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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### INTRODUCTION TO ADMINISTRATIVE PRACTICE

March 24, 2021  
10:30 a.m. – 12:30 p.m.

## WEBINAR

### *Program Summary*

This program will provide an overview of basic principles of administrative law. The presenters will discuss administrative procedure, rules, hearings and post-hearing events and provide examples that will clarify and highlight common stumbling blocks. They will address the practice of law in the administrative arena and its differences from and similarities to practice in Superior Court. The presenters will also discuss the varying roles of the attorney in advising and representing an agency throughout the process. This program is designed for newly admitted attorneys or those who are new to administrative practice.

### *Eligibility*

Registration for this program is limited to deputies in the Division of Law's Trenton Administrative Practice Group. Registrants will receive the course materials prior to the program date.

### *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 seven sections that comprise the practice group and provides supervision and policy direction for handling administrative hearings throughout the Division. AAG Dryzga also has significant litigation experience in both State and federal courts. Previously, AAG Dryzga was the Director of the New Jersey Attorney General's Advocacy Institute, where he administered and developed continuing legal education programs for 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 is an instructor for the National Attorneys General Training and Research Institute. 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 seven 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 2.0 hours of Alternative Verifiable Learning Format (AVF) total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

### *Registration*

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.

**Students must download Zoom before the webinar in order for the AGAI to record polling responses that are required for attendance verification and CLE credit.**

The AGAI will be unable to verify attendance or grant CLE credit to students who have not downloaded Zoom before the webinar.