



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

APPELLATE WRITING FOR THE TRENTON ADMINISTRATIVE PRACTICE GROUP

February 1, 2019

10:00 a.m. – 12:00 p.m.

**Richard J. Hughes Justice Complex
4th Floor Conference Center Room B1
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

The presentation will offer an overview of how to draft a cogent appellate brief. Topics will include: initial preparation for writing a brief, how to craft effective preliminary statements and statements of fact, strategies for organizing and presenting persuasive arguments, and practical writing tips. The program is designed to benefit attorneys with little or no appellate experience, however more experienced attorneys may benefit from this program as well.

Who Should Attend?

Registration for this program is limited to deputies in the Division of Law's Administrative Practice Group. If you are not a DAG in the Administrative Practice Group, please do not attempt to register for this course.

Who Is the Faculty?

Melissa Dutton Schaffer is an Assistant Attorney General in the Trenton Administrative Practice Group of the Division of Law, where she supervises attorneys in the four sections that comprise the practice group. She was previously an AAG in the Division's Appeals Practice Group, which is responsible for the overall management, supervision and policy direction for all

State and federal court appeals throughout the Division. Melissa briefly served as Associate General Counsel for The College of New Jersey from August 2013 through January 2015. Prior to that, Melissa was the Section Chief of the Division's Education/Higher Education Section. In this capacity, she oversaw the representation and counseling of the Department of Education, the Secretary of Higher Education, and all of the State Colleges. She represented her clients in a variety of complex education matters in administrative, State and federal court at both the trial and appellate levels. Before joining the Division, Melissa was a staff attorney in the public interest sector in Philadelphia, PA. She received her J.D. from Widener University School of Law and a B.A. from Rutgers University, Camden.

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://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.