



## In This Issue

### Your Legal Professional Planner is Ready!

Sacramento LPA has everything you need to complete your professional planner for the year. Whether it's education, networking, or filling your social calendar, check out all the things you have to choose from!

Page 17



### Costa Mesa, Anyone? LPI's First Quarterly Educational Conference

"Under the Sea" is the theme for this conference, taking a "deep dive" into education, professional development, and networking.

Page 6

### Have You Renewed Your Membership? What are You Waiting For?

Don't miss out! Make sure you get the member price for meetings, webinars, conferences, and more!



Page 7

### Summer Court Series

This series of presentations from Superior Courts from all over the state is back by popular demand!



Page 5

## ALSO IN THIS ISSUE

July Educational Event	Page 2
President's Message	Page 3
New Member Welcome	Page 7
Governor's Report	Page 8
LPI's 90th Annual Conference	Page 10
Legal Professional Planner	Page 17
Upcoming Education from LPI	Page 22
Sacramento LPA Committee Chairs and Executive Board	Page 24

## SACRAMENTO LPA'S JULY 18TH EDUCATIONAL EVENT



**SACRAMENTO**  
LEGAL PROFESSIONALS ASSOCIATION  
[www.saclpa.org](http://www.saclpa.org)

**JULY  
EDUCATIONAL  
PROGRAM &  
DINNER MEETING**

**July 18, 2024**  
Meet and Greet: 5:30 PM  
Dinner: 6:15 PM  
Educational Program: 6:45 - 7:45 PM

Black Bear Diner  
2700 El Centro Road  
Sacramento, CA 95833

**Registration Fee:**  
**\$30 Members / \$35 Non-Members**  
(convenience fee applies for online payments)

**Deadline to RSVP:** Monday, June 10, 2024  
(no refunds after this date)  
Dinner Selections Available Upon Registering

**Calendaring 101:  
Back to Basics**

Guest Speaker  
**Lynne Prescott, CCLS**  
Legal Education Instructor  
Legal Professionals,  
Incorporated

Thank You to Our Vendor  
Partner

**RapidLegal®**  
Celebrating 30 Years  
1994-2024

To Register:  
[www.saclpa.org/events](http://www.saclpa.org/events)

This presentation is approved for CCLS  
recertification credit in the amount of 1.0 hour.

Get calendaring on your calendar and join us on July 18th at the Black Bear Diner in Natomas!

Calendaring is an essential task in any law office. No matter what practice area we work in, there are dates and deadlines we must keep track of. The consequences of missing a deadline can be dire. Missed deadlines make our law office look unprofessional. But much worse, they can cost our firm money, cost our client money, or even result in a permanent loss of a remedy for our client.

Calendaring the correct date is important because most deadlines are very unforgiving. We are either on time or we are not, and consequences for being late can be severe. Therefore, calendaring deadlines accurately deserves our undivided attention. It is one of the most basic, yet one of the most important ways to serve our clients well.

# PRESIDENT'S MESSAGE

*Dawn Forgeur, CCLS*



Dear Members,

I hope this message finds you well and keeping cool as we move through this historically hot summer.

This past month has been particularly productive. We have planned out several upcoming educational programs and even have a few fun events in the works. Listening to member feedback, the upcoming educational programs will be geared more towards legal procedures, with topics like calendaring, law and motion, and writs of mandate. The list of the upcoming events is on our website and we will keep you updated through emails and social media.

Speaking of social media, Sacramento LPA has had a Facebook page for years, but it now has a LinkedIn presence! Please share with your colleagues.

Looking ahead, we have several exciting things planned. The Reno Bus Trip is once again scheduled to coincide with the Great Italian Festival in Reno and registration is live! Fairytale Town is an event where we dress up to hand out candy and do fun activities with the kids. This event will take place over two weekends in October, and we would love it if you could spare an evening or two to help out.



These endeavors are designed to further our mission and create even more impact in our community. Your involvement and feedback are crucial, and I encourage you to participate and share your ideas.

