



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

ETHICS OF WITNESS PREPARATION

**October 7, 2016
11:00 a.m. to 1:00 p.m.
New Jersey Transit Headquarters
Board Room, 9th Floor
1 Penn Plaza East
Newark, New Jersey**

PLEASE READ: NOTICE REGARDING COURSE MATERIALS

All materials for New Jersey Attorney General's Advocacy Institute continuing legal education courses are now available electronically through the Advocacy Institute website: www.njadvocacyinstitute.com. Materials will be posted to the website approximately one week before the course date.

The institute will no longer provide paper copies of course materials. This policy is effective immediately and is within the guidelines of the New Jersey Board of Continuing Legal Education and the Pennsylvania Continuing Legal Education Board. Please follow the procedure below to obtain course materials:

- Click on the Course Information tab.
- Select Course Materials from the drop-down menu.
- Click on the course that you are registered for. Courses are listed alphabetically by title.
- Most courses will have two files; a file containing class materials that you should bring to the session and a file with reference materials such as statutes, regulations and cases.
- Print the documents in the class materials file and bring them with you to the session.
- You have the option of printing the documents in the reference materials file or downloading them to a computer or mobile device.

Program Summary

This presentation will cover how to correctly and thoroughly prepare witnesses for trials and depositions. The ethical considerations that both criminal and civil attorneys must address in the course of witness preparation will also be discussed, including the relevant Rules of Professional Conduct.

Who Should Attend?

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

Who Is the Faculty?

AAG Daniel F. Dryzga is the AAG in charge of the Trenton Administrative Practice Group. He has overall responsibility for the management of the practice group and provides supervision and policy direction for the handling of administrative hearings throughout the Division. Previously, Dan was the Director of the New Jersey Attorney General's Advocacy Institute where he ensured that high quality legal education programs were offered to meet the needs of New Jersey government lawyers. Prior to that, he was a Deputy Attorney General and Assistant Chief of the Education and Higher Education Section of the Division of Law. Dan also served as a Deputy Attorney General in the Corrections and State Police Section of the Division of Law where he defended lawsuits brought against members of the New Jersey State Police. In addition to his time with the Division of Law, AAG Dryzga also served with the Office of Government Integrity and the Division of Criminal Justice for the State of New Jersey. He conducted criminal and civil investigations concerning waste, fraud, and abuse in public school construction projects and criminally prosecuted individuals and companies with regard to improprieties in those construction projects. He has also served as an Assistant Inspector General in the New Jersey Office of the Inspector General. AAG Dryzga has significant experience in both State and federal courts. He is admitted to practice in the State of New Jersey, the U.S. District Court, District of New Jersey, the Third Circuit Court of Appeals and the United States Supreme Court. He received his B.A., from Pennsylvania State University, and his J.D. from Rutgers University Law School- Newark.

AAG Anthony Zarrillo is the Coordinator of Skills Programs for the Attorney General's Advocacy Institute. He is responsible for all aspects of AGAI skills courses, including logistics, content, materials, faculty recruitment and training, course presentation and attorney skills development and mentoring. Prior to his current position he was an AAG with the Division of Gaming Enforcement where he served as Chief of Litigation. Before joining the Division of Gaming Enforcement he was the Executive Director of the New Jersey Office of Counter-Terrorism. Prior to that assignment, AAG Zarrillo served as Deputy Director of the Division of Criminal Justice in charge of investigations where he oversaw approximately 75 DAsG and over 200 investigators. Before returning to the Department of Law and Public Safety in 2000, he ran a law firm in Cherry Hill where he specialized in criminal defense work and tried a number of civil cases. He also served as Deputy Chief of the homicide unit in the Camden County Prosecutors Office where he worked for five years. AAG Zarrillo has tried approximately 200 jury trials in New Jersey State courts and in New Jersey, Pennsylvania, New York City and Delaware federal courts. Most were criminal trials where he served as either as a prosecutor or defense attorney. His trial experience includes litigating approximately 20 homicides as a prosecutor and as lead prosecutor in a 57 defendant criminal anti-trust conspiracy trial. He has also tried several dozen administrative cases. AAG Zarrillo taught Trial Advocacy at Rutgers Camden Law School for ten years and has been a grader for the New Jersey Bar Exam since 1993.

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 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://reg2.dcj.lps.state.nj.us/lpcreg/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://reg2.dcj.lps.state.nj.us/lpcreg/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://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.