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*The Advocacy Institute Is Pleased to Announce*

## **PROGRAM ANNOUNCEMENT**

### **2012 – 2013 BASIC CIVIL AND ADMINISTRATIVE PRACTICE COURSE (PHASE I)**

**September 20 and 21, 2012**

**8:30 a.m. to 5:00 p.m. on September 20, 2012**

**9:00 a.m. to 5:00 p.m. on September 21, 2012**

**Middlesex County Prosecutor's Office Police Training Center**

**11 Patrol Road**

**Edison, New Jersey**

#### ***Program Summary***

This intensive two-day presentation series is the first phase of an integrated five-phase course designed for newly hired deputy attorneys general and volunteer attorneys within the Division of Law. Among the topics addressed during Day One of this session will be appellate practice, the Open Public Records Act, ethical and professional obligations to the client; civil motion practice and legal writing and the Tort Claims Act. Day Two will consist of three modules, which will run simultaneously. The Litigation Practice module will address the preparation of affirmative and responsive pleadings, propounding and responding to written discovery, and deposition skills. The Administrative Law module will address the basics of administrative law, practice in the Office of Administrative Law, drafting agency advice, and appearing before the regulator and multi-member boards. The Transactional Matters module will cover contracting basics, agency agreements, procurement issues, condemnation, and the False Claims and Contractual Liability Acts. *Please see the attached schedule.*

#### ***Who Should Attend?***

This program is intended for newly hired deputy attorneys general and volunteer attorneys within the Division of Law. The Division of Law has selected those attorneys who should attend this program. Also, attorneys within the DYFS Practice Group are not required to attend Day Two of this program. Please do not attempt to register for this program if you have not already been notified that the Division of Law has selected you to participate.

#### ***Who Is the Faculty?***

The faculty consists of experienced attorneys within the Division of Law, other governmental agencies, and the private sector.

### *CLE Credit*

**NJ CLE Credit:** This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for up to 15.0 hours of total CLE credit. Of these 1.5, qualify as hours of credit for ethics/professionalism. Moreover, participants may be able to apply the credits awarded for certain of these presentations toward their New Jersey *Bridge the Gap* obligations.

**NY CLE Credit:** 13.5 substantive credits and 1.5 ethics credits (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 11.0 substantive credits and 1.0 ethics credit (\$16.50 mandatory registration fee required).

### *How Do I Register?*

Those selected to attend this program may register for one of four options, each of which will appear on the Institute's Course Registration System. **Option 1** is for those attorneys selected to attend Day One and the Day Two Litigation Practice Module. **Option 2** is for those attorneys selected to attend Day One and the Day Two Administrative Law Module. **Option 3** is for those attorneys selected to attend Day One and the Day Two Transactional Module. **Option 4** is for attorneys within the DYFS Practice Group **only**.

### **State Employees**

Most State employees are able to register for this course by going to <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

### **Non-State Employees or State Employees not Connected to the Garden State Network**

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: [AdvocacyInstitute@lps.state.nj.us](mailto:AdvocacyInstitute@lps.state.nj.us) for an authorization code to allow you access to the AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. This is Step 1 of the process, which you need only do once.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.



## 2012 – 2013 BASIC CIVIL AND ADMINISTRATIVE PRACTICE COURSE

### PHASE I SCHEDULE

#### Day One (Plenary Session) September 20, 2012

8:30 a.m. – 9:00 a.m.	Registration
9:00 a.m. – 9:15 a.m.	Welcome
9:15 a.m. – 10:30 a.m.	Appellate Practice
10:30 a.m. – 10:40 a.m.	Break
10:40 a.m. – 11:55 a.m.	OPRA Overview
11:55 a.m. – 12:55 p.m.	Lunch (On your own)
12:55 p.m. – 2:10 p.m.	Client Services
2:10 p.m. – 2:20 p.m.	Break
2:20 p.m. – 3:35 p.m.	Motion Practice and Legal Writing
3:35 p.m. – 3:45 p.m.	Break
3:45 p.m. – 5:00 p.m.	Tort Claims Act

#### Day Two (Litigation Practice Module)<sup>1</sup> September 21, 2012

9:00 a.m. – 10:15 a.m.	Preparing Affirmative Pleadings
10:15 a.m. – 10:25 a.m.	Break

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<sup>1</sup> Attendees may be able to apply the credits awarded for these presentations toward their New Jersey *Bridge the Gap* obligations. Attendees are responsible for ensuring which, if any, of these credits may be used to satisfy their *Bridge the Gap* obligations

10:25 a.m. – 11:40 a.m.	Propounding Written Discovery
11:40 a.m. – 12:40 p.m.	Lunch (On your own)
12:40 p.m. – 1:55 p.m.	Deposition Practice
1:55 p.m. – 2:05 p.m.	Break
2:05 p.m. – 3:20 p.m.	Preparing Responsive Pleadings
3:20 p.m. – 3:30 p.m.	Break
3:30 p.m. – 4:45 p.m.	Responding to Written Discovery
4:45 p.m. – 5:00 p.m.	Wrap-up

**Day Two (Administrative Law Module)  
September 21, 2012**

9:00 a.m. – 10:15 a.m.	Administrative Law Overview
10:15 a.m. – 10:25 a.m.	Break
10:25 a.m. – 11:40 a.m.	OAL Practice
11:40 a.m. – 12:40 p.m.	Lunch (On your own)
12:40 p.m. – 1:55 p.m.	Appearing Before the Regulator
1:55 p.m. – 2:05 p.m.	Break
2:05 p.m. – 3:20 p.m.	Representing Multi-member Boards
3:20 p.m. – 3:30 p.m.	Break
3:30 p.m. – 4:45 p.m.	Drafting Agency Advice
4:45 p.m. – 5:00 p.m.	Wrap-up

**Day Two (Transactional Matters Modules)**  
**September 21, 2012**

9:00 a.m. – 10:15 a.m.	Contracting Basics
10:15 a.m. – 10:25 a.m.	Break
10:25 a.m. – 11:40 a.m.	Agency Agreements, MOUs and MOAs
11:40 a.m. – 12:40 p.m.	Lunch (On your own)
12:40 p.m. – 1:55 p.m.	False Claims Act & Contractual Liability Act
1:55 p.m. – 2:05 p.m.	Break
2:05 p.m. – 3:20 p.m.	Procurement Issues
3:20 p.m. – 3:30 p.m.	Break
3:30 p.m. – 4:45 p.m.	Condemnation – Takings
4:45 p.m. – 5:00 p.m.	Wrap-up