Thank you once again for your support.

Sincerely,

A handwritten signature in blue ink that reads "Dawn". The signature is written in a cursive, flowing style.

Dawn R. Forgeur, CCLS  
President



## ***Sacramento LPA Congratulates***

*Donna Day*  
LPI PRESIDENT 2024-2026



*Embrace*   
THE JOURNEY

# SUMMER COURT SERIES

Members of Sacramento LPA can attend the entire series for FREE!!



The poster features a blue background with a large yellow sun in the top right corner. On the left, there are three circular images: the top one shows the LPI logo and 'CONTINUING LEGAL EDUCATION'; the middle one shows a judge at a bench; the bottom one shows a classical building facade. The title '2024 Summer COURT SERIES' is prominently displayed in the center.

**June**  
Thursday, June 27 • **California Court of Appeals -**  
"Demystifying Appeals with the Third Appellate District"  
Speakers: Colette Bruggman, Clerk/Executive Officer and Todd Eyster, Supervising Deputy Clerk

**July**  
Thursday, July 11 • **San Mateo Superior Court**  
Speakers: Emily Gomes, Criminal & Appeals Supervisor; Alessandra Robleto, Family Law & Probate Supervisor; and Rina Singh, Civil & Small Claims Supervisor  
Thursday, July 18 • **Riverside Superior Court**  
Speaker: Carrie Snuggs, Chief Deputy of Operations  
Thursday, July 25 • **United States District Court, Southern District**  
Speakers: Joe Diaz, CM/ECF Coordinator and Elizabeth "Liz" Sotelo, CM/ECF Specialist

**August**  
Thursday, August 1 • **California Court of Appeals, First Appellate District**  
Speaker: Beth Robbins, Assistant Clerk/Administrator  
Thursday, August 8 • **Solano Superior Court**  
Speaker: Sara MacCaughey, Assistant Court Executive Officer  
Thursday, August 22 • **Alameda Superior Court**  
Speaker: Clerk, Alameda Superior Court  
Thursday, August 29 • **Bankruptcy Court Updates**  
Speakers: Gary B. Randolph, Esq. and Kathleen A. Cashman-Kramer, Esq.

**September**  
Thursday, September 5 • **Sacramento County Superior Court**  
Speakers: Renee San Miguel, General Civil Unit and Elizabeth Macdonald, Law and Motion Unit  
Thursday, September 19 • **Orange County Superior Court**  
Speakers: Court Clerks from the Civil e-Filing Unit

**LPI Members: FREE!**  
**Non-LPI Members: \$55**

**Online Registration & Payment**  
[LegalProfessionalsInc.org/Events](https://LegalProfessionalsInc.org/Events)



**THURSDAYS 12:00 – 1:00 P.M.**

EACH OF THESE WEBINARS ARE APPROVED FOR CALIFORNIA MINIMUM CONTINUING LEGAL EDUCATION (MCLE) CREDIT IN THE AMOUNT OF 1.0 CREDIT HOUR



**90 LPI** LEGAL PROFESSIONALS INCORPORATED  
1934-2024  
Educating California's Legal Support Professionals



# TAKE A "DEEP DIVE" AT LPI'S QUARTERLY EDUCATIONAL CONFERENCE

*Costa Mesa, Here We Come!*



Legal Professionals, Incorporated  
First Quarterly

## Educational Conference

August 16-18, 2024

 **Hilton Orange County/Costa Mesa**  
3050 Bristol Street  
Costa Mesa, CA 92626  
1-800-HILTONS

**6 SEMINARS!\***  
Live & Via Zoom

*Don't Wait!*  
**REGISTER NOW!**  
[www.legalprofessionalsinc.org/events](http://www.legalprofessionalsinc.org/events)

