



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

2018 BASIC CIVIL AND ADMINISTRATIVE PRACTICE CLIENT SERVICES

**November 28, 2018
10:00 a.m. to 11:00 a.m.**

**Richard J. Hughes Justice Complex
6th Floor Point Meeting Area - Attorney General's Library
25 Market Street
Trenton, New Jersey**

NOTICE REGARDING COURSE MATERIALS

You will receive the course materials approximately forty-eight (48) hours prior to the date of the course. The materials will be contained in an email attachment.

Program Summary

Client services are an integral part of the practice of law. To a large degree your success as an attorney is linked to how well you can meet the needs of your client. This program covers your responsibilities in representing clients. It will also address time keeping practices designed to better assist both deputies and their clients.

Who Should Attend?

This program is mandatory for Division of Law Deputy Attorneys General hired in 2017 and 2018 who have not previously completed the Basic Civil and Administrative Practice series of courses. DOL deputies who are required to take this program must register for all five sessions.

This program is also strongly recommended for DOL volunteer attorneys. Other DOL deputies are welcome to attend individual sessions, space permitting. Please do not attempt to register for this program if you are not an attorney within the Division of Law.

Who Is the Faculty?

AAG Michael C. Walters is a Deputy Director in the Division of Law. He previously served as the Assistant Attorney General in Charge of Litigation. Prior to that position, he was the Section Chief of the Education & Higher Education Section, where he supervised the coordination and development of litigation strategy for representing the New Jersey Department of Education and New Jersey colleges and universities. He was responsible for a variety of complex cases involving federal and State constitutional issues, civil rights, the IDEA, the Rehabilitation Act, the ADA and the NJLAD, as well as federal class action lawsuits related to those areas. He provided legal analysis on proposed education related legislation and legal advice to the New Jersey Department of Education on a variety of issues including special education and school funding. AAG Walters also advised the New Jersey State Board of Examiners on the issuance and revocation of teaching certificates. He has briefed and argued cases involving a wide range of issues before the United States District Court for the District of New Jersey, the New Jersey Appellate Division and the Third Circuit Court of Appeals. AAG Walters has also handled numerous *Abbott v. Burke* supplemental funding appeals from administrative hearing through subsequent appeals. He began his career as a law clerk for The Honorable Myron H. Gottlieb, J.S.C and graduated from Rutgers School Law in 1998.

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 1.2 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 1.0 substantive credit (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.0 substantive credit (\$1.50 mandatory registration fee required).

How Do I Register?

State Employees

Most State employees are able to register for this course by going to <http://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.