



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

The DOL Basic Civil & Administrative Practice Series (“BCAP”)

Client Services

September 28, 2022
10:45 a.m. - 12:00 p.m.

WEBINAR

Program Summary

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.

Eligibility

This program is mandatory for Division of Law Deputy Attorneys General hired after April 2022 who have not previously completed the Basic Civil and Administrative Practice (BCAP) series of courses. DOL deputies who are required to take this program must register for all BCAP sessions.

Other Division of Law deputies are welcome to attend this program. Registrants will receive the course materials prior to the program date.

Faculty

Michael T.G. Long is the Director of the Division of Law. Prior to that, he was a partner with Lowenstein Sandler. Director Long has handled a wide range of work in the private sector, including internal investigations, complex commercial litigation and State and federal appeals. He clerked for the Honorable James R. Zazzali of the New Jersey Supreme Court, received his B.A. from Boston College and a J.D. from Seton Hall University School of Law

AAG Elissa Westbrook-Smith is the Chief of Staff for the Department of Law and Public Safety's Division of Law, where she oversees the DOL's personnel and administrative functions. Prior to joining LPS, AAG Westbrook-Smith held a variety of positions at the Office of the State Comptroller, including Chief of Staff. She also worked in private practice for a decade in a variety of areas, including labor & employment and trusts & estates. Before becoming an attorney, AAG Westbrook-Smith worked as baker and a writer for a small newspaper. She received her J.D. from Willamette University in Salem, Oregon, and her B.A. from Northwest Nazarene College in Nampa, Idaho.

DAG Dianne Moratti is the Section Chief of the State Police, Employment and Corrections Section of the Division of Law. She primarily represents the Department of Corrections in federal civil rights lawsuits filed in both federal and State court. She was previously a member of the former FedCor Section of the Division of Law. DAG Moratti worked in private practice for several years before joining the Division. She completed a federal clerkship with the Hon. Jerome B. Simandle, U.S.D.J. and holds a J.D. from Rutgers Law School – 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 1.5 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.