



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

2019 BASIC CIVIL AND ADMINISTRATIVE PRACTICE: DAY 1

October 10, 2019
9:30 a.m. – 3:45 p.m.*
R.J. Hughes Justice Complex
4th Floor Conference Room A
Trenton, New Jersey

***Registration will be from 9:00 a.m. to 9:30 a.m.**

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 two-day program is designed for the Division of Law's newly hired Deputy Attorneys General and volunteer attorneys. The first day of this program will address Client Services, Ethics, Appellate Practice and Election Law.

Who Should Attend?

This program is mandatory for Division of Law Deputy Attorneys General hired in 2018 and 2019 who have not previously completed the Basic Civil and Administrative Practice series of courses. DOL deputies who are required to take this program must register for all nine sessions.

This program is also strongly recommended for DOL volunteer attorneys. Other DOL deputies are welcome to attend individual sessions. Please do not attempt to register for this program if you are not an attorney within the Division of Law.

Who Is the Faculty?

Please see attached list.

CLE Credit

See each individual course description below for CLE credit amounts. Please note: for PA CLE credit, one check per course.

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.

LIST OF COURSES AND PRESENTERS

9:00 a.m. to 9:30 a.m.

REGISTRATION

9:30 a.m. to 9:45 a.m.

WELCOME

Margaret A. Cotoia, Director
Attorney General's Advocacy Institute

9:45 a.m. to 10:45 a.m.

CLIENT SERVICES

Client services are an integral part of the practice of law. To a large degree, your success as an attorney is linked to how well you can meet the needs of your client. This program covers your responsibilities in representing clients. It will also address time keeping practices designed to better assist both deputies and their clients.

Michelle L. Miller is the Director of the Division of Law. Prior to that, she was the Deputy Director of the Division of Law, the AAG in Charge of the Division's Administrative Practice Group, Section Chief of the Education and Higher Education Section and Assistant Section Chief of the Education, Health and Human Services Section. She has handled numerous appellate and Supreme Court matters, as well as administrative and Superior Court matters for a variety of State

agencies. She received a Bachelor of Arts in 1991 from Fairleigh Dickinson University and a Juris Doctor in 1994 from Seton Hall Law School. Prior to joining the Division of Law, Director Miller clerked for the Hon. Erminie Lane Conley, J.A.D.

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.2 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 1.0 substantive credit (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.0 substantive credit (\$1.50 mandatory registration fee required).

10:45 a.m. to 11:00 a.m.

BREAK

11:00 a.m. to 12:15 p.m.

**ETHICS, THE STRUCTURE OF STATE
GOVERNMENT AND WHAT IT MEANS TO BE A
GOVERNMENT LAWYER**

This program will discuss the unique role of the Attorney General under the New Jersey Constitution and the specific duties of a government lawyer under R.P.C.s 1.1, 1.3, 1.4, 1.6, 1.11 and 1.13.

AAG Joseph Fanaroff provides advice to State agencies to ensure compliance with relevant ethics and conflicts of interest rules. Prior to his current assignment, AAG Fanaroff served as a Special Assistant to the Attorney General, providing strategic counsel and advice regarding the implementation of criminal justice policy in New Jersey, with a specific focus on crime suppression, crime prevention, and prisoner reentry. Mr. Fanaroff also served on several commissions charged with examining violence in the State of New Jersey. He was a member of the Study Commission on Violence, served as a member of the Governor's Task Force for Recidivism Reduction, and as staff to the New Jersey SAFE Task Force on Gun Control. He has twice been awarded the Attorney General's Award for Outstanding Service.

AAG Fanaroff began his career in the Department of Law and Public Safety in 2004. He was briefly assigned to the Election Law Section and then served for more than four years as a DAG in the Cost Recovery Section of the Environmental Practice Group. He represented the New Jersey Department of Environmental Protection in spill clean-up and natural resource recovery litigation filed against polluters of soils and groundwater. He also assisted on several complex litigation matters involving the separation of federal and state powers and appeared before the Appellate Division on behalf of the Departments of Environmental Protection, Children and Families, Corrections, and Labor and Workforce Development.

Before moving to New Jersey in 2004, Mr. Fanaroff resided in the Washington, D.C. area where he held positions at The White House and the U.S. Department of Justice. Upon his departure from federal employment, Mr. Fanaroff worked for The METEC Group, a financial services firm in Arlington, Virginia and for a legal services contractor.

Mr. Fanaroff received his Juris Doctorate from the George Washington University Law School and his Bachelor of Science degree, *cum laude*, in Criminal Justice from the University of Delaware.

