

BASIC LEGAL TRAINING COURSE COMING IN OCTOBER

**by Sam Schmit, PP, PLS,
Certification Director/Immediate Past President**

NALS of Washington is offering the Basic Legal Training Course for those individuals who have little law office experience or are new to the profession. At the conclusion of the course, you will have the opportunity to sit for the ALS exam (the basic certification for legal professionals).

The cost of this class is \$200 for members and \$250 for nonmembers, which includes the cost of the Basic Manual for the Lawyer's Assistant and the Student Study Guide. The deadline for enrolling in the class is September 18, 2010. The class will start on October 2, 2010 and will be held at the downtown office of Perkins Coie located at 1201 Third Avenue, Suite 4800. Classes will be held on Saturday mornings starting at 9:30 a.m. and will last until 12:00 noon. The last day of class is February 26, 2011 and the ALS exam (for those that wish to take it) will be administered on Saturday, March 5, 2011. The cost of the exam is \$50 for students. The deadline for signing up to take the exam is January 1, 2011. The application must be postmarked no later than that date.

If you are interested in attending this class, please contact me at samschmit1@yahoo.com. The registration form and information are being published in this issue of *Legally Speaking*. They will also be available soon on our website, www.nalsofwashington.org.



REGISTRATION FORM

Name _____

Firm _____

Address _____

Phone _____

Email _____

The legal course is designed for individuals who have little law office experience or whose experience has been limited to a specialized area of the law. It provides basic training for legal professionals and is beneficial in preparing for either the NALS ALS certification exam or NALS PLS certification exam.

Registration deadline: September 18, 2010

| Registrant | Registration Fee | # | Total |
|------------|--|---|----------|
| Non-Member | \$250 | | \$ _____ |
| Member | \$200 | | \$ _____ |
| Late Fee | Postmarked after September 18, 2010 | | \$ 25.00 |
| | TOTAL | | \$ _____ |

Make checks payable to NALS of Washington

Send registration to:

Shirley Schmit, PP, PLS
17924 87th Ave. SE
Snohomish, WA 98296
Phone: 360-668-4208
Cell: 206-755-3066
E-mail:
samschmit1@yahoo.com

Cancellation policy:

No refunds will be given after September 18, 2010. Any cancellations prior to September 18, 2010 will be subject to a cancellation fee of \$75.00.



NALS LEGAL TRAINING COURSE
October 2, 2010 – February 26, 2011
9:30 a.m. – 12:00 noon

SCHEDULE

October 2, 2010 – *Overview of the Course and Orientation*

Ethics – Review of how ethics govern all individuals working in the legal profession.

The Law Office & Computers in the Law Office – Discussion of basic professional requirements of an assistant. Overview of computer components, major features of word processing, and other computer applications, such as e-mail, scheduling and docketing, and case management.

Accounting – Learn the fundamentals of accounting to understand and maintain an accounting system.

Oral and Written Communications – Review of grammar and written communication skills.

Preparation Of Legal Documents & The Law Library – This class will cover, among other things, the preparation of legal documents, margins, tab settings, spacing, typing drafts, signatures, executing documents, conforming, legal citations, citation sentences, elements of case citations, and abbreviations for Reporters, states, months of the year, and subdivisions. Learn about using a law library and legal research.

The Courts/Criminal Law – Review of judicial branch of government. Learn about criminal law and procedure.

Litigation and Torts – Learn about the steps in a civil lawsuit where a private party brings suit against another to resolve a dispute.

Family Law – Basic information on family law, includes any current changes.

Real Estate – Learn about real estate transactions, including financing and deeds.

Estate Planning – Presentation on preparation of wills and trusts, and Elder Law.

Estates and Guardianships – *Lean about probating a will and handling guardianships.*

Contracts – Learn about types of contracts, essential elements of contracts.

Business Organizations – Discussion of the structures for doing business and business organizations.

February 19, 2011 – Review

February 26, 2011 - Final Exam

March 5, 2011 – ALS Exam

