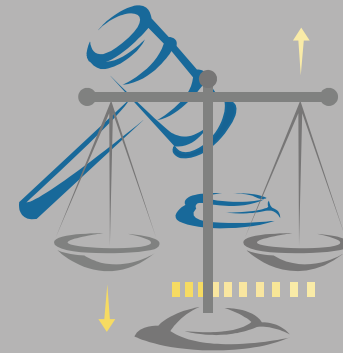


# Litigation 101: An Introduction to the Litigation Process for Legal Secretaries

*A comprehensive one-day seminar*

- ✓ **LEARN THE LITIGATION PROCESS**
- ✓ **GAIN CUTTING EDGE SKILLS**
- ✓ **BOOST PERFORMANCE AND MARKETABILITY**
- ✓ **TAKE ON NEW RESPONSIBILITIES**



In this hands-on seminar, learn firsthand what happens in a lawsuit—from the decision to file to the jury verdict. Learn about jurisdiction and venue, service of process, discovery tools, legal citations and the Bluebook, preparing Tables of Authorities, and much more. In addition, get a copy of our updated Reference Manual, which is full of helpful information to serve as a refresher when working with litigation attorneys in the office.