The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

WHAT EVERY DEPUTY SHOULD KNOW ABOUT ADMINISTRATIVE RULEMAKING

March 25, 2014
10:00 a.m. to 12:00 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 presentation will offer an overview of the administrative rulemaking process, highlighting the interplay that occurs between the agency, the Office of Administrative Law and the Division of Law. It will focus on how an administrative rule is promulgated and the role of a Deputy throughout that process, including tips on how to defend a rule at the appellate level.

Who Should Attend?

This program is open to all government attorneys, space allowing.

Who Is the Faculty?

SDAG Nancy Costello Miller is assigned to the Division of Law’s Consumer Affairs Counseling Section. She graduated with honors from Caldwell College, Caldwell, New Jersey, and from Seton Hall Law School where she served as Editor-in-Chief of the Law Review. After clerking for the Honorable David D. Furman in the Appellate Division, Nancy joined the Division of Law. She has represented several state agencies over the years, and currently focuses on professional boards’ licensing and disciplinary matters, regulatory initiatives, and appellate matters.

Melissa Dutton Schaffer is currently the Associate General Counsel for The College of New Jersey. Prior to her current position, she was Section Chief of the Education/Higher Education Section in the Division of Law. In this capacity, among other things, she supervised the deputy attorneys general and attorney assistant within the assignment and oversaw all counseling and representation of the nine State Colleges, the Secretary of Higher Education, the Department of Education and additional State agencies involved in matters of education. She represented her
clients in a variety of complex education matters in administrative, state and federal court at both
the trial and appellate levels. Prior to joining the New Jersey Attorney General’s Office in 2005,
Melissa practiced family law as a staff attorney with the Women Against Abuse Legal Center in
Philadelphia, PA. She received her J.D. from Widener University School of Law in 2002 and a
B.A. in English from Rutgers University, Camden in 1998.

**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 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).

**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. 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.dej.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.