

New for Paralegals!

- Master advanced litigation skills
- Increase your legal knowledge
- Achieve greater career fulfillment



Introducing the ...

Advanced Litigation Skills Certificate

*From the Institute for Paralegal Education —
the leader in practical, continuing education for paralegals*

An intensive course of study that will give you proven strategies and effective techniques to help you increase your mastery of litigation skills

- Learn proven strategies and "tricks of the trade" for each phase of the litigation process, from preparation to trial.
- Quickly expand your knowledge with "real world insights" through group discussions and networking with other legal professionals.
- Hone your strategic thinking skills with trial exercises and team brainstorming.

Look inside for details on how you can acquire these advanced skills!



TM

Seminar

Complete all six seminars within two years to earn your Advanced Paralegal Certificate

Organizing a Winning Case: Premier Pre-Trial Strategies

After many years and many trials, you've become an old hand at standard case management strategy. Through experience, you've learned what works and what doesn't, but know that there are better, more efficient ways to get things done. You don't want to reinvent the wheel, but could really use some techniques to fine-tune your skills. At this hands-on seminar, you'll learn state-of-the-art systems, tools and tips used by experienced paralegals. Don't miss this critical seminar!

Enhanced Legal Research and Technology Strategies

A lot has changed since you first became a paralegal. Technology continues to play a bigger role in your job every day. Most likely, you are the most technologically proficient person in your firm, and use that expertise on a daily basis. You know that every skilled paralegal has tips and tricks he or she swears by for conducting effective electronic research, but which of these will work best for your project? Go beyond the basics to learn practical ways to make your computer go the distance — every time.

Mastering Complex Discovery Skills

You know that skilled paralegals often take the lead in carrying out the discovery plan. Some days you need every tool in your toolbox to get the information you need, and then some. That's where we can help! Our expert faculty have been in your place and will share with you some of the more advanced discovery strategies that they've found effective. You'll also learn how to use database summaries and reports to enhance your discovery skills!

Sign Up Today — at No Risk — to Begin Earning Your Advance
Fax back the reply form to (715) 835-7488 • Call toll free (800)

**Here's what our
attendees have to say
about our programs ...**

"Great speakers. Great handouts. Finally, an advanced-labeled seminar that actually was advanced!"

— P. Chapman, paralegal

"Candid discussion of practical reality of litigation practice."

— N. Lubrano, CLAd

Offerings

Advanced Litigation Skills Certificate.

**Each session
earns .6 LA
and .6 PAR
credits!**

Superior Legal Document Drafting Techniques

As an experienced paralegal, a large part of your job involves legal writing. Your efforts are good, and often effective, but it's time to take them to the next level. Come away with techniques for transforming an everyday document into a high-impact legal tool. Our experienced faculty will show you how to make your letters more effective, draft an airtight pleading and improve your wording in standard discovery documents.

Successful Utilization of Witnesses, Experts and Related Documents

You know that witnesses are only as effective as the information they can provide to support your case. You also know which facts are critical to your proceeding, but sometimes it's a challenge to get your needs across to your expert. You need a way to make sure your expert can shore up your case, using his/her knowledge in the most favorable way possible. At this hands-on seminar, you'll learn techniques for getting the best from your experts, including creative methods for handling difficult witnesses.

Constructing the Powerful Case: To the Courtroom and Beyond

The experienced paralegal and attorney know that the trial is really a stage where the "drama" of a case is played out for the jury. While the courtroom presentation looks almost effortless, all of the real action is taking place behind the scenes. How do you maintain the continuity of presentation for days, weeks or even months? We have the solution! Our expert faculty will share tips for preparing your "war room" and techniques for making your evidence and exhibits more powerful.

Advanced Litigation Skills Certificate!

793-5274 • Or visit our website at www.IPEcertificate.com

*"Even after many years as a
paralegal, this was refreshingly
informative and interesting!"*

— B. Galemo, paralegal

*"I found the interaction
between speakers and the
class most valuable!"*

— D. Thompson, paralegal

NFPA and NALA Credit Available!

IPE's Advanced Litigation Skills seminars meet the requirements of the Certifying Board for Legal Assistants under NALA for CLA education credit. They are also approved for CLE credit (including 0.5 hours of ethics credits) by NFPA.



Sessions will be presented by local faculty and will include discussions of state-specific issues.