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of the Supreme Court of New Jersey for 1.5 hours of total CLE credit. Of these, 1.5 qualifies as hours of credit for ethics/professionalism.

NY CLE Credit: 1.5 ethics credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.0 ethics credit (\$1.50 mandatory registration fee required).

12:15 p.m. to 1:15 p.m.

LUNCH

1:15 p.m. to 2:30 p.m.

APPELLATE PRACTICE

This presentation on State appellate practice will provide an overview of the rules governing civil appeals in the Superior Court of New Jersey, Appellate Division and the Supreme Court of New Jersey, and their impact on the Division of Law's appellate practice. Among the topics covered are motion practice, emergent and interlocutory review and the difference in jurisdiction between the Appellate Division and Supreme Court. The presentation will also address the Division's appellate policies.

AAG Melissa Raksa is the AAG in Charge of the Division of Law's Appellate Practice Group. She and her colleagues oversee the Division's appellate work, which consists of approximately 2,000 pending appeals filed in the Appellate Division, the Supreme Court of New Jersey, the Court of Appeals for the Third Circuit, and the Supreme Court of the United States. During her tenure with DOL, AAG Raksa has served as a DAG in the Banking and Insurance and Labor, Personnel and Community Affairs Sections, Lead DAG in the Insurance Fraud Unit, and Assistant Section Chief and then Section Chief of the Health and Human Services Section. She was an Appellate Division clerk for the Honorable Mary Catherine Cuff, J.A.D. AAG Raksa received a J.D. from Villanova School of Law and a B.A. from Cornell University.

AAG Donna Arons is a member of the Division of Law's Appellate Practice Group. She previously served as Section Chief of the Education and Higher Education and Employment Counseling and Labor Sections of DOL. She has also served as a DAG in the Civil Rights and Treasury Sections, as Assistant Counsel in the Office of Counsel to the Governor and as a Special Assistant to the Commissioner of Education. AAG Arons began her legal career as a staff attorney in legal services, representing indigent clients in entitlement and housing cases. She completed a clerkship with the Honorable John F. Gerry, U.S.D.J. AAG Arons received an undergraduate degree from Brandeis University and a J.D. from Harvard Law School.

AAG Jane C. Schuster is a member of the Division of Law's Appellate Practice Group. She previously served as a DAG in the Division of Criminal Justice's Appellate Bureau, where she litigated criminal appellate cases in the Appellate Division and NJ Supreme Court. She also worked on numerous special projects for the Division. AAG Schuster is a PTC certified instructor and taught programs on the Fourth Amendment to law enforcement officers and prosecutors. Before joining LPS, she was a litigation associate at Paul, Weiss in New York. She also clerked in the New Jersey Supreme Court for Justice Helen Hoens. AAG Schuster received a B.F.A. and a Master's Degree from New York University, and a J.D. from the Cardozo School

of Law, where she was a member of the law review.

AAG Sookie Bae is a member of the Division of Law's Appellate Practice Group. She was previously a Court Executive in the Appellate Division. As a supervising attorney in Central Appellate Research, she provided counsel to the court, managed the Complex Appeals Program and presented a JISA course on Cannabis Law. Before she joined the Judiciary, she was a DAG in the Education and Higher Education Section in the Division of Law. AAG Bae received a B.A. from the Gallatin School at New York University and a J.D. from the Rutgers University of Law where she was a Managing Notes and Comments Editor of the Rutgers Computer and Technology Law Journal.

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.5 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: 1.0 substantive credit (\$1.50 mandatory registration fee required).

2:30 p.m. to 2:45 p.m.

BREAK

2:45 p.m. to 3:45 p.m.

ELECTION DUTY 101- A PRIMER FOR DEPUTIES

This course is designed to prepare deputies for their Election Day duties. They will learn about the work of county election officials, legal and non-legal issues they are likely to encounter, and their roles as both counselor and advocate.

SDAG George Cohen has provided legal guidance to a host of State agency clients during his tenure, including years of hands-on experience with New Jersey's election laws. George has skillfully handled a variety of sensitive election law cases, including Gusciora v. McGreevey, which questioned the adequacy of electronic voting machines used in New Jersey, Rutgers University Student Assembly v. Middlesex County Board of Elections, which raised a constitutional attack on the statutory requirement that voters register at least 21 days before an election, and Empower Our Neighborhoods v. Guadagno, a First Amendment challenge to the New Jersey residency and registration requirements for circulators of petitions seeking to nominate candidates for public office.

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.

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.2 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for the ethics/professionalism.

NY CLE Credit: 1.0 substantive credit (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.0 substantive credit (\$1.50 mandatory registration fee required).