



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

2013 BASIC CIVIL AND ADMINISTRATIVE PRACTICE COURSE

October 1 & 2, 2013

9:00 a.m. to 4:00 p.m.

Richard J. Hughes Justice Complex

6th Floor Point Meeting Area – Attorney General's Library

25 Market Street

Trenton, New Jersey

Program Summary

This intensive two-day presentation series is the first phase of an integrated series of courses 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, client services; and legal writing and motion practice. Day Two will address propounding and responding to written discovery, administrative law overview and practice, transactional issues when dealing with state entities and financial matters: budget and borrowing. *Please see the attached schedule.*

Who Should Attend?

This program is intended for newly hired deputy attorneys general hired 2012 or after and volunteer attorneys within the Division of Law. The Division of Law has selected those attorneys who must attend this program, other deputies are welcome to attend space permitting. Please do not attempt to register for this program if you are not within the Division of Law.

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 12.9 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism. Moreover, certain of these presentations may qualify to satisfy the attendees' *Bridge the Gap* obligations.

NY CLE Credit: 12.5 substantive credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 10.0 substantive credits (\$15.00 mandatory registration fee required).

How Do I Register?

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 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.

**2013 BASIC CIVIL AND ADMINISTRATIVE PRACTICE COURSE
PROGRAM SCHEDULE**

OCTOBER 1, 2013

8:30 a.m. – 9:00 a.m.	Registration
9:00 a.m. – 9:15 a.m.	Welcome
9:15 a.m. – 10:45 a.m.	<i>Client Services: An Overview of DOL, the Structure of State Government and What it Means to be a Government Lawyer</i> Director Chris Porrino AAG John Bender AAG Michelle L. Miller
10:45 a.m. – 11:00 a.m.	Break
11:00 a.m. – 12:15 p.m.	<i>Open Public Records Act Overview</i> AAG Lewis Scheindlin
12:15 p.m. – 1:15 p.m.	Lunch (On Your Own)
1:15 p.m. – 2:30 p.m.	<i>Appellate Practice</i> AAG Melissa Raksa AAG Andrea Silkowitz
2:30 p.m. – 2:45 p.m.	Break
2:45 p.m. – 4:00 p.m.	<i>Legal Writing and Motion Practice</i> AAG Kevin Jespersen AAG Robert Lougy

OCTOBER 2, 2013

- 9:00 a.m. – 10:15 a.m. *Propounding and Responding to Written Discovery*
DAG Joseph Micheletti
AAG Michael Walters
- 10:15 a.m. – 10:30 a.m. Break
- 10:30 a.m. – 11:45 a.m. *Administrative Law Overview and Practice*
DAG David M. Puteska
- 11:45 a.m. – 12:45 p.m. Lunch (On Your Own)
- 12:45 p.m. – 2:00 p.m. *Transactional Issues When Dealing With State Entities*
DAG Aimee L. Manocchio-Nason
DAG Philip J. Espinosa
AAG Susan Fischer
- 2:00 p.m. – 2:15 p.m. Break
- 2:15 p.m. – 3:30 p.m. *Financial Matters: Budget and Borrowing*
AAG Susan Fischer
AAG Kavin K. Mistry
- 3:30 p.m. – 4:00 p.m. Wrap-Up