



STRIVE FOR SUCCESS – BE A CCLS!

CALIFORNIA CERTIFIED LEGAL SECRETARY ONLINE STUDY GROUP

If you are interested in studying for the California Certified Legal Secretary (“CCLS”) Exam, join SDLSA’s Study Group. During the class, all topics covered in the CCLS exam will be reviewed, including California Legal Procedure California Legal Procedure (civil, family, probate, real estate, corporate) and Legal Computation (calendaring, math).

CLASSES BEGIN

WEDNESDAY, AUGUST 12, 2020

6:00 p.m. - 7:30 p.m.

Classes will be hosted by Carla Clark and will take place every Wednesday evening via ZOOM.

The September 2020 exam has been canceled due to the current pandemic. The next CCLS Exam will be held in March 2021. Let’s not wait, let’s get started studying now! The CCLS exam is an 8-hour comprehensive exam, given in Southern California and Northern California each March and September. In Order to take the exam, you must meet eligibility guidelines as outlined in the CCLS Information Kit. For more information visit www.legalprofessionalsinc.org. **Whether you’re studying to take the CCLS exam in March 2021 or September 2021, or if you're just interested in continuing education, join the CCLS Study Group. You do not have to take the CCLS exam to take the class**

Students will be responsible for purchasing or gaining access to the following materials: *LSI Law Office Procedures Manual* (current ed.), *The Gregg Reference Manual* (10th ed. or later.), *California Style Manual* (4th ed. Edward W. Jessen.), *West Group, Pocket Guide to Legal Ethics* (1st ed. Angela Schneeman.). Handouts will be emailed for each student to print out. Students are also encouraged to purchase the CCLS Study Guide.

REGISTRATION

Registration deadline is August 5, 2020. No refunds after August 12, 2020.

10-Week Study Group: \$100 Non-Members \$0 SDLSA Member

If you are not a member of SDLSA®, join or renew today for \$70. Online [Membership Forms](#).

Name: _____ Email: _____

Address: _____

City/Zip: _____ Telephone: _____

Online registration and payment available at [Registration Form](#). Please make checks payable to “SDLSA” and mail with your registration form to: Carla Clark, 757 Emory Street, #212, Imperial Beach, CA 91932.