



# TRAINING WITHIN REACH

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## **“BE YOUR OWN LAWYER” – RECOVER DEBTS BELOW P100K THROUGH COURT WITHOUT NEED OF A LAWYER (How to use Small Claims Court)**

### **COURSE OUTLINE**

- Reason for Setting up Small Claims Court
- The Claim
- Where to File
- What to File
- Payment and Docketing
- Raffle of Cases
- Determination of Small Claim
- Dismissal of Claim
- Issuance of Summons and Notice of Hearing
- Service of Summons and Notice of Hearing
- Defendant’s Response
- Defendant’s Counterclaim
- Calendar of Cases
- Postponement
- Effects of Non-Appearance of Parties
- Role of the Clerk of Court
- Role of the Judge
- Pre-Hearing Settlement
- Settlement during Hearing
- Failure of Settlement
- Duties of the Judge
- Duties of the Clerk of Court
- Forms

**SEMINAR FEE:** Pay in full 5 days before the seminar and avail our early bird rate of **Php 2,700 per head (Regular rate: Php 3,000 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

**TERMS ON PAYMENT:**

- Pay in full 5 days before the seminar and avail our early bird rate of Php 2,700.00 only.
- Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

**CANCELLATIONS**

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

For further information, you may visit our website at [www.ilearnph.com](http://www.ilearnph.com). You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through [admin@ilearnph.com](mailto:admin@ilearnph.com)

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Improve, excel and succeed through **i-LEARN PROFESSIONAL SOLUTIONS INC.!!!**