

**CLASS #1: How to Successfully Operate Your LDA Business**

by *Cindy Elwell, Robin Fairbairn Esq., Teresa Thomae*

This class will cover the basic concepts of operating a successful LDA business, and will be facilitated by Cindy Elwell, the founder of Divorce With Dignity Network, who specializes in helping LDAs operate a successful business. With an accounting degree and many years experience working for small businesses, Cindy will focus on what success means and how to achieve it.

Helping Cindy are two other speakers, including Robin Fairbairn, an attorney in the Paso Robles area, who will discuss the evolution of the legal field from attorney only, to today's hybrid of attorneys/LDAs including the impact the LDA profession is having on law firms in this economy. He will also discuss why it's a good market and a good time to be in this profession. Joining Cindy and Robin is Teresa Thomae, the Central Coast Director of the Small Business Development Center. Teresa will discuss business plans, small business loan information, and LLCs and Corporations for the small business owner.

**CLASS #2: Introduction to the process of "Marital Reorganization"** by *David Stein, Esq.*

Summary: Overview of basic California Family Law Procedure; What Happens in Mediation; Marital Settlement Agreement; Q&A

**CLASS #3: Unlawful Detainers** by *Stephen Elias*

The effect of foreclosures on leases and rental agreements; Required notice to tenants living on foreclosed property; Status of old homeowner after foreclosure sale; Cash for keys (trends); Lease back programs; UD defenses in foreclosure context; How bankruptcy affects eviction actions in California; What happens to deposit?

**CLASS #4: Qualified Domestic Relations Orders** by *Susan Hunsinger, Esq.* -Why do we need QDROS; when do we need them; different types of plans and the orders for each; joinders; preferable Judgment language; Separate interest? Information essential for QDROS; Beware of... [Note, this class is not intended to teach anyone how to prepare a QDRO, that would require far more time.]

**CLASS #5: Bankruptcy** by *Stephen Elias, Esq*

Bankruptcy and foreclosures (Chapters 7 and 13); Overall Effect of 2005 changes in bankruptcy law; Specific means test issues; Fighting motions to lift stay (ownership issues); Timing bankruptcy filing (means test, foreclosures, mortgage modifications, recent credit card use, transfers, previous filing, previous dismissal); How and when to reopen a closed case; Lien stripping in Chapter 7 and Chapter 13; Reaffirmation of car note (how it works, when you have to do it); Re-establishing credit in the time of recession

**CLASS #6: Gathering Evidence and Court Room Etiquette 101** by *Terri McCracken, Esq.*

How to instruct your customer to gather documents and evidence in preparation for hearing; Basic court room etiquette 101.

**CLASS #7: Probate** P. Ryan Bowen, Esq.

A review of common procedural hurdles in Probate Court cases, with an overview of leading research materials used by attorneys and the court. The following will be touched on in class: Estate cases: Notice, service & publication; Proof of will; Bond & waivers; Accounts & final distribution; Spousal property and small estate petitions; Trusts. Conservatorships & guardianship cases: *Ex parte* petitions; Notice & service; Accountings; Research materials

**CLASS #8: Civil Litigation and Collections** by *Jason Braxton, Esq.*

Summons, Complaint, Service of Process, Default Judgment, Writ of Execution, Abstract of Judgment and what not to do as an LDA.

**CLASS #9: Legal Writing and Research With Westlaw** by *Edward Lai, Esq.*

This class will emphasize writing in the legal profession with a review of legal research using Westlaw.

**CLASS #10: Update your Notary Knowledge** by *Laura Biewer*

Laura will provide updated information on e-notaries and security issues. Additional topics will include the future for notaries, and how to expand your notary business.

**CLASS #11: Unlawful Practice of Law (UPL)** by *Richard Lubetzky, Esq*

What the practice of law is; What the practice of law is not; What a Legal Document Assistant is; The law regulating Legal Document Assistants; How to avoid the unauthorized practice of law; Questions from attendees.