 **FIRSTLEGAL**  
Joint Venture Partner

 **ESQUIRE**  
Joint Venture Partner



**Michelle Hererra, Esq.**  
Pillsbury Winthrop Shaw Pittman, LLP  
**Federal Court Trials:  
What to Do Before Trial**



**Chaz Hales, Esq.**  
**Bitcoin, Block Chain, Crypto  
Currencies, and the Law**



**Debbye Rosenthal, Esq.**  
Law Office of Debrah Rosenthal, APC  
**Surrogacy and Egg Donation 101:  
The Basics of Art Contracts from  
Match to Clearance**



**Bethany Enszt, M.S.**  
U.C. San Diego Extension Paralegal Studies  
**2 Legal Technology Seminars!**  
**I Found It on the Internet, So It Must be  
True: Ethical Obligations Using the  
Internet in Your Case**  
**Professional Ethics**



**Alexander Carroll, Esq.**  
Pillsbury Winthrop Shaw Pittman, LLP  
**State Court Trials:  
What to Do Before Trial**

\*MCLE and CCLS Credit Available

Conference Theme:  
Take a Deep Dive WITH LPI



**UNDER THE SEA**

EDUCATION | PROFESSIONAL DEVELOPMENT | NETWORKING

## MEMBERSHIP RENEWAL

### *Did You Forget Something?*

### We Miss You!

Hey, super legal professionals! There's a lot of you missing out there. Being a member of Sacramento LPA is one of the BEST things you can do for your career, as well as your personal and professional development. And don't forget that membership in Sacramento LPA automatically makes you a member of Legal Professional, Incorporated, so all of these great educational events you're seeing here are either FREE or significantly discounted with membership.



**RENEW NOW!**

<https://www.saclpa.org/members-only/membership-renewal/>

## *Welcome to Sacramento LPA's Newest Members!*

Christa Barrera  
Dulce Cermak  
Janie Collier  
Maggie Foley  
Amber Krausse  
Idalia Monique Stark  
Lindsay Riley

Dawna Carson  
Sandra Daniels  
Nancy Garcia  
Maren Padilla  
Joanna Pelayo  
Meridith Rogester  
Nicole Thompson



# GOVERNOR'S REPORT

***Marci Frazier***



I'm thrilled to share with you the highlights from our recent gathering in Newark, California, from May 16-19, 2024, where we celebrated a monumental milestone: LPI's 90th anniversary. The theme of the annual conference was "Aloha," a tribute to Hawaii's vibrant and festive culture.

Friday evening was an enchanting kickoff with lei-making activities and a Hawaiian-inspired street taco bar that set the tone for a memorable weekend. On Saturday morning, the Pre-Board of Governors Meeting began promptly at 8:02 a.m., where several important resolutions were passed:

- ☒ General sponsorship with Depos Solutions LLC, effective from April 1, 2024, to April 1, 2025, for \$5,000.
- ☒ Limited agreement with California Advocates Management Services, starting May 1, 2024, on a month-to-month basis for six months at \$1,000 per month.
- ☒ Updated price sheet for the LPI Education Council.
- ☒ LPI Proposed Standing Rule Amendment No. 1: Complete deletion of Standing Rule 10.
- ☒ LPI Proposed Standing Rule Amendment No. 2: Revision of Standing Rule 15.1 to replace "member" with "representative."

The first session was graced by Mary Lou Floyd, CCLS, CEC Coordinator of Mt. Diablo LPA, leading the Pledge of Allegiance. Vivian Shreve, CCLS, delivered a heartfelt reading of the Code of Ethics, honoring Joan M. Moore, PLS, CCLS, LSI President from 1980 to 1982. I had the honor of presenting a Memorial Address titled "Bearing the Unbearable," followed by a warm welcome from Lori Hunt, Esq., of Manfred & Hunt. Heather Edwards, CCLS, then brought energy to the room with a lively introduction of each Executive Committee member, set to the backdrop of Hawaiian music and adorned with leis.

*(Continued on page 9)*



# GOVERNOR'S REPORT

## *Cont'd from Page*

Donna Day delivered an inspiring Marketing Committee report, expressing gratitude to her team with thoughtful gifts. Donna highlighted a remarkable 34% increase in LPI membership during her tenure as Vice President, and awarded \$100 certificates to the associations with the highest membership growth. Sacramento LPA proudly received a certificate for achieving a 4% increase in 2023-24. Following various award presentations, the first session concluded, and attendees transitioned to an array of enriching educational opportunities.

