



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

Comprehensive Legal Writing

September 12, 2023
10:00 a.m.* – 4:20 p.m.

**Richard J. Hughes Justice Complex
Advocacy Institute Conference Center
Fourth Floor, West Wing
25 Market Street, Trenton, New Jersey**

***Registration starts at 9:30 a.m.**

Program Summary

This program consists of presentations and exercises on different aspects of the writing process. Students will attend lectures and meet individually with faculty for a personalized writing feedback session. Students will learn how to create a framework before they begin drafting, apply a compelling theme to their written work, incorporate structure and context into an initial draft, construct a persuasive and compelling story, create strong paragraphs and develop a personal editing process applicable to all writing projects.

Eligibility

Attendance at this program is limited to individuals registered by their division leadership.

Faculty

Stephanie Caldwell is a Program Counsel for the National Association of Attorneys General Training and Research Institute's Center for Legal Advocacy and Faculty Development, where she provides legal skills training, develops and enhances skills courses and recruits and develops faculty. Before joining NAGTRI, Ms. Caldwell was an assistant attorney general in the Civil

Litigation Section of the Nebraska Attorney General's Office. Her complex litigation practice encompassed a wide variety of legal issues including tort, civil rights, employment law, inmate litigation, declaratory judgment, constitutional issues, administrative law, and appellate work. She appeared and argued before the Nebraska Court of Appeals, the Nebraska Supreme Court, and the 8th Circuit Court of Appeals. Ms. Caldwell holds a Bachelor of Arts degree in Political Science with Minors in Spanish and Latin American Studies from the University of Nebraska at Lincoln and a Juris Doctor from the University of Nebraska College of Law.

Jennifer Downing-Mathis is the First Assistant Prosecutor in the Mercer County Prosecutor's Office. Prior to that, she was most recently the Deputy First Assistant Prosecutor and the Chief Assistant Prosecutor of the Special Victims Unit. She has served as the Chief of the Megan's Law Unit and held the titles of Senior Assistant Prosecutor and Supervising Senior Assistant Prosecutor. In the course of her career, FAP Downing-Mathis has worked in the Megan's Law, Juvenile, Domestic Violence, Grand Jury, Trial Section, Child Abuse and Sexual Assault (now Special Victims), Forfeiture, Bias Crimes and Human Trafficking Units within the Mercer County Prosecutor's Office. She is a certified legal instructor with the NJ Police Training Commission, teaches recruits at the Mercer County Police Academy and conducts annual training for officers and detectives throughout Mercer County. FAP Downing-Mathis began her legal career as a law clerk for the Honorable Paulette Sapp-Peterson, (now retired, on recall). She holds a Bachelor's Degree in Business Administration, *cum laude* from Rider University and a Juris Doctor from Widener University School of Law in Wilmington, Delaware

Tierrel "TJ" Mathis is a Program Counsel for the National Association of Attorneys General Training and Research Institute's Center for Legal Advocacy and Faculty Development, where she provides legal skills training, develops and enhances skills courses and recruits and develops faculty. Before joining NAGTRI, Ms. Mathis was an Assistant United States Attorney, handling cases ranging from possession of firearms, drugs, and child pornography to economic crimes, fraud, and immigration related offenses. Prior to that, she was a prosecutor at the Miami-Dade State Attorney's Office (SAO) in Miami, Florida, where she prosecuted various offenses including domestic violence, theft/robberies, welfare fraud, and homicides. During her time with the SAO, Ms. Mathis served as the Chief of Litigation and the Assistant Division Chief of the Misdemeanor Domestic Violence Unit. She was also selected to join the Northside and Miami Gardens' Gun Violence Reduction Initiative, where she worked with detectives to help produce cases that would result in more successful prosecutions. Ms. Mathis holds a Bachelor's of Science in Political Science from Florida State University and a Juris Doctor from Florida Agricultural & Mechanical University College of Law.

AAG Anthony A. Picione is the Deputy Director of the Office of Public Integrity and Accountability in New Jersey Attorney General's Office. He was previously the Deputy Chief and then the Chief of the Division of Criminal Justice's Corruption and Government Fraud Bureau for over a decade. AAG Picione's practice concentrates on white-collar crime, particularly offenses involving public officials and public funds. During his career, AAG Picione has prosecuted numerous high profile cases involving public corruption and the theft of public funds. AAG Picione is also an instructor for the New Jersey Attorney General's Advocacy Institute, the

National Attorneys General Research and Training Institute, and the New Jersey Police Training Commission, as well as an Adjunct Professor of Trial Advocacy for Rutgers Law School. AAG Picione received a Bachelor's of Arts in Political Science, *magna cum laude* from Drew University and a Juris Doctor, *cum laude* from the University of Pennsylvania Law School.

