

NALS...the association for legal professionals

Legal Training Course 2009

Co-sponsored by the Kansas City Legal Secretaries Association and the Kansas City Metropolitan Bar Association

Tuesdays; February 17 - May 26, 2009
6 - 9 p.m.
SIROLAW, P.C.
1621 Baltimore Avenue
Kansas City, MO 64108

Schedule

February 17	Chapter 1 – The Lawyer’s Assistant Chapter 2 – Ethics and Personal Judgment
February 24	Chapter 3 – The Law Office (Office Procedures)
March 3	Chapter 3 – The Law Office (Office Procedures) Chapter 4 – Computers in the Law Office
March 10	Chapter 5 - Accounting
March 17	Chapter 7 – Preparation of Legal Documents Chapter 8 – The Law Library
March 24	Chapter 9 – The Courts Chapter 10 – Administrative Agencies
March 31	Chapter 16 – Business Organizations Chapter 20 – Bankruptcy



April 7 Chapter 18 – Estate Planning
Chapter 19 – Estates and Guardianships

April 14 Chapter 11 – Litigation
Chapter 13 – Torts

April 21 Chapter 12 – Contracts
Chapter 17 – Real Estate Law

April 28 Chapter 14 – Criminal Law

May 5 Chapter 15 – Family Law

May 12 Chapter 6 – Oral and Written Communications

May 19 Chapter 6 – Oral and Written Communications

May 26 Class review and mock exam for the ALS course

May 30 Saturday cram day and LTC final exam

June 6 (Sat) ALS exam



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The Kansas City Legal Secretaries Association (KCLSA) is offering a study course using *The Basic Manual for Lawyer's Assistants* textbook and *The Gregg Reference Manual*. The course is designed for those who have three years experience in the legal field or less, or those whose experience has been limited to a specialized area of the law. Classes will be taught by local attorneys, Certified Professional Paralegals, and Certified Professional Legal Secretaries. A NALS Certificate of Completion will be awarded to all who attend at least 80 percent of the scheduled classes and achieve a passing grade of 70 percent or better on the final examination.

The Accredited Legal Secretary (ALS) exam will be administered on Saturday, June 6, 2009, with a study session entitled "Crammin' Jammin'" to be held Saturday, May 30. The exam takes a half day and consists of three parts: written communications; office procedures and legal knowledge; and ethics, human relations and judgment.

See reverse for full class schedule.

Register Me!

Legal Training Course 2009

Name _____

Employer _____

Address _____

City _____ State _____ ZIP _____

Office Phone _____ Office Fax _____

E-mail Address _____

FEES (includes textbooks and ALS exam fee)

NALS Members: _____ \$275

Non-NALS Members: _____ \$325

Make checks payable to KCLSA

Mail registration form with payment to:

Peggy Sullivan, PP, PLS, CPS
Shook, Hardy & Bacon
2555 Grand Blvd.
Kansas City, MO 64108
Phone (816) 559-2157
E-mail psullivan@shb.com

If Paying by Credit Card: Please print clearly

American Express

MasterCard

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Card No. _____

Exp. Date _____

Cardholder's Signature _____

****No Refunds After February 10, 2009****