



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

NUTS AND BOLTS OF CONTRACT REVIEW & DRAFTING

**December 19, 2011
10:00 a.m. to 12:00 p.m.
NJ Transit Headquarters
Board Room, 9th Floor
1 Penn Plaza East
Newark, New Jersey**

Program Summary

All State agencies routinely enter into different types of contracts: MOUs, service contracts, grant agreements, leases and others. This program will provide you with a framework and resources to review and draft contracts that meet your clients needs and comply with the laws unique to the State.

Who Should Attend?

This program is intended as a basic overview of the State Contract review and drafting process for those new to matters involving contract issues, or to those seeking to refresh their understanding of these issues. Others, however, may find this program of interest.

Who Is the Faculty?

Beth Leigh Mitchell has been with the Division of Law since 1998 and the Financial Practice Group since 2008. Prior to that she was an Assistant Section Chief in the HHS section, where she handled contract assignments for a variety of State agencies.

How Do I Register?

Most State and some county employees will be able to register for this course by going to <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> and creating an account. (Your computer must be attached to the government's Garden State Network.). If you are unable to access the above link kindly email the Advocacy Institute at: AdvocacyInstitute@lps.state.nj.us for an authorization code to allow you access to the registration system through the My New Jersey portal. Once you receive

the authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create an account, if you do not already have one. Once you do, you then will be able to register through the portal at. <http://www.state.nj.us>.

CLE Credit

NJ CLE Credit: This program had been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 2.0 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 2.0 substantive credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.5 substantive credits (\$3.00 mandatory registration fee required).