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*The Advocacy Institute Is Pleased to Announce*

## **PROGRAM ANNOUNCEMENT**

### **WHEN YOU'VE HAD ENOUGH...MOVING ON FROM STATE EMPLOYMENT AND VICE VERSA**

**July 10, 2014  
10:00 a.m. to 12:00 p.m.  
124 Halsey Street  
7th Floor Monmouth Conference Room  
Newark, New Jersey**

#### **Program Summary**

Attorneys preparing to leave State Government must navigate the requirements of the Rules of Professional Responsibility (RPCs), the Conflicts of Interest Law (COIL), and Departmental Supplemental Codes. Attorneys who enter State service must likewise avoid conflicts of interest by complying with recusal and screening requirements established both by the RPCs and State Ethics codes. This presentation will focus on how properly to pursue new employment opportunities while working for the State and how to guard against improper conflicts of interest when coming into or leaving State service.

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

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

#### **Who Is the Faculty?**

**Margaret A. Cotoia, Esq.** is the Ethics Training Officer for the New Jersey State Ethics Commission. Since she joined the Commission in 2005, Margaret has designed and provided ethics training for State employees and Special State Officers at 26 State departments and over 75 authorities, boards, and commissions. Margaret provides ethics advice to a state-wide network of agency ethics liaison officers and co-designs and conducts quarterly meetings for their continuing education. Margaret is also an ethics instructor for the New Jersey Attorney General's Advocacy Institute and the National Attorneys General Training and Research Institute. Prior to joining the Commission, Margaret worked for the New Jersey Department of Labor and the Public Employment Relations Commission as a staff attorney, hearing officer,

labor mediator, and trainer. Margaret holds a B.S. from Georgetown University in Washington, D.C. and a J.D. from the Penn State University Dickinson School of Law in Carlisle, PA, where she was an editor of the law review.

**Kim D. Ringler** earned a degree in economics and government from Oberlin College and graduated from Georgetown University Law School where she was a Law Fellow. She had her own law firm in Hackensack, NJ concentrating on attorney ethics, representing attorneys at all stages of the disciplinary and admission processes, and counseling lawyers, law firms and other regulated professionals on ethics, disciplinary and licensure matters. A former assistant district attorney in Kings County (Brooklyn), NY, she served as Special Trial Counsel to the New York Supreme Court, Appellate Division, Departmental Disciplinary Committee for Manhattan and the Bronx. She has been a member of the New York State Bar Association Committee on Professional Ethics, the New York City Bar Committees on Professional Responsibility and on Professional Discipline; the New Jersey Supreme Court District IIB Ethics Committee, as well as Chair of the District Fee Arbitration Committee; and court appointed *pro bono* counsel for indigent attorneys in disciplinary cases. She served as a member of the New Jersey State Bar Association Standing Committee on Professional Responsibility and Unlawful Practice. She is past president of Women Lawyers in Bergen and of the Association of Professional Responsibility Lawyers. She served as liaison to the ABA Committee on Professional Discipline. She has been listed in *Best Lawyers in America* in the area of Ethics and Professional Responsibility Law, named in New Jersey's Top Legal Minds and New Jersey Women Leaders in the Law, and rated AV Preeminent by Martindale Hubbell. In 2008, she became a New Jersey deputy attorney general in the Professional Boards Prosecution section and now serves as the legal ethics officer for the Division of Law in Newark. She has successfully represented the New Jersey Advisory Committee on Professional Ethics, the Committee on Advertising and the Committee on Extra-Judicial Activities before the New Jersey Supreme Court. She is a frequent lecturer on professional responsibility. Her comments are solely her own.

### **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, 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.