Saturday night's banquet was a cultural feast and featured authentic Hawaiian dancing. We celebrated the Chapter Achievement awards, with Sacramento LPA narrowly trailing San Diego LPA by just 350 points. President Rod Cardinale, Jr., presented the Legacy Award posthumously to Jennifer L. Page, CCLS, whose husband, Tony Page, was there to accept on her behalf. The Rising Star award was presented to George Siambis of San Mateo County LPA. The coveted President's Award was presented to Heather Nowak of Orange County LPA. The evening continued with music, dancing, and networking.

On Sunday during the second session, Lynne Prescott, CCLS, delivered an emotional speech marking the end of her distinguished ten-year tenure on the Executive Committee. She was ceremoniously escorted to the Past Presidents' table by President Rod Cardinale, Jr., and Past President Heather Edwards, CCLS. President Rod Cardinale, Jr. gave a moving farewell address, followed by the grand 90th installation of officers. Lynne Prescott, CCLS, served as the installing officer. The new officers include:

Treasurer: Larry McGrew of San Francisco LPA, with Rod Cardinale, Jr., as marshal.

Secretary: Erika Garduno of Desert Palm LPA, with Heather Edwards, CCLS, as marshal.

Vice President: Bettina Jacobson of Placer County LPA, with Rod Cardinale, Jr., as marshal.

President: Donna Day of Alameda County LSA, with Mary Rocca, CCLS, as marshal.

Rod Cardinale, Jr., then presented to President Donna Day the president's pin, gavel, and perpetual silver cup, engraved with the names of past presidents as well as the newly installed president. Gifts to the outgoing president included a monetary contribution from LPI members, history books from LPI Historian Shannon Quigley, and a special gift from Alameda County presented by Mary Rocca, CCLS. The ceremony concluded with Lynne Prescott, CCLS, escorting Rod to the Past Presidents' table, and newly installed President Donna Day delivering a stirring speech titled "Embracing the Journey."

As we wrapped up, it was announced that LPI's 1st Quarterly Conference is scheduled for August 16-18, 2024, at the Hilton Costa Mesa in Costa Mesa, CA. Let's make 2024 a year of inspiration, innovation, and continued excellence!

# Highlights from LPI's 90th Annual Conference of Delegates and Board of Governors Meeting May 17-19, 2024 Newark, California



Sacramento LPA was well represented at LPI's 90th Annual Conference!

Back Row (Left to Right): Marci Frazier; Michelle Welch; Launa Atkinson, CCLS;  
Corene Brooks; Anne French; Ron Ackland; Pennie MacPherson; Crystal Rivera.  
Front Row (Left to Right): Brenda Johnson, CCLS; Jan Ainsworth; Dawn Forgeur,  
CCLS; Lynne Prescott, CCLS.



