



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

THE BASICS OF HANDLING AN ADMINISTRATIVE CASE: DAY 2

September 25, 2019

9:15 a.m. – 4:00 p.m.*

R.J. Hughes Justice Complex

5th Floor West Wing DCJ Training Room

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 direct examination and use of exhibits, cross-examination and impeachment, and post hearing briefs and exceptions.

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 Melissa Dutton Schaffer supervises attorneys in the six sections that comprise the Trenton Administrative Practice Group of the Division of Law. 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, where she oversaw the representation and counseling of the Department of Education, the Secretary of Higher Education, and all of the State Colleges. She represented clients in a variety of complex education matters in administrative, State and federal courts 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 5.4 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism, and 5.4 qualify as hours of credit toward certification in civil trial law and 5.4 qualify as hours of credit towards newly admitted lawyers' requirements/civil trial preparation.

NY CLE Credit: 5.0 substantive credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 4.5 substantive credits (\$7.50 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

WEDNESDAY, SEPTEMBER 25, 2019

- | | |
|-------------------------|---|
| 9:15 a.m. – 9:30 a.m. | Registration |
| 9:30 a.m. – 10:30 a.m. | Direct Examination and Exhibits
AAG Daniel F. Dryzga |
| 10:30 a.m. - 10:40 a.m. | Break |
| 10:40 a.m. - 11:25 a.m. | Direct Examination and Exhibits (Continued) |
| 11:25 a.m. - 11:35 a.m. | Break |
| 11:35 a.m. - 12:35 p.m. | Cross Examination and Impeachment
AAG Daniel F. Dryzga |
| 12:35 p.m. - 1:35 p.m. | Lunch |
| 1:35 p.m. - 2:20 p.m. | Cross Examination and Impeachment (Continued) |
| 2:20 p.m. - 2:30 p.m. | Break |
| 2:30 a.m. - 3:30 p.m. | Post Hearing Briefs and Exceptions
AAG Melissa Dutton Schaffer |
| 3:30 p.m. - 4:00 p.m. | Wrap Up and Q&A |