working in a law office environment who would like an overview of litigation rules and procedures to improve his/her 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 LOS ANGELES-----

Registration for the seminar is \$235. The required text is the Civil Litigation Manual, a Comprehensive Guide to Superior Court Procedures in California and Los Angeles 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 this seminar. This manual must be paid for at the time of registration and will be distributed the day of the seminar. The cost of the manual without registering for a class is **\$120 plus sales tax in your area.**

To register, please complete the registration form and e-mail it back with credit card information or send it with your check payable to **Alexander's Legal Seminars & Publications, 25060 Hancock Ave., 103-185, Murrieta, CA 92562. For further information, please call 1-888-231-7154; fax (951) 677-6089 or e-mail alexanderslegal@verizon.net.** Reservations should be made by **May 27th.**

Any request for refund must be received by **May 27, 2010**, and is subject to a \$30 cancellation fee. **Lunch will be provided.** Parking is complimentary.

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

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