



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

2013 NEW JERSEY BRIDGE THE GAP SYMPOSIUM

**November 21, 2013
8:45 a.m. to 5:00 p.m.¹
Department of Transportation
David J. Goldberg Transportation Complex
Multi-Purpose Room
1035 Parkway Avenue
West Trenton, New Jersey**

Program Summary

This comprehensive five-presentation symposium is intended to provide “newly admitted” attorneys with the opportunity to meet their *BCLE Reg.* 201:2 obligations. The presentations will include Basic Estate Planning 101, Basic Estate Administration 101, Real Estate Closing Procedures 101, Municipal Court Practice 101 and Law Office Management 101, the full descriptions of which are contained in the attached course summary.

Who Should Attend?

This program is intended for “newly admitted lawyers” who must satisfy their obligations under *BCLE Reg.* 201:2. Please do not attempt to register for this program if you are not a “newly admitted lawyer” as defined under *BCLE Reg.* 103:1(n).

Who Is the Faculty?

See Attached.

¹ Registration is from 8:45 a.m. to 9:00 a.m.

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 7.5 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism. Moreover, participants will be able to apply the credits awarded for these presentations toward their New Jersey *Newly Admitted Lawyer* obligations.

NY CLE Credit: Up to 7.5 substantive credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: Up to 6.0 substantive credits (\$1.50 per credit mandatory registration fee required).

How Do I Register?

You must apply separately for each presentation you are interested in attending. Registering for one presentation does not mean you are registered for any of the other four presentations.

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.

COURSE SUMMARY & FACULTY BIOGRAPHIES

Basic Estate Planning 101

9:00 a.m. to 10:15 a.m.

Summary: Estate planning involves not only the determination of who will inherit your property after your death, but who will take care of you and your property before your death if you should become incapacitated. Estate planning also should include actions intended to minimize taxes and address issues related to the care and custody of minor children and individuals with special needs. This insightful presentation will focus on the foundational documents of basic estate planning and what factors should be considered when drafting them.

Presenter: **Fiona Van Dyck, Esq.** is in private practice in Princeton, New Jersey as the founding partner of the firm Van Dyck Law, LLC where she concentrates her practice in estate planning, including wills, trusts and asset protection planning, estate administration, elder law and guardianships. Admitted to practice in New Jersey, Pennsylvania and New York, Ms. Van Dyck is a member of the New Jersey State Bar Association, the Mercer County Estate Planning Council, Wealth Counsel, Elder Counsel and the National Academy of Elder Law Attorneys (NAELA). Ms. Van Dyck lectures on estate planning, asset protection and elder law issues to various private and public groups and has written on various estate planning issues. Ms. Van Dyck received her undergraduate degree from Rutgers University in New Brunswick, New Jersey and her law degree from Rutgers School of Law – Camden. She has also received an LL.M. from the University of London with a concentration in business law.

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PA CLE Credit: 1.0 substantive credit (\$1.50 mandatory registration fee required).

Basic Estate Administration 101

10:25 a.m. to 11:40 a.m.

Summary: Estate Administration can be defined as the process of distributing property of a deceased individual to the persons who are designated by the decedent or the application of law as the recipients of such property. It can involve court-supervised processes, such as formal probate and administration, as well as informal processes, such as the filing of beneficiary claims forms or changing the registration on joint accounts. The focus of this intriguing presentation will be on the more formal aspects of estate administration.

Presenter: Fiona Van Dyck, Esq. is in private practice in Princeton, New Jersey as the founding partner of the firm Van Dyck Law, LLC where she concentrates her practice in estate planning, including wills, trusts and asset protection planning, estate administration, elder law and guardianships. Admitted to practice in New Jersey, Pennsylvania and New York, Ms. Van Dyck is a member of the New Jersey State Bar Association, the Mercer County Estate Planning Council, Wealth Counsel, Elder Counsel and the National Academy of Elder Law Attorneys (NAELA). Ms. Van Dyck lectures on estate planning, asset protection and elder law issues to various private and public groups and has written on various estate planning issues. Ms. Van Dyck received her undergraduate degree from Rutgers University in New Brunswick, New Jersey and her law degree from Rutgers School of Law – Camden. She has also received an LL.M. from the University of London with a concentration in business law.