Our Distinguished Advisory Panel

With the help of these skilled legal professionals, we've developed a course of study designed to help you achieve your professional goals.

DEBORAH G. DODD

Senior Litigation Paralegal
Sagaser, Franson & Jones, Fresno, California

Ms. Dodd has extensive trial preparation and document management experience, having worked in the areas of complex commercial litigation, land use development and environmental defense for 20 years. She teaches in the Paralegal Studies program at Fresno City College and is on the Advisory Committee there. She also is a member of the National Association of Legal Assistants, the San Joaquin Association of Legal Assistants and the American Association for Paralegal Educators.

SUSAN K. WITHERSPOON, R.P.

Litigation and Environmental Paralegal
MeadWestvaco Corporation, Dayton, Ohio

Ms. Witherspoon has 21 years of litigation and complex litigation experience and is a frequent lecturer and instructor. She has been a part-time paralegal instructor for 18 years and has been on the Advisory Board of a local paralegal program since 1987. Ms. Witherspoon is a founding member of the Greater Dayton Paralegal Association and the national coordinator for the Paralegal Advanced Competency Exam (PACE).

CHERIE L. CALVIN

Senior Paralegal
Silldorf & Shinnick LLP, San Diego, California

Ms. Calvin has spent 26 years working in the areas of complex civil litigation and probate and is a vigorous proponent of paralegal education. She is a member of the American Trial Lawyers Association (Paralegal Division), the San Diego Paralegal Association, the Clark County Organization of Legal Assistants (Las Vegas, Nevada) and the Consumer Attorneys of San Diego Paralegal Division.

DIANNE LITTLE

Legal Assistant/Paralegal
State of Louisiana, Department of Environmental Quality, Office of the Secretary,
Legal Affairs Division, Baton Rouge, Louisiana

Ms. Little manages the law library and works in the permit section, where she performs extensive research in preparation for judicial review (appellate practice.) She has 13 years of experience as a paralegal, nine with the Department, and is also a civil law notary. She is a former first vice president of the Baton Rouge Paralegal Association and a member of the Louisiana Notary Association.

RUTH E. PEAKE

Litigation Paralegal
Office of Multnomah County Attorney, Portland, Oregon

Ms. Peake has 14 years of legal experience in the areas of domestic relations, probate and estate, insurance defense, environmental law and government law. She is a ProLaw Administrator and her four years with Multnomah County have extended her expertise into employment law, tort law and civil rights.

The Advanced Skills You Need at Every Stage of Litigation!

Dear Colleague:

If you've been looking for a more intensive course of study — with practical preparation techniques and proven litigation strategies you can really use — you've found it!

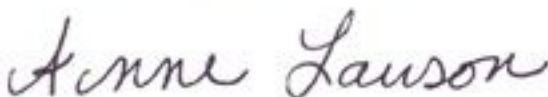
As the industry's leading training resource, IPE has sponsored over 6,000 seminars serving over 100,000 paralegals and legal professionals. Now, one of our most successful one-day training programs, *Trial Preparation From Start to Finish*, has been expanded to further explore the sophisticated nature of the trial process.

IPE's new Advanced Litigation Skills Certificate program consists of six, full-day training sessions, with each session focusing on one of the six critical steps in the litigation process. Highly qualified legal professionals lead each session. Through group discussion, peer networking and trial exercises, you'll achieve greater knowledge and mastery of litigation skills.

You can choose from any or all six training sessions. Complete all six sessions within two years and you'll earn the Advanced Litigation Skills Certificate. In addition, if you take five courses, the sixth is FREE!

Please explore the programs outlined in this brochure to find out more. We look forward to hearing from you soon!

Best wishes for your continued success,



Anne Lawson
The Institute for Paralegal Education

P.S. For more information or to enroll in IPE's Advanced Litigation Skills Certificate program, simply fax back the reply form or call our friendly customer service representatives toll free at (800) 793-5274. You can also visit our website at www.IPEcertificate.com.

The Institute for Paralegal Education

IPE takes pride in bringing you the skills and knowledge needed to be successful in the legal profession. You'll find that no one works harder to bring you more value for every minute you invest in training.

- Provides training opportunities throughout the United States
- Successfully trained over 100,000 legal professionals
- Conducted over 6,000 training seminars
- Dedicated to relevant content and practical application

