



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

CIVILITY IN THE PRACTICE OF LAW

December 10, 2019

10:30 a.m. – 11:45 a.m.

N.J. Forensic Science & Technology Center

1200 Negron Drive

Hamilton, 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

Lawyering is not for the faint of heart. Difficult cases and demanding clients can create pressure and stress, which sometimes lead to less than optimal behavior. However, both ethics and professionalism require attorneys to treat members of the bar and other parties with courtesy and respect, while effectively representing their clients. This presentation will focus on civility and professionalism when appearing in court, conducting depositions and communicating with adversaries. The presenters will also offer strategies for maintaining civility in difficult situations where others may be acting in a confrontational, provocative or inappropriate manner.

Who Should Attend?

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

Who Is the Faculty?

AAG Margaret A. Cotoia is the Director of the New Jersey Attorney General's Advocacy Institute, which provides high quality legal education programs that meet the practice needs of New Jersey government lawyers. She recruits instructors and develops curriculum for the AGAI's lecture programs, coordinates skills training programs for new deputy attorneys general and assistant prosecutors and ensures that the Institute maintains its accreditation as a continuing legal education provider in New Jersey and Pennsylvania. Margaret is an instructor for the National

Attorneys General Training and Research Institute and a member of its Advisory Board.

Prior to joining the Advocacy Institute, Margaret was the first statutory Ethics Training Officer for the New Jersey State Ethics Commission. She designed, conducted and administered comprehensive ethics training programs for State officials, provided ethics advice and counsel to State employees and officials and trained and supported a statewide network of ethics liaison officers. Before working for the SEC, Margaret was a staff attorney and mediator at the Public Employment Relations Commission and a hearing officer and trainer at the New Jersey Department of Labor. Margaret holds a B.S. from Georgetown University in Washington, D.C. and a J.D. from the Penn State University Dickinson School of Law in Carlisle, Pennsylvania where she was an editor of the law review.

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 is a two-time recipient of an Attorney General's Award for Outstanding Service.

AAG Fanaroff began his career in the Department of Law and Public Safety in the Election Law Section and then served 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.

Mr. Fanaroff previously held positions at the White House and the U.S. Department of Justice. He also worked for The METEC Group, a financial services firm and for a legal services contractor. Mr. Fanaroff received his Juris Doctor from the George Washington University Law School and his Bachelor of Science degree, *cum laude*, in Criminal Justice from the University of Delaware.

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 1.5 hours of total CLE credit. Of these, 1.5 qualify 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).

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 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.