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*The Advocacy Institute Is Pleased to Announce*

## **PROGRAM ANNOUNCEMENT**

### **PARALEGAL SERIES: THE NUTS AND BOLTS OF E-DISCOVERY**

**May 1, 2014  
10:30 a.m. to 12:00 p.m.  
124 Halsey Street  
5th Floor Conference Room, 10C  
Newark, New Jersey**

#### **Program Summary**

This is a presentation by the Division of Law's E-Discovery Task Force. This presentation will discuss electronic obligations in discovery, the use of various e-discovery tools and techniques to help manage your review and how to practically approach electronic information. The goal is to highlight some basic concepts and terminology so you know what questions to ask and who in the office can potentially help you. Desktops, laptops, networks, thumb drives, Blackberries, tablets, smart phones, text messages, entertainment systems, photo copiers, Twitter, Facebook, social media, cloud computing and digital cameras are just a few sources of information that may or may not be relevant and responsive to ongoing litigation. It is important to know where to look to request this information in discovery, how to ask the client for information responsive to discovery requests, and how to limit the burden of response and review. **CLE credit will not be given for this program.**

#### **Who Should Attend?**

This program is intended for Paralegals and Attorney Assistants.

#### **Faculty**

**Kathi Cooley (Attorney Assistant, f/k/a Kathi Downes)** joined the Division of Law in 1991 after working five years at the Monmouth County Prosecutor's Office. Kathi was initially assigned to the Banking & Insurance section to assist with the complex "JUA Litigation." Kathi moved to the Labor & Community Affairs Section in 1995 to work on the "FRT Litigation" as well as Labor and Personnel cases. She has served in two sections of the Environmental Practice Group for the last dozen or so years, where she continues to gain expertise in managing voluminous document collections for complex litigation.

**DAG Geoffrey Gersten** joined the Division of Law in 2003 after serving as a Law Clerk for the Honorable Donald S. Goldman, J.S.C. (retired). Geoffrey spent 4 years with the Consumer Fraud Prosecution Section and is now assigned to the Public Utilities Section. During his tenure, Geoffrey has worked on various matters involving recovery and review of electronic documents, subpoena responses to state and federal agencies as well as other large scale productions of electronic documents. During law school, Geoffrey traced spammers through various techniques, including a review of internet protocols and email text headers. Geoffrey received his J.D. from American University, Washington College of Law. Geoffrey is currently a member of the Division of Law's E-Discovery Task Force.

## **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. If clicking on the link above does not work, you may have to type the link into your browser. 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.