



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

Administrative Practice Overview

March 15, 2022
1:00 p.m. – 3:00 p.m.

WEBINAR

Program Summary

This presentation will cover the practice of law in the administrative arena and its differences from and similarities to practice in Superior Court. The presenter will discuss administrative procedures, rules, hearings and post-hearing events, and provide examples that will clarify and highlight common administrative practice obstacles.

Eligibility

Registration for this program is limited to deputy and assistant attorneys general in the Division of Law. Registrants will receive the course materials prior to the program date.

Faculty

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. AAG Schaffer briefly served as Associate General Counsel for The College of New Jersey. Prior to that, she 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, AAG Schaffer 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.