

CERTIFIED LEGAL ASSISTANT (CLA) REVIEW COURSE

INFORMATION

Course Dates:

Saturdays, October 15—November 19, 2005. Times: 8:00 am—1:00 pm

Location:

Bouhan, Williams & Levy LLP
447 Bull Street
Savannah, Georgia 31401

CLA Test Deadlines:

Examination Dates: December 2-3, 2005

Application Filing Deadline for CLA:

October 1, 2005
Late Application Filing Deadline
(with \$25 late filing fee)
October 17, 2005

Course Fee:

\$70 Students
\$85 SEALA Members
\$110 Non-Members

Course Fee Includes:

Instruction
Hand-outs

Required textbooks:

CLA Review Manual and the CLA Study Guide & Mock Exam, 3rd Edition—SBN 1-4180-2973-3

Textbooks available at www.nala.org

WHO SHOULD ATTEND

Legal Assistants/Paralegals who have registered for the December 2-3, 2005 CLA exam.

ABOUT THE COURSE

The National Association of Legal Assistants, Inc. (NALA) certifies legal assistants through a comprehensive two-day examination. The Southeastern Association of Legal Assistants offers a five-week review course for qualified legal assistants/paralegals taking the CLA exam to become certified by the National Association of Legal Assistants.

TOPICS INCLUDE

- Saturday, 10/15/2005 Orientation and Ethics, General Law (a/k/a “American Legal System”), and Business Organizations.
- Saturday, 10/22/2005 Real Estate Law, Criminal Law, and Legal Research (including “Blue Book” citation).
- Saturday, 10/29/2005 Contract Law, Family Law, and Judgment/Analytical
- Saturday, 11/12/2005 Litigation, Wills, Estates & Trusts, and Communications
- Saturday, 11/19/2005 Mock exam, course review and testimonials by successful examinees. Plus proven test tips!

ELIGIBILITY REQUIREMENTS

To be eligible for the CLA examination, a legal assistant must meet NALA eligibility requirements, please see www.nala.org for specific information.

REGISTRATION FORM

How to Register — Two Quick Ways!

Email: Your completed registration form to sealaga@yahoo.com

Fax: Your completed registration form to (912) 644-6274
(Available 24 hours a day, 7 days a week.)

Certified Legal Assistant Review Course (CLA)

\$70 Students \$85 SEALA Members \$110 Non-SEALA Members

*Course fee includes instruction and handk-outs

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Other Phone _____ Email _____

Attach a copy of your CLA registration form for the December, 2005 exam.

Payment Information

Payment is due on or before October 3, 2005. Please pay by check or money order.

Enclosed is my total payment of \$ _____.

Check made payable to SEALA

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Parking:

On-street free parking

Tax Deduction:

A tax deduction may be claimed for registration fees, travel, meals and lodging undertaken to maintain and improve professional skills.

Sponsored by:

Southeastern Association of Legal Assistants
Post Office Box 8995
Savannah, GA 31412
www.seala.org

Fall 2005

SOUTHEASTERN ASSOCIATION OF LEGAL ASSISTANTS