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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### THE BASICS OF HANDLING AN ADMINISTRATIVE CASE: DAY 1

**September 24, 2019**  
**9:15 a.m. – 4:00 p.m.\***  
**R.J. Hughes Justice Complex**  
**4th Floor Conference Room B1**  
**Trenton, New Jersey**

**Registration is from 9:00 a.m. to 9:15 a.m.**

**You will receive the course materials on the day of the program.**

#### *Program Summary*

This two-day administrative law advocacy program will provide an overview of how to handle an administrative case from entering an appearance through filing exceptions. The presentations will include an introduction to administrative practice, a step-by-step guide to litigating an administrative case, propounding and responding to discovery, preparing a witness for a hearing, and case theory and opening statements.

#### *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?*

**AAG Daniel F. Dryzga** is the AAG in charge of the Division of Law's Trenton Administrative Practice Group. He has overall responsibility for management of the six sections that comprise the practice group and provides supervision and policy direction for handling administrative hearings throughout the Division. Previously, Dan was the Director of the New Jersey Attorney General's Advocacy Institute, where he administered and developed high quality legal education programs that met the needs of New Jersey government lawyers. Prior to that, he was an Assistant Chief of the Education and Higher Education Section and a Deputy Attorney General in the Corrections and State Police Section of the Division of Law, where he defended lawsuits brought

against members of the New Jersey State Police. AAG Dryzga also served with the Office of Government Integrity and the Division of Criminal Justice in the Department of Law and Public Safety. He conducted criminal and civil investigations concerning waste, fraud, and abuse in public school construction projects and criminally prosecuted individuals and companies for improprieties in those projects. He also served as an Assistant Inspector General in the New Jersey Office of the Inspector General.

AAG Dryzga has significant experience in both State and federal courts. He is admitted to practice in the State of New Jersey, the U.S. District Court, District of New Jersey, the Third Circuit Court of Appeals and the United States Supreme Court. He received his B.A., from Pennsylvania State University, and his J.D. from Rutgers University Law School- Newark.

**AAG David C. Apy** supervises attorneys in the Environmental Permitting and Counseling and Public Utilities sections of the Trenton Administrative Practice Group of the Division of Law. He was previously the AAG in Charge of the Environmental Practice Group where he supervised attorneys in the Environmental Enforcement and Environmental Permitting and Counseling Sections. Prior to joining the Division of Law, AAG Apy was in private practice for over 25 years, predominately at McCarter & English in Newark where he was an associate and partner. Throughout his career, he has represented clients in complex civil litigation, focusing on environmental cases, products liability, environmental insurance coverage, and commercial matters. AAG Apy served as a law clerk for New Jersey Supreme Court Associate Justice Daniel J. O'Hern. He received his J.D. from Case Western Reserve School of Law and a B.A. from Brown University.

**DAG Christopher Hamner** is the Section Chief of the Employment Counseling and Labor Section of the Division of Law. Prior to that, he served as that section's Assistant Chief. Chris has specialized in administrative law since joining the DOL, litigating cases at the Office of Administrative Law and the Public Employment Relations Commission, as well as handling arbitrations. Before joining DOL, Chris was an Assistant Chief Investigator at the Department of Corrections and also engaged in a part-time solo law practice. He holds a BA from Rutgers College, a Master of Public Administration from Rutgers Graduate School and a JD from Rutgers Law School.

**DAG Susan Scott** is the Section Chief of the Personnel, Community Affairs and Elections Section of the Division of Law. She was previously an Assistant Section Chief in the Judiciary and Prosecution Section. Throughout her employment in the Division, Susan has handled all aspects of federal and State litigation, including a variety of high profile matters. Susan held a clerkship with the Honorable Jamie S. Perri, J.S.C. She is a graduate of Rutgers University and the University of New Hampshire School of Law.

#### *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 4.8 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism, and 4.8 qualify as hours of credit toward certification in

civil trial law and 4.8 qualify as hours of credit towards newly admitted lawyers' requirements/civil trial preparation.

**NY CLE Credit:** 4.5 substantive credits (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 4.0 substantive credits (\$6.00 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.

## **AGENDA**

### **TUESDAY, SEPTEMBER 24, 2019**

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| 9:15 a.m. – 9:30 a.m.   | Registration  |
| 9:30 a.m. – 10:00 a.m.  | Introduction to Administrative Practice<br>AAG Daniel F. Dryzga                   |
| 10:00 a.m. – 11:00 a.m. | Step-by-Step Guide to Litigating an Administrative Case<br>DAG Christopher Hamner |
| 11:00 a.m. - 11:15 a.m. | Break   |
| 11:15 a.m. - 12:15 p.m. | Propounding and Responding to Discovery<br>DAG Susan Scott                        |
| 12:15 p.m. - 1:15 p.m.  | Lunch   |
| 1:15 p.m. - 2:15 p.m.   | Preparing a Witness for a Hearing<br>AAG David C. Apy                             |
| 2:15 p.m. - 2:30 p.m.   | Break   |
| 2:30 p.m. - 3:30 p.m.   | Case Theory and Opening Statements<br>AAG Daniel F. Dryzga                        |
| 3:30 p.m. - 4:00 p.m.   | Wrap Up and Q&A   |

