

NALS...the association for legal professionals
BASIC LEGAL TRAINING COURSE
SPRING 2010

Tuesdays
February 9-May 18, 2010
6:00—9:00 p.m.
1301 Oak Street
Kansas City, Missouri
Offices of **Midwest Litigation**

SPONSORED BY:
KANSAS CITY LEGAL SECRETARIES ASSOCIATION
KANSAS CITY METROPOLITAN BAR ASSOCIATION
MIDWEST LITIGATION SERVICES

Kansas City Legal Secretaries Association (KCLSA) is offering a study course using *The Basic Manual for Lawyer's Assistants* textbook and *The Gregg Reference Manual*. The course is designed for individuals who have three years or less experience in the legal field 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 all who attend at least 80 percent of the scheduled classes and achieve a passing grade of 70 percent or better on the final examination.

The Accredited Legal Secretary (ALS) exam will be administered on Saturday, June 5, 2010. The exam takes a half day and consists of three parts: written communications; office procedures and legal knowledge; and ethics, human relations, and judgment.



Register Me — Legal Training Course — Spring 2010

Name _____
Employer _____
Address _____
City _____ State _____ Zip _____
Office Phone _____ Office Fax _____
E-mail Address _____

Fees include textbooks and ALS Exam Fee

NALS members: \$275 _____
Non-NALS members: \$325 _____

If paying by credit card: Please print clearly
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Make checks payable to **KCLSA**

Cardholder's
signature: _____
Printed name: _____

Payment due by: January 25, 2010— No refunds after February 2, 2010

Visit KCLSA's website:

www.kclsa.net

Affiliated with NALS of Missouri and NALS...the association for legal professionals



**Over 50 years of
Professionalism**