## Kalman S. Zempleny II CCLS Celebration Luncheon at Annual Conference



A lovely table setting for  
California's newest CCLSs



Brenda Johnson, CCLS,  
Certifying Board Chair



Erika Garduno  
LPI Treasurer



Larry McGrew  
Incoming LPI Treasurer



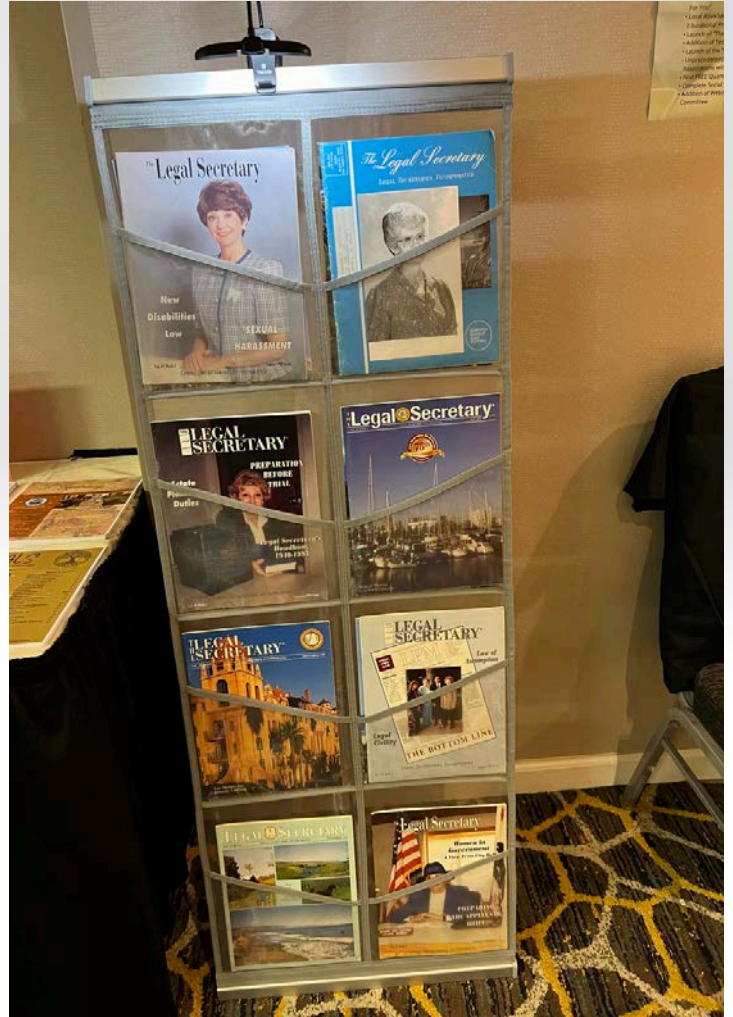
Bettina Jacobson  
LPI Executive Secretary



## The Legacy Project Pop-Up Museum



Legacy Project Curator Heather Edwards,  
CCLS, LSI/LPI Past President 2018-2020



Above: History chronicled in  
the archives of *The Legal Secretary*  
magazine



Left: The latest in technology  
(circa 1983)



# The Legacy Project Pop-Up Museum



Exhibits and guest book table in the Legacy Room  
(notice the white gloves for touching artifacts!)



LPI founder, Eula Mae Jett



So many history books - - So much history!

## More Highlights!



Past President's ring presented to Rod Cardinale, Jr.



Ben Silowitz, Santa Clara County LPA, enjoying the conference!



The Speed Mentoring Workshop is definitely one of the highlights of attending Annual Conference!



LPI Executive Committee members having an "Aloha" moment!



## More Highlights!



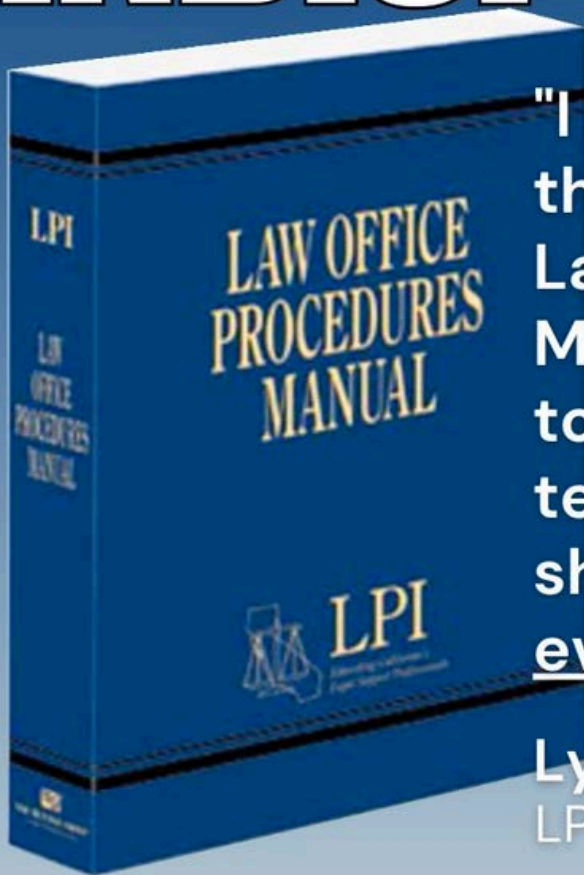
Presentation to LPI Past President Lynne Prescott, CCLS, by Sacramento LPA



