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*The Advocacy Institute Is Pleased to Announce*

## **PROGRAM ANNOUNCEMENT**

### **ADMINISTRATIVE LAW ADVOCACY TRAINING**

**May 13-15, 2015  
8:30 a.m. to 5:00 p.m.  
124 Halsey Street  
7th Floor Monmouth Conference Room  
Newark, New Jersey**

#### ***Program Summary***

This intensive 3-day administrative law advocacy program combines presentations and learn-by-doing workshops, culminating in a mock hearing on the last day. The presentations, which will be by experienced faculty, will cover topics such as: the introduction to administrative practice, direct examination and use of exhibits, cross examination and impeachment, case theory, and post hearing briefs/closing arguments. The participants, in turn, will perform in a series of learn-by-doing workshops, in which they will incorporate what they learned from the presentations and others in dealing with discrete phases of the hearing process. All participants then will present their case in a mock hearing on the last day of the program.

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

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

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

Experienced members of the Advocacy Institute's faculty will be faculty for this program.

#### ***CLE Credit***

**NJ CLE Credit:** This program had been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 17.4 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism, and 17.4 qualify as hours of credit toward certification in civil trial law.

**NY CLE Credit:** 17.0 substantive credits (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 14.5 substantive credits (\$22.50 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.