

TOPICS INCLUDE THE FOLLOWING:

- **BANKRUPTCY**
- **BUSINESS**
- **CASEMAKER TRAINING**
- **LEGAL RESEARCH**
- **CONTRACTS**
- **CRIMINAL**
- **FAMILY**
- **ESTATE**
- **ETHICS**
- **LITIGATION**
- **REAL ESTATE**
- **TORT**
- **ACCOUNTING**
- **COMPUTER**
- **ETHICS**
- **WRITTEN COMMUNICATION**

Seating is limited so sign up now!

Contact Evelyn

Email: egomez@hsba.org

808-537-1868

COURSE CURRICULUM APPROVED BY NALS, INC. THE PROFESSIONAL LEGAL SUPPORT ORGANIZATION, SERVING THE LEGAL COMMUNITY SINCE 1929.

CERTIFICATION (ALS) EXAM AVAILABLE FOR AN ADDITIONAL FEE OF \$50.

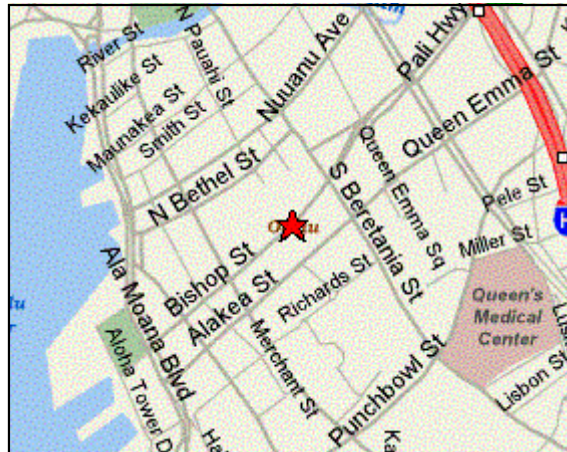
REGISTRATION DEADLINE

AUGUST 1, 2009

PARKING

**1132 BISHOP STREET-AFTER 4:30 PM
FLAT RATE FEE**

ALII PLACE, 1099 ALAKEA STREET



**Hawaii State Bar Association
1132 Bishop Street, Suite 906
Honolulu, Hawaii 96813
Phone: 808-537-1868
Fax: 808-521-7936
Email: egomez@hsba.org**



**LEGAL SUPPORT
STAFF TRAINING!**

**COST -\$375
(INCLUDES 36 HOURS OF
INSTRUCTION, WK&TEXTBK)**



WHEN:

**July 13 - September 26, 2009
Monday, Thursday,
Friday,
4:30 - 6:00 p.m.**

WHERE:

**HSBA Conference Room
1132 Bishop Street Suite 906
Honolulu, Hawaii 96813**

**SEATING IS LIMITED!
CONTACT EVELYN AT
EGOMEZ@HSBA.ORG
808-537-1868**

BASIC LEGAL TRAINING & CERTIFICATION PROGRAM

Classes Subject to Change

CLASS SCHEDULE

7/13 (M)	The Lawyer's Assistant (1)#	9/03 (TH)	Business Organization (16)
7/16 (TH)	Written Communications P1(6)	9/07 (M)	Bankruptcy (20)
7/17 (F)	Written Communication P2	9/10 (TH)	Estate & Guardianship (18 & 19)
7/20 (M)	Ethics (2)	9/11 (F)	Contracts (12)
7/24 (F)	Law Office (3)	9/14 (M)	Review Chap. 1-20
7/27 (M)	Computers in the Law Office (4)	9/19 (Sa)	NALS EXAM FOR COURSE COMPLETION (8:15 - 11:30 a.m.)
7/29 (W)	The Courts (9) (note - class will be a brown bag lunch, - 12 noon - 1:15 p.m.)	<u>OPTIONAL CLASSES FOR CERTIFICATION</u>	
7/31 (F)	Accounting-(5)	9/21 (M)	ALS Exam Preparation
8/03 (M)	Process Service (11)	9/26 (SA)	ALS Exam 8:15 pm-12:30 p.m.
8/06 (TH)	Litigation (11)	Certification Exam Registration Deadline:	
8/10 (M)	Legal Document Prep (lab) (7)	<u>AUGUST 1, 2009</u>	
8/13 (TH)	Legal Research (8)	<u>DUE TO THE NATURE OF THE COURSE, CLASSES ARE NOT SOLD SEPARATELY</u>	
8/14 (F)	Casemaker Training	# next to Subject indicates chapter in book	
8/17 (M)	Torts (13)	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="text-align: center;">July 13 - September 26, 2009</p> <p style="text-align: center;">Mondays, Thursdays, Fridays, 4:30-6:00 p.m.</p> <p style="text-align: center;">HSBA Conference Room 1132 Bishop Street Suite 906 Honolulu, Hawaii 96813</p> </div>	
8/20 TH)	Criminal (14)		
8/24 (M)	Real Estate (12)		
8/28 (F)	Family Law (13)		

12.16.08-09TRIBRO

----- CUT HERE AND RETURN BOTTOM PORTION TO SIGN UP FOR CLASSES -----
HSBA Legal Training and Certification Program-2009

Name _____

COST FOR COURSE \$375 (36 hours of instruction including textbook & workbook.)

Firm _____

Additional material available for download.

Address _____

Telephone _____

Check, Money Order, or Purchase Orders
HSBA 1132 Bishop St., Ste. 906, Hon., HI 96813

Email _____

HOW WERE YOU INFORMED ABOUT OUR PROGRAM?

Cell _____

NO REFUNDS - Checks Payable to HSBA

For more info contact: egomez@hsba.org or phone Evelyn: 537-1868. **MASTERCARD OR VISA ACCEPTED.**
SPECIAL NEEDS
OPTIONAL: Certification Exam Fee \$50.00 DEADLINE 8/01/09
Gregg Reference Manual 10th Edition for Written Communications, #0072936533. Order direct 1-800-334-7344 McGraw Hill Publishing.

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