Rebecca Esmi is a Princeton-based attorney licensed in NJ, CT, and NY whose Esmi Law Firm LLC practice is limited to Probate Matters (estate planning, administration, and litigation, guardianships, elder and disability law) and Business Immigration (foreign physician and entrepreneur immigration). As a law student at Rutgers School of Law in Newark, she was a co-editor of the Rutgers Conflict Resolution Journal and serves as a civil mediator. She continues to speak and research the topic of international conflict resolution and speaks on the subject at area universities and fora. Ms. Esmi earned her Bachelor's and Master's degrees at Wesleyan University in CT. Rebecca is active as a speaker for CLE (continuing legal education) events as well as to groups and associations of people. Rebecca volunteers her time as a board member for various area charities, providing pro bono legal services through NJ Legal Services, and on various committees. She is a member of NJ State Bar Association, CT State Bar Association, Mercer County Bar Association, National Academy of Elder Law Attorneys, and American Immigration Law Attorneys.

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Real Estate Closing Procedures 101

12:40 p.m. to 1:55 p.m.

Summary: Closings on commercial and residential properties occur every day. This engaging presentation will provide a basic overview of the real estate closing process in New Jersey. Among the topics addressed will be the attorney's role in preparing for and participating in, a closing, the common documents needed to ensure a closing can occur, the various adjustments to which parties are entitled, and the proper recordation of the closing documents. Participants will leave this presentation with a clearer understanding of a common, yet sometimes complicated, process.

Presenter: Deputy Attorney General, Deborah Shane-Held has worked for the State of New Jersey for the past eight years as a Deputy in the Division of Law and as a Regulatory Analyst at the Division of Consumer Affairs. Presently DAG Shane-Held is assigned to the Tort litigation Section of the Division of Law which provides legal representation to various state entities. Prior to joining the Division of Law, she was in private practice in Mountainside, New Jersey where she specialized in all phases of residential real estate transactions. She was also the closing attorney for Capital Home Mortgage Corporation in Clark, New Jersey where she handled refinance transactions. DAG Shane-Held graduated from Seton Hall Law School and was admitted to the New Jersey Bar in 1990. She then completed a judicial clerkship in 1991 with the Hon. Marilyn Loftus, J.S.C., in the Criminal Division of Essex County. She resides in Mantoloking New Jersey with her husband and two sons.

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Municipal Court Practice 101 **2:05 p.m. to 3:20 p.m.**

Summary: Our municipal courts handle those issues that affect people's everyday lives. As courts of limited jurisdiction, municipal courts handle the prosecution and resolution of traffic infractions, minor criminal matters and local ordinance violations. This encompassing presentation will provide a basic overview of municipal court practice in New Jersey. Those who attend will explore with the presenter a wide variety of issues that attorneys are likely to encounter in municipal court, in this introductory program, the presenter will discuss common discovery issues, how to prepare for court appearances, the plea negotiation process, and trials. The presenter also will review recent cases of note and relevant rules and procedures

Presenter: DAG Neil Magnus has been with the DOL, Environmental Protection Section, now Environmental Enforcement, since June, 1972 with significant gaps only for Bar training and Army duty. He represents, *inter alia*, in LPS, the State Police Marine Bureau and the Office of Weights and Measures; in DEP, the State Conservation Officers and the State Park Police all of which use the municipal courts with the forms he designed with the AOC. In the course of his representation, he has prosecuted many of the statutes he has written, in municipal courts from Cape May to Sussex and Salem to Bergen and most in between. DAG Magnus spent almost all of the past year with DEP for the removal of boats and the vast amount of Sandy debris in the State's Public Trust waterways.

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LAW OFFICE MANAGEMENT 101

3:30 p.m. to 4:45 p.m.

Summary: Achieving success as a lawyer in many ways depends upon the success of your law firm. This program shares insights into the structure and management of law offices as well as how to succeed in such an environment. Topics include, the legal structure of a law firm, the bona fide office rule, fee agreements, attorney trust accounts, and ethical considerations. Additional matters will also be discussed such as communication with clients, calendar and tickler systems and conflicts.

Presenter: Peter Wint is an Assistant Attorney General with the Department of Law and Public Safety. During his tenure with the Department, he has served in a number of positions, including: Section Chief of the Education, Health and Human Services Section of the Division of Law, Special Assistant to the Attorney General and Deputy Chief of Staff. Prior to his employment with the Department of Law and Public Safety, Mr. Wint was an attorney in private practice, with firms in New Jersey and Pennsylvania. Mr. Wint received his Bachelor of Science degree in Economics from the Wharton School of the University of Pennsylvania and he graduated from Rutgers School of Law.

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