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*The Advocacy Institute Is Pleased to Announce*

## **PROGRAM ANNOUNCEMENT**

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

**May 6, 2014**

**2:00 p.m. to 3:30 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 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 William B. Puskas, Jr.** has served with the Banking and Insurance Section of the Division of Law since 2005. Bill previously maintained a general civil law practice in New Brunswick, NJ for many years. Bill served as a Municipal Judge in Franklin Township (Somerset County) from 1997 to 2001. He also served as the Chief Financial Officer for a fraternal benefit society based in Washington, DC from 2001 to 2004, and subsequently sat on the society's Board of Directors from 2004 to 2008. Bill graduated *magna cum laude* from Dartmouth College and received his J.D. from Boston University School of Law. Bill is currently a member of the Division of Law's E-Discovery Task Force.

**DAG Nonee Lee Wagner** has served with the Transportation Construction and Condemnation section since 2001. In 1998, Nonee was a paid legal intern with TC&C Section. Prior to working for the Division of Law, Nonee was a Personnel & Labor Analyst with the Department of Personnel, Merit Systems Board. At the Division of Law, Nonee has litigated in every level of New Jersey Courts on a variety of issues including racial profiling, civil rights, employment, and condemnation. She successfully litigated the GEOD v. NJ Transit litigation with over a million pages of discovery in federal court. She also has several published federal decisions on electronic discovery and evidence from the Major Tours v. Calorel litigation. Nonee is a 2001 graduate of Temple University Beasley School of Law. Before entering law school, Nonee was a 1998 graduate of Harvard University with a Masters in Theological Studies and a 1996 graduate of LaSalle University in Philadelphia with a Bachelors Degree in Religion and History.

## **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.