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## **PROGRAM ANNOUNCEMENT**

*The Advocacy Institute Is Pleased to Present*

### **“LAWYERING” WRITTEN AGREEMENTS (MOUs, MOAs, Contracts) FOR STATE ENTITIES**

**March 4, 2019  
10:30 a.m. – 12:00 p.m.  
R.J. Hughes Justice Complex  
4th Floor Conference Room A  
Trenton, New Jersey**

#### **PLEASE READ: 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 presentation will provide a framework for reviewing, drafting or revising a written agreement for State entity clients. It will focus on how to “lawyer” an agreement for an agency client, including ways to improve the client’s ability to maximize the benefits of a written agreement and to protect the client from the risks that can arise from a written agreement. Benefits include ensuring that the client actually receives what it wants and needs from the other party to an agreement so the client can pursue its public policy and statutory missions. Risks include breach of contract (by either party), disagreement between the parties as to what the written agreement means, confidentiality breaches, audit risks and many others. This presentation is designed for attorneys of all experience levels, including newer attorneys and those with limited experience representing public entities.

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

This program is open to all government attorneys, but will be of special interest to attorneys from agencies that handle their own contracting.

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

**Beth Leigh Mitchell** is the AAG in charge of State-wide contracting and procurement in the Division of Law's Financial Affairs Practice Group. She counsels all State entities and assists DAsG in all sections in advising on contract procurements, contracts and other written agreements, contract and agreement disputes and contract claims, as well as on State grant programs and federal requirements impacting contracts and grants. Prior to joining the Financial Affairs Practice Group, she was an Assistant Section Chief in the Health and Human Services Section. AAG Mitchell received her Bachelor of Fine Arts from the Rhode Island School of Design and her J.D. from Rutgers University School of Law, Newark, NJ.

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

**NY CLE Credit:** 1.5 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.

#### **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: [njagai@njoag.gov](mailto:njagai@njoag.gov) 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.