

SAN FERNANDO VALLEY LEGAL SECRETARIES ASSOCIATION
Affiliated with LSI® Educating California's Legal Professionals

Presents

STATE COURT CALENDARING FOR THE LAW OFFICE ~ EFFECTIVE TOOLS, TIPS & TECHNIQUES

*The importance of proper calendaring; step-by-step calendaring instructions; calendaring exercises,
and more*

By: Julie A. Goren, Esq.

Author of *Litigation By The Numbers® – Fourth Edition* and *California Civil Litigation and Discovery*

and

Melissa Notari

Deadlines On Demand

*Limited copies of Julie's books will be available at the dinner at a 10% discount. Submit your order by 08/06/10 to make
sure there are copies for you. See attached Order Form.*

Tuesday, August 10, 2010

Registration: 6:00 p.m. / Dinner: 6:30 p.m. / Seminar: 7:00 p.m.

\$40* for LSI Members / \$45* for Non-Members - (Postmarked August 6, 2010)

(*Paid reservation includes dinner and handout - **NO PARKING VALIDATION**)

DEADLINE: August 6, 2010 - (add \$5 for late reservations / \$10 for walk-ins (if space permits))

Location	Menu
Beverly Garland Holiday Inn 4222 Vineland Avenue North Hollywood, CA 91602 (818) 980-8000 Parking \$5 (reduce rate) or street parking available	Yankee Pot Roast (braised with sherry wine and mashed potatoes) OR Stuffed Eggplant (steamed, stuffed with fresh vegetables) salad, rolls & butter, dessert, and coffee or soft drink

1.5 hour MCLE/CCLS CONTINUING EDUCATION CREDIT OFFERED: SFVLSA is a local association of LEGAL SECRETARIES, INC., an approved provider which certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1.5 hour

QUESTIONS contact Laurelyn Bergfeld, CCLS at (818) 771-7558 (voicemail) or rsvp@sfvlsa.com / www.sfvlsa.com

REGISTRATION FORM – State Court Calendaring for The Law Office

Complete the form below and mail with your check. *Please send a separate reservation form for each person attending.*

RESERVATION DEADLINE: RECEIVED BY AUGUST 6, 2010 • RESERVATIONS ARE BY  MAIL ONLY

Name: _____ Email: _____

Address: _____

Phone Number: Home: _____ Work: _____

Member Association (if any) _____ LSA/LPA

Please state your menu choice: Yankee Pot Roast Stuffed Eggplant

Make Checks Payable To: SFVLSA

Mail To: SFVLSA, c/o Mae Chester, 1415 N. Maple Street, Burbank, CA 91505

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