LPI Past President Rod Cardinale, Jr., giving a big "Aloha" smile to the conference attendees

# Aloha

# INDISPENSABLE



"I am so excited to see the latest updates to the Law Office Procedures Manual and cannot wait to use it in the classes I teach. This publication should be in the hands of every legal professional!"

Lynne Prescott, CCLS  
LPI Legal Education Instructor





## Legal Professional Planner

Sacramento LPA has everything you need to complete your professional planner for the year. Whether it's education, networking, or filling your social calendar, check out all the things you have to choose from!

### August 2024

Legal Professionals,  
Incorporated, Presents



### *A Lunchtime Learning* Live Webinar

## Law & Motion (Part 1)

Speaker Provided by Sacramento Legal Professionals Association

This presentation will focus on the basics of law and motion practice and the required elements for successfully preparing and submitting motions with the court.

 August 20, 2024  
12 Noon to 1 PM

\$20\* Sacramento LPA/LPI Members  
\$35\* Non-Members

\*Processing Fee Applies to Online Payments  
Make Checks Payable to "SLPA" and Mail to:  
Sacramento LPA  
3053 Freeport Blvd., #244  
Sacramento, CA 95828-4346

Last Day to Register: August 16, 2024  
No Refunds After This Date



*Speaker*

**Lynne Prescott, CCLS**

Lynne is LPI's Legal Education Instructor, teaching the Intermediate and Advanced Legal Professionals Training Courses. She also teaches Sacramento LPA's Beginning Legal Professionals Training Course.

**REGISTER**

[www.saclpa.org/events](http://www.saclpa.org/events)

This presentation is approved for California Minimum Continuing Legal Education (MCLE) credit in the amount of 10 credit hours and approved for CCLS recertification credit in the amount of 1.0 hour.



# Legal Professional Planner

## September 2024

### September 19th Educational Program & Membership Meeting

Presentation by Sacramento County Superior Court: Update on the Court's Now Mandatory E-Filing System

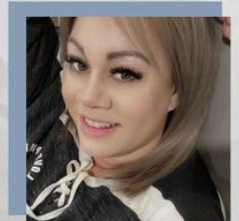


Presents

### Sacramento County Superior Court: Update on the Court's Now Mandatory E-Filing System

Speaker Provided by Sacramento Legal Professionals Association

The Court's new civil e-filing system, launched in January 2024, is now mandatory. What can e-filers expect going forward? In this update from the Court, we will learn how the system is working, what issues have been identified, and what the Court anticipates for e-filing in the coming months. Bring your questions and bring feedback on your experiences with the new system.



Jessica Gable is the Supervising Courtroom Clerk, Civil Division, for Sacramento County Superior Court.

**September 19, 2024**

5:30 PM - Meet & Greet  
6:15 PM - 6:45 PM Dinner  
6:45 PM - 7:45 PM Educational Program

Black Bear Diner - 2700 El Centro Road  
(off of I-80 and El Camino, next to the 49er Truck Stop)



**Registration Fee:**  
**\$30 Members**  
**\$40 Non-Members**  
(convenience fee applies for online payments)

**Deadline to RSVP:**  
Tuesday, Sept. 17, 2024 (no refunds after this date)

This presentation is approved for California Minimum Continuing Legal Education (MCLE) credit in the amount of 1.0 credit hours and approved for CCLS recertification credit in the amount of 1.0 hour.

