

**NALS Basic Legal Training Course**  
**Sponsored by**  
**Kansas City Legal Secretaries Association**  
**and**  
**Kansas City Metropolitan Bar Association**



Affiliated Chapter of NALS of Missouri® and  
 NALS...the Association for Legal Professionals®



*Maximizing  
 your potential*



Kansas City Legal Secretaries Association (KCLSA) is offering a study course using *The Basic Manual for Lawyer's Assistants* (published by West) 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 students attending at least 80 percent of the scheduled classes and achieving a passing grade of 70 percent or better on the final examination.

Classes will be held on Tuesdays and run from August 10 through November 16, 2010. The final Exam will be administered on Saturday, November 20, and the Accredited Legal Secretary (ALS) exam will be administered on Saturday, December 4. The exam takes a half day and comprises three parts: written communications; office procedures and legal knowledge; and ethics, human relations and judgment.

**Location: TBD.** Fees are \$275 for members and \$325 for non-members. (Fees include textbooks and Accredited Legal Secretary (ALS) exam fee.) Registrations and payment are due by July 31, 2010.

For more information, please contact Peggy Sullivan, PP, PLS, CPS at psullivan@shb.com.

Return registration form and payment to  
 Peggy Sullivan, PP, PLS, CPS  
 Shook Hardy & Bacon  
 2555 Grand Blvd.  
 Kansas City, MO 64108

Phone: 816.559.2157  
 Fax: 816.421.5547  
 E-mail: psullivan@shb.com

Register me for the course

Name _____			
Address _____			Price
		<input type="checkbox"/> _____	\$ _____
		<input type="checkbox"/> _____	\$ _____
		<input type="checkbox"/> _____	\$ _____
Phone _____			
Method of Payment		<input type="checkbox"/> Visa	
		<input type="checkbox"/> MasterCard	
<input type="checkbox"/> Check			
Credit Card # _____	Exp. date _____	Total: _____	
Signature _____			

## NALS BASIC LEGAL TRAINING COURSE AUGUST – DECEMBER 2010

8/10	Chapter 1 – The Lawyer’s Assistant Chapter 2 – Ethics and Personal Judgment
8/17	Chapter 3 – The Law Office (Office Procedures
8/24	Chapter 6 – Oral and Written Communications
8/31	Chapter 6 – Oral and Written Communications
9/07	Chapter 7 – Preparation of Legal Docs Chapter 8 – The Law Library
9/14	Chapter 9 – The Courts Chapter 10 – Administrative Agencies
9/21	Chapter 15 – Family Law Chapter Real Estate Law
9/28	Chapter 5 – Accounting
10/05	Chapter 18 – Estate Planning Chapter 19 – Estates and Guardianships
	STUDY NIGHT – Review – OPTIONAL
10/12	Chapter 11 – Litigation Chapter 13 – Torts
10/19	Chapter 14 – Criminal Law
10/26	Chapter 4 - Computers Chapter 12 – Contracts
11/02	Chapter 20 Bankruptcy Chapter 16 – Business Organizations
11/09	Chapter 6 – Oral and Written Communications – Review/Worksheets
11/16	Class review and review ALS mock exam
<b>SAT - 11/20</b>	LTC final exam
<b>SAT - 12/04</b>	ALS exam