

N A L S

BASIC LEGAL TRAINING COURSE

PREPARE FOR YOUR CAREER!



**SPONSORED BY:
GULF COAST ASSOCIATION
OF LEGAL SUPPORT PROFESSIONALS**

WHEN: Mondays, August 3 - November 2, 2009
WHERE: Copeland, Cook, Taylor & Bush, P.A.
2781 C. T. Switzer Sr. Drive, Suite 200
Biloxi, MS 39531
TIME: 6:00 P.M. to 9:00 P.M.

Registration Deadline: July 6, 2009

For Information Contact:
Laura Green, PP, PLS
Course Coordinator
228-863-6101 - work
228-493-1877 - cell
lgreen@cctb.com
lauragreen@cableone.net



NALS... the association for legal professionals



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You've made a large investment to staff your offices with capable, qualified people. Isn't it worth another small investment to help them expand their capabilities and reach their full potential? Encourage your legal support staff to gain the professional edge by registering now for the

NALS BASIC LEGAL TRAINING COURSE

August 3 - November 2, 2009

This course provides legal support staff with the resources to enhance performance and skills, prepare them to meet the daily challenges of the modern practice of law, and increase their value to your firm.

AN INVESTMENT IN THE FUTURE...

Your staff members play a vital role in every stage of the office from the initial contact with the client, drafting of documents and correspondence to the preparation for trial litigation. Experienced legal professionals know the keys to success lie in knowledge, education, organization, time management and attention to detail. Does your legal support professional have the skills needed to be a top-notch asset to your office? Don't miss this opportunity to have your staff learn the proven strategies and practical tips they can use immediately.

NALS, the association for legal professionals, is a recognized leader in the development and implementation of continuing education in the legal profession. The Basic Legal Training Course, developed by NALS and sponsored locally by The Gulf Coast Association of Legal Support Professionals is:

- * A 12 week structured course approved by NALS.
- * Concentrated study covering major areas of law.
- * Designed for individuals who have less than three years law office experience or whose experience has been limited to a specialized area of the law, and for students who desire to prepare for the ALS or PLS certification examination.
- * Classroom instruction and in-depth discussions about the responsibilities of a legal professional, ethics, confidentiality, information management in the law office, and the court systems.
- * A study of substantive areas to include - civil practice, torts, family law, real estate law, personal injury, product liability, criminal law, trial prep, contracts, business organizations, workers' comp law, and estates and guardianships.

The registration fee of \$220.00 for members and \$250.00 for nonmembers, includes the cost of The Basic Manual for the Lawyer's Assistant (Ninth Edition) hardbound textbook and its accompanying student study guide and the Blue Book of Grammar and Punctuation. This cost is much more economical than a course given at a college (approximately \$1,000) or online (approximately \$795).

A NALS Certificate of Completion will be awarded to all who attend at least 80 percent of the scheduled classes and obtain a passing grade of 70 percent or better on the NALS Legal Training Course examination.

Those who have completed the Legal Training Course are eligible to sit for the ALS examination on December 5, 2009. The four-hour exam is a basic certification for the legal professional at the apprentice level and includes topics covered in the NALS Legal Training Course and demonstrates an aptitude for succeeding in an ever-changing legal environment. Applications for the ALS examination will be available during the class. The ALS Examination student registration fee of \$50 is not included in the course fee.

Registration Deadline:

*** July 6, 2009 ***

For more information contact:

Laura Green, PP, PLS

228-493-1877 - cell

228-863-6101 - work

228-863-9526 - fax

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NALS Basic Legal Training Course

**Sponsored by:
Gulf Coast Association of Legal Support Professionals**

The Gulf Coast Association is offering a study course using NALS Basic Manual for Lawyer's Assistant textbook and its accompanying student study guide published by West Publications.

Classes will be held Monday evenings, beginning August 3 through November 2, 2009, from 6 p.m. to 9 p.m., at Copeland, Cook, Taylor & Bush, P.A., 2781 C. T. Switzer Sr. Drive, Suite 200, Biloxi, MS.

Classes will be taught by attorneys, judges, Certified PPs and PLSs, or persons with expertise in a particular field. All classes focus on what is expected of a lawyer's assistant. A NALS Certificate of Completion will be awarded to all who attend at least 80 percent of the scheduled classes and obtain a passing grade of 70 percent or better on the End of Course Examination. Students will be offered the opportunity to sit for the NALS ALS exam (basic certification) at a reduced rate upon completion of the course.

The classes are directed to those who specialize in a particular area of law and would like to expand their knowledge in other areas of the law and those with three years experience or less in the legal field. The Basic Legal Training Course is an excellent tool to assist in preparation for the NALS certification exams. Access the NALS website for more information regarding certification including references and fees.

For Course Information Contact:
Laura Green, PP, PLS
LTC Coordinator
lgreen@cctb.com / lauragreen@cableone.net
(Work - 863-6101) (Fax - 863-9526) (Cell 493-1877)

REGISTRATION FORM

Return to: Gulf Coast Assn. of Legal Support Prof.
P. O. Box 639
Gulfport, MS 39502

Registration
June 1 - July 6, 2009

PLEASE CHECK APPROPRIATE LINE(S):

\$25 late registration fee

\$220* NALS Member (Member Number _____) or attach membership application with separate check made payable to NALS for membership dues
 \$250* NALS Nonmember

***(Includes the Basic Manual for Lawyers' Assistant, Student Work Book and Blue Book of Grammar & Punctuation) DOES NOT INCLUDE THE ALS EXAMINATION REGISTRATION FEE**
Checks should be made payable to Gulf Coast Assn. of Legal Support Prof.

NAME: _____ HOME PHONE: _____

HOME ADDRESS: _____

EMPLOYER: _____

EMPLOYER ADDRESS: _____

OFFICE PHONE: _____ OFFICE EMAIL: _____

HOME EMAIL: _____