Legal Professionals, Incorporated, Presents



### A Lunchtime Learning Live Webinar

## Law & Motion (Part 2)

Speaker Provided by Sacramento Legal Professionals Association

Law & Motion Part 2 will cover specific types of motions, how they differ, how they are used, and what is required when filing with the court.

**September 10, 2024**  
12 Noon to 1 PM

\$20\* Sacramento LPA/LPI Members  
\$35\* Non-Members

\*Processing Fee Applies to Online Payments  
Make Checks Payable to "SLPA" and Mail to:  
Sacramento LPA  
3053 Freeport Blvd., #244  
Sacramento, CA 95828-4346

Last Day to Register: September 6, 2024  
No Refunds After This Date



*Speaker*

**Lynne Prescott, CCLS**

Lynne is LPI's Legal Education Instructor, teaching the Intermediate and Advanced Legal Professionals Training Courses. She also teaches Sacramento LPA's Beginning Legal Professionals Training Course.

**REGISTER**  
[www.saclpa.org/events](http://www.saclpa.org/events)



This presentation is approved for California Minimum Continuing Legal Education (MCLE) credit in the amount of 1.0 credit hours and approved for CCLS recertification credit in the amount of 1.0 hour.

### September 10th Lunchtime Learning Lesson

Part 2 of the Law & Motion Series  
How certain motions differ, how they are used, and what's required when filing with the court.

# Legal Professional Planner

## October 2024



**Tickets Going On Sale  
This Week!!!**

**SACRAMENTO LPA'S  
RENO BUS TRIP!**

**Stay Tuned!**

**October 12, 2024**

### October 17th Educational Program and Membership Meeting at Black Bear Diner



*Topic: Writs of Mandate*

### Fairytale Town's Safe & Super Halloween Event

(2 Weekends in October)



Join Sacramento LPA in King Arthur's Castle as we give back to the community and the children of Sacramento during Halloween Season!



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# Legal Professional Planner

## November 2024

### Lunchtime Learning Lesson

November 12, 2024  
Via Zoom



### LPI Quarterly Educational Conference

November 15-17, 2024  
Walnut Creek, CA



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### Sacramento LPA Friendsgiving Dinner

With so much to be thankful for, this gathering of friends is the perfect way to kick off the holiday season.

November 21, 2024

Black Bear Diner, Natomas





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# Legal Professional Planner

*December 2024*

## **Annual Mock Trial and Gift Exchange December 19, 2024**



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*January 2025*

## **Annual Court Updates Event**



*January 16, 2025  
Sacramento Hilton  
Arden West*

# Snapshot of Upcoming LPI Webinars and Multi-Week Courses

July 23, 2024	Word Styles	Legal Technology Webinar
July 29, 2024	Writ Procedures: Preparing & Lodging the Record	CLE Webinar*
July 30, 2024	Overview of Legal Research	Legal Research Webinar
August 6, 2024	Word and Adobe 911 Formatting Fixes	Legal Technology Webinar
August 7, 2024	Intermediate Legal Professionals Training Course	Multi-Week Training Course
August 7, 2024	Requesting Your Client's Medical Records	CLE Webinar*
August 20, 2024	Word: Formatting Pleadings & Discovery	Legal Technology Webinar
August 27, 2024	Internet Research	Legal Research Webinar

*\*Free to Sacramento LPA Members*





# LPI's Executive Committee 2024-2025



**Donna Day**  
President



**Bettina Jacobson**  
Vice President



**Erika Garduno**  
Executive Secretary



**Larry McGrew**  
Treasurer



**Rod Cardinale, Jr.**  
Executive Advisor



**ALOHA**

**90th Annual  
Conference of Delegates  
Board of Governors Meeting**



**Elise Dresser, CCLS**  
Parliamentarian

# Sacramento LPA's Committee Chairs for Fiscal Year 2024-2025

To learn more about an open committee chair position,  
please contact President Dawn R. Forgeur, CCLS  
at [president@sacIPA.org](mailto:president@sacIPA.org).

