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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### **PROPOUNDING AND RESPONDING TO WRITTEN DISCOVERY**

**May 28, 2019**

**1:00 p.m. – 3:00 p.m.**

**R.J. Hughes Justice Complex  
4th Floor Conference Room A  
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*

Propounding and responding to discovery does not have to be a painful obligation. Instead, it can be a critically useful tool which can form the contours of a case to fit your client's position. This presentation will address the process for developing a written discovery plan, drafting written discovery to execute the plan and analyzing responses to written discovery. This presentation will also discuss techniques and approaches that will assist you when drafting discovery responses.

#### *Who Should Attend?*

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

#### *Who Is the Faculty?*

**DAG Joseph M. Micheletti** is an Assistant Section Chief in the State Police, Employment Litigation and Corrections Section, where he manages a group of trial attorneys and handles the defense of complex civil rights cases brought against law enforcement agencies and their employees. DAG Micheletti has extensive experience in all aspects of litigation. He previously served as a trial attorney in the Employment Litigation Section, where he provided representation to State agencies and employees in complex employment matters. He also served in the Tort Litigation Section; where he litigated a high volume of personal injury cases. DAG Micheletti has tried multiple matters before the New Jersey Superior and United States District Courts and has also represented State agencies in front of administrative bodies including the Division of Civil

Rights and the Equal Employment Opportunity Commission. DAG Micheletti has briefed and argued multiple appeals before the New Jersey Superior Court, Appellate Division and the United States Third Circuit Court of Appeals. DAG Micheletti serves as a faculty member for New Jersey Attorney General's Advocacy Institute and the National Attorneys General Training and Research Institute.

**DAG Agnes I. Rymer** is an Assistant Section Chief in the State Police, Employment & Corrections Section of the Division of Law. Prior to joining DOL, she was in private practice in general civil litigation. She clerked in the United States District Court for the District of New Jersey, for Hon. H. Lee Sarokin (retired) and holds a J.D. from Rutgers Law School, Newark.

### *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, 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.

#### **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.