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*The Advocacy Institute Is Pleased to Announce*

## **PROGRAM ANNOUNCEMENT**

### **CLIENT SERVICES AND THE RPCS**

**January 10, 2014**

**10:30 a.m. to 12:30 p.m.**

**OR**

**2:00 p.m. to 4:00 p.m.**

**124 Halsey Street**

**7<sup>th</sup> Floor Monmouth Conference Room**

**Newark, New Jersey**

#### *Program Summary*

Client services are an integral part of the practice of law. To a large degree your success as an attorney is linked to how well you can meet the needs of your client and at the same time adhere to the Rules of Professional Conduct. This program covers issues relating to responsiveness to the client, responsibilities to clients, and Rules of Professional Conduct. In addition, this program will discuss time keeping practices designed to better assist the Deputy and the client.

#### *Who Should Attend?*

This program is limited to DAsG in the Division of Law and is mandatory for all DOL and DAsG with the exception of new DAsG who participated in the BCAP program earlier this year. Please do not attempt to register for this program unless you are a Deputy with the Division of Law. This program will be offered again at a later date in Newark after the first of the year.

#### *Who Is the Faculty?*

**AAG John Bender** has been with the Division of Law for 30 years, serving most recently as Counsel to the Director, AAG in Charge of Administrative Agency Advice, and head of the Administrative Practice Group (Trenton). He counsels state agencies on OPMA questions and budget/appropriations questions. AAG Bender has also represented the Domestic Security Task Force, the Office of Homeland Security and Preparedness and heads the Division of Law On-Call Program.

**AAG Michelle Miller** has been with the Division of Law since 1995 and is currently the AAG in Charge of the Administrative Practice Group. Prior to that she was the Section Chief of the

Education and Higher Education Section and also served as an Assistant Section Chief of the Education, Health and Human Services section. She has handled numerous appellate and Supreme Court matters, as well as administrative and Superior Court matters for a variety of State agencies. She received a Bachelor of Arts in 1991 from Fairleigh Dickinson University and a Juris Doctor in 1994 from Seton Hall Law School. Prior to beginning her service at the Division of Law, Michelle clerked for the Hon. Erminie Lane Conley, J.A.D.

**Director Christopher S. Porrino** was sworn in as Director of the Division of Law on February 13, 2012. Prior to his coming to the Department, Director Porrino left his position at Lowenstein Sandler PC, one of the state's largest law firms, to take this post. He has co-lead the firm's 100-attorney Litigation Department, and served as a member of Lowenstein Sandler's Board of Directors and Operating Committee. In addition to his roles in management, Director Porrino has represented public and private businesses and individual clients in a wide array of civil, criminal and regulatory disputes involving securities, banking, insurance, tax, antitrust, real estate and environmental matters, among others. Director Porrino also has extensive experience in conducting internal investigations for businesses faced with allegations of wrongdoing or suspected wrongdoing by insiders. Prior to entering private practice, Director Porrino served as a law clerk to then Magistrate Judge Freda L. Wolfson, U.S. District Judge for the District of New Jersey. Director Porrino graduated from Lehigh University in 1989 with a Bachelor of Arts, and received a Juris Doctor degree from Seton Hall University School of Law in 1992.

### *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 2.0 hours of total CLE credit. Of these, 2.0 qualify as hours of credit for ethics/professionalism.

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

**PA CLE Credit:** 1.5 ethics 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](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. Once your portal account is created you are prompted to enter your authorization code. This is Step 1 of the process, which you need only do once.

**If you have already been issued an authorization code in the past you do not need to request another one.** You can log into your account on the Garden State Network at <http://www.state.nj.us> and under the heading NJ L&PS Applications you will see the Attorney General's Advocacy Institute's Registration System. Click on that and log into your account on our system.

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.