## Advertising/Vendor Liaison

OPEN

## Bulletin Editor

Lynne Prescott, CCLS (Interim)

## California Certified Legal Secretary (CCLS)

Brenda Johnson, CCLS

## Charitable Projects

Rebecca M. Lerma, Chair

## Annual Court Updates Event

Terry Olson

Brenda Johnson, CCLS

## Employment

Kathy Rockenstein ([employment@sacIPA.org](mailto:employment@sacIPA.org))

## Historian

OPEN

## Legal Procedures

OPEN

## Legal Professional Training

Lynne Prescott, CCLS

Brenda Johnson, CCLS



## Marketing

OPEN

## Membership

Brenda Johnson, CCLS([vicepresident@SacIPA.org](mailto:vicepresident@SacIPA.org))

## Nominations & Elections

Lynne Prescott, CCLS

## Professional Liaison

Dawn Willis ([parliamentarian@SacIPA.org](mailto:parliamentarian@SacIPA.org))

## Programs/Reservations

Lynne Prescott, CCLS

## Scholarship

OPEN

## Ways & Means/Interclub

OPEN

## Social Media/Website

OPEN

## Special Committees

Fairytale Town – Crystal Rivera

Reno Bus Trip – Michelle Welch & Lynne Prescott,  
CCLS



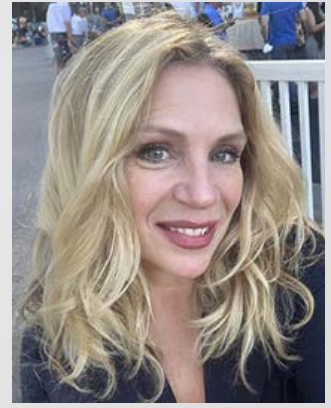
## Sacramento LPA's Executive Board 2024-2025



Dawn Forgeur, CCLS  
PRESIDENT



Brenda Johnson, CCLS  
VICE PRESIDENT



Michelle Welch  
SECRETARY



Ronald Ackland  
TREASURER



Marci Frazier  
GOVERNOR



Dawn Willis  
PARLIAMENTARIAN



Lynne Prescott, CCLS  
EXECUTIVE ADVISOR



## Sacramento LPA and LPI: The One-Stop Shop for Your Legal Education and Training Needs

- Local Educational Events
- Basic, Intermediate, and Advanced Level Training
- Continuing Legal Education
- Legal Technology Training
- Professional and Career Development
- Group Discounts



[www.legalprofessionalsinc.org](http://www.legalprofessionalsinc.org)

[www.saclpa.org](http://www.saclpa.org)

### Trusted

Celebrating over 90 years of educating California's legal support professionals, LPI and Sacramento LPA continue to serve the legal industry by providing quality, affordable programs and services to paralegals, secretaries, attorneys, and support staff at every level of development.

LPI is a State Bar approved MCLE provider.

### Tested

Found in legal offices throughout California, LPI's *Law Office Procedures Manual* and *The Legal Professionals Handbook*, written and edited by legal professionals actively working in the legal field, are published by The Rutter Group and considered industry standard resources for legal procedure.

### Contact Us!

[info@saclpa.org](mailto:info@saclpa.org)

[info@legalprofessionalsinc.org](mailto:info@legalprofessionalsinc.org)



#### LIVE & ON-DEMAND CLE WEBINARS

Presented by leading industry experts on current, relevant topics. Most offer MCLE/CCLS credit.



#### MULTI-WEEK COURSES

Trial Preparation, Discovery, Appellate & Federal Procedure, Beginning Legal Secretary Training, Intermediate & Advanced Legal Professional Training, Legal Research/Writing, Ethics.



#### LEGAL TECHNOLOGY TRAINING

Covers legal technology and software utilized by legal professionals at all levels. Meets State Bar requirements for technology compliance.



#### QUARTERLY SEMINARS

Live continuing education and technology training seminars at each LPI quarterly conference. Typically six workshops to choose from.



#### CERTIFICATION PROGRAM

California Certified Legal Secretary ("CCLS") certification is achieved by passing a comprehensive examination covering seven separate areas of law.