



Alameda County Legal Secretaries Association
&
San Francisco Legal Professionals Association
Members of Legal Secretaries, Incorporated

Proudly Present:

ETHICS FOR EVERYONE

The Basics and Beyond

Saturday - January 13, 2018

10:00 a.m. to 3:15 p.m.

Get all four hours of Ethics or Pick and Choose what you need

Nixon Peabody
One Embarcadero Center, 18th Floor
San Francisco, CA 94111-3600

10:00 am -11:00 am Keeping the ENTIRE staff out of Hot Water!

11:15 am -12:15 pm Ethics and Electronic Networking

1:00 pm-2:00 pm Social Networking vs. Ethics and Professional
Responsibility

2:15 pm -3:15 pm Successful Time Management Strategies

INSTRUCTOR: DIANE MECCA
(Certified Paralegal Instructor at Abrams College)

COST:

Single Classes \$30 for members \$40 for non-members

All four classes \$80 members - \$100 non-members

Please RSVP to csauceda@meyersnave.com or lmcgrew@firstlegal.com

ACLSA and SFLPA, local associations of Legal Secretaries, Incorporated, an approved provider, certify that this activity has been approved for minimum continuing legal education credit by the State Bar of California and Certified Legal Secretary credit in the amount of at least 4 hours.