



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

NUTS AND BOLTS OF ADMINISTRATIVE PRACTICE

July 16, 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 address the practice of law in the administrative arena and its differences from and similarities to practice in the Superior Court. Administrative procedure, rules, hearings and post-hearing events will all be discussed - with examples that will clarify and highlight common stumbling blocks. This presentation is designed for the newly admitted attorney or those new to administrative practice. Relevant rules and forms will be provided in the course materials.

Who Should Attend?

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

Who Is the Faculty?

SDAG Jeri L. Warhaftig has been a licensed attorney in the State of NJ since 1981. For the past 25 years she has been an administrative prosecutor assigned to matters before all of the Health Care Licensing Boards and primarily the Board of Medical Examiners. After six years as Chief of the Professional Boards Prosecutions Section, SDAG Warhaftig recently assumed senior status and returned to a role as a full-time prosecutor. In private practice, prior to becoming a DAG, she was involved in litigating both personal injury and product liability matters. As a DAG she has become skilled in administrative law and has litigated and supervised many high profile administrative hearings. SDAG Warhaftig is also counsel to the Impairment Review Committee of the Board of Medical Examiners and a frequent instructor in the Attorney General's Advocacy Institute.

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.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.