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## **PROGRAM ANNOUNCEMENT**

*The Advocacy Institute Is Pleased to Present*

### **2018 BASIC CIVIL AND ADMINISTRATIVE PRACTICE SHAREPOINT, LEGAL RESOURCES AND DAG BASICS**

**November 28, 2018  
1:30 p.m. to 3:00 p.m.**

**Richard J. Hughes Justice Complex  
6<sup>th</sup> 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***

This program will provide some of the basics that every DOL deputy needs to know, starting with an introduction to the Division of Law's Document Management System (DMS) in Microsoft SharePoint. Topics include: accessing and searching the DMS with Internet Explorer; using MacroView to find matters, upload documents and edit metadata; saving new Microsoft Office documents directly to SharePoint; the check-in/check-out process and versioning; DMS access from Case Tracking and Outlook. The second part of the program will cover the legal resources available in the New Jersey State Law Library and how to access them. The program will conclude with important and practical administrative information for new deputies, including how to obtain expense reimbursement; submit a travel request; submit an IT ticket; request approval for outside activities; and who to contact with employee benefits questions.

#### ***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?*

**Greg Chiaramonti** has been a computer software instructor with the Office of the Attorney General's IT Department since 2005. He teaches courses on the MS Office Suite and other LPS software applications. Greg was previously a graphic designer for the in-house creative agency of Bloomberg L.P. in Princeton, NJ. He was the art director and designer of award-winning advertisements, illustrations and presentations that promoted Bloomberg's financial data systems, television and other media products. Before joining Bloomberg, Greg traveled throughout the United States designing and supporting video presentations and interactive kiosks at large corporate events for the financial and pharmaceutical industries and held an internship with MTV Networks in New York City. He holds a Bachelor of Fine Arts in Graphic Design, with a Specialization in Computer Graphics and Animation from The College of New Jersey.

**Maria Baratta** is the Associate Director of the State Library Information Center (SLIC), where she manages the library's reference services. Ms. Baratta previously served as Library Manager of the New Jersey Department of Environmental Protection's Information Resource Center and as the Chief of Research Services with the New Jersey Attorney General's Library. Ms. Baratta was also an Associate Director of the New Jersey State Library Talking Book & Braille Center, where she oversaw readers' advisory, circulation and equipment management and the Collection Management Director at the Bucks County Free Library in Doylestown, PA, where she supervised the selection and technical processing of print and e-book collections, interlibrary loan and online database services. She earned her bachelor's degree from Lafayette College, Easton, PA, and her Master's in Library Science from Kutztown University, Kutztown, PA and holds professional librarian certificates in New Jersey and Pennsylvania.

**AAG Elissa Westbrook-Smith** is the Chief of Staff for the Department of Law and Public Safety's Division of Law, where she oversees the DOL's personnel and administrative functions. Prior to joining LPS, Elissa held a variety of positions at the Office of the State Comptroller, including Chief of Staff. Elissa also worked in private practice for a decade in a variety of areas, including labor and employment and trusts and estates. Before becoming an attorney, Elissa worked as baker and a writer for a small newspaper. She received her J.D. from Willamette University in Salem, Oregon, and her B.A. from Northwest Nazarene College in Nampa, Idaho.

**This course is not eligible for CLE credit.**

## 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.