



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

DIVISION OF CRIMINAL JUSTICE'S CASE MANAGEMENT AND OVERSIGHT PROCEDURES

October 16, 2013

4:00 p.m. to 5:30 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 presentation will discuss how cases are assigned and how to manage the case through investigation, charging and court proceedings. Topics covered will include: tracking your case list using Infoshare, conducting a case review, the Division's expectations regarding file management, the attorney's role in an investigation, drafting and issuing basic charging documents, handling discovery and motions, and disposing of a case.

Who Should Attend?

This program is intended for newly hired deputy attorneys general within the Division of Criminal Justice. The Division of Criminal Justice has selected those attorneys who must attend this program. Others within the Department of Law and Public Safety are welcome to attend space permitting. Please do not attempt to register for this program if you are not within the Department of Law and Public Safety.

Who Is the Faculty?

AAG Christine A. Hoffman is Deputy Director of the Division of Criminal Justice and former Chief of the Division's Corruption Bureau. AAG Hoffman previously served as Deputy Chief of the Division's Major Crimes Bureau and Assistant Prosecutor with the Burlington County Prosecutor's Office. AAG Hoffman is a member of the Attorney General's Advocacy Institute faculty, and is a member of the National Attorneys General Training and Research Institute faculty.

Christopher S. Romanyshyn is a Supervising Deputy Attorney General and Acting Deputy Director with the New Jersey Division of Criminal Justice. SDAG Romanyshyn joined the Division in January 1999 and has served as a Deputy Attorney General in the Labor Prosecutions Bureau (1 year) and the Gangs & Organized Crime Bureau (13 years), where he also served as Deputy Chief and Chief of that unit. SDAG Romanyshyn currently supervises the Gangs & Organized Crime Bureau which investigates and prosecutes traditional and non-traditional organized criminal groups engaged in a variety of inter-related criminal activities, including racketeering, narcotics trafficking and weapons offenses and the Specialized Crimes Bureau, which includes the Atlantic City Task Force, MVC and Labor Prosecutions Units, and Cargo Theft. SDAG Romanyshyn also serves as the Attorney General's Electronic Surveillance counsel and has extensive experience in electronic surveillance matters.

Prior to joining the Division, Mr. Romanyshyn practiced civil litigation with the law firm of Keenan, Powers & Andrews, P.C. in New York City and Morristown, New Jersey, from 1995 through 1998, specializing in insurance defense litigation.

Mr. Romanyshyn holds a B.A. degree in History with a second major in Political Science from Fairfield University, Fairfield, Connecticut, and a Juris Doctor from Seton Hall University School of Law. He is admitted to the bar in New Jersey, New York and the District of Columbia.

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 1.8 hours of total CLE credit. Of these, 0.0 total qualify as hours of credit for ethics/professionalism and total qualify as hours of credit toward certification in criminal trial law.

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

PA CLE Credit: 1.5 substantive credits (\$3.00 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.