Lauren J. Rainey is the Associate Dean for Diversity, Equity, and Inclusion at the Anne Burnett Marion School of Medicine at Texas Christian University, Fort Worth, Texas. She previously served in the Department of Law and Public Safety's Office of Diversity and Inclusion, where she conducted training and assisted with implementing strategic diversity and inclusion initiatives throughout the Department. Ms. Rainey also served in the Division of Criminal Justice's Prosecutors Supervision & Training Bureau, where she lead specialized training and CLEAR initiatives and conducted community outreach on behalf of DCJ and the Office of the Attorney General. Prior to joining DCJ, Ms. Rainey was an Assistant District Attorney in the Family Violence & Sexual Assault Unit of the Philadelphia District Attorney's Office. Ms. Rainey earned a Bachelor's of Arts degree with dual majors in English and Women's and Gender Studies from The College of New Jersey, a Master's Degree in Social and Community Services from Capella University, and a Juris Doctor from Rutgers School of Law-Camden.

Faisal Sheikh is the Director of the National Association of Attorneys General's Center on Cyber and Technology. He previously served as a NAGTRI Program Counsel. Before joining NAAG, Mr. Sheikh was the Director of Network Advancement at the American Constitution Society, where he worked on ACS's State Attorneys General Project. Prior to that, he was the Associate Director of the National State Attorneys General Program at Columbia Law School, working on policy issues ranging from the role of state attorneys general in serving vulnerable communities to state regulations and enforcement of the nonprofit sector. He was also an assistant attorney general with the New York Attorney General's Office, where he represented the state in lawsuits in state and federal courts and an assistant corporation counsel for the City of Yonkers. Mr. Sheikh holds a Bachelor's of Arts in History from Trinity College and a Juris Doctor from Fordham University School of Law, where he was a recipient of the Archibald R. Murray Public Service Award.

Kelly A. Testa is the Deputy First Assistant Prosecutor in the Camden County Prosecutor's Office. She is also the Section Chief of the Special Victims Unit, where she leads investigations involving crimes against children in Camden County. The unit handles crimes involving sexual and physical abuse and locates missing and runaway children. She was previously the head of the Trial Team and High-Tech Crimes Units. Since joining the Camden County Prosecutor's Office in 2001, DFAP Testa has served in the Homicide, Shoot Response Team, Narcotics, Major Crimes, Domestic Violence, Motions, Juvenile, and Trial Team Units. Over her career, she has tried homicide, sexual assault, child abuse, child pornography, narcotics, aggravated assault, and weapons offenses cases. In 2014, she ran a wiretap investigation which led to the arrest of 40 people, including a police officer who was convicted after trial. She is also a legal advisor to police departments in Camden County. DFAP Testa received a Bachelor's Degree in English and History from Rutgers College, Rutgers University in New Brunswick and a Juris Doctor from Rutgers University School of Law – Camden.

AAG Margaret A. Cotoia is the Director of the New Jersey Attorney General's Advocacy Institute, which provides continuing legal education programs for deputy attorneys general and

assistant county prosecutors. She maintains overall responsibility for AGAI programs, including faculty recruitment, curriculum development and litigation skills training. Prior to joining the Advocacy Institute, AAG Cotoia was the first statutory Ethics Training Officer for the New Jersey State Ethics Commission. She designed, conducted and administered ethics training programs for State executive branch entities, 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, AAG Cotoia was a mediator and hearing examiner at the New Jersey Public Employment Relations Commission. She holds a Bachelor of Science in Foreign Service from Georgetown University in Washington, D.C and a Juris Doctor from the Penn State University Dickinson School of Law in Carlisle, Pennsylvania, where she was an editor of the law review.

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 3.6 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

PA CLE Credit: 3.0 substantive credits (\$4.50 mandatory registration fee required).

AGENDA

9:30 am – 10:00 am <u>ALL TIMES ARE EASTERN TIME</u>	Participant Registration
10:00 am – 10:30 am	Welcome and Program Overview
10:30 am – 10:40 am	Break
10:40 am – 11:10 am	<p>Session 1 Presentation: Preparing to Draft: Building Framework</p> <p>You will learn techniques for organizing legal analysis, research, and planning materials in the preparatory stages of the writing process.</p> <p>Writing Feedback Sessions: Some participants will meet individually with faculty for feedback on their written work.</p>
11:10 am – 11:25 am	Break
11:25 am – 11:55 am	<p>Session 2 Presentation: Preparing to Draft: Creating Theme in Persuasive Writing</p> <p>You will learn the role of theme in persuasive writing, how to create one, and how to develop it over the entire document.</p> <p>Writing Feedback Sessions:</p>

	Some participants will meet individually with faculty for feedback on their written work.
11:55 am – 12:05 pm	Break
12:05 pm – 12:35 pm	<p>Session 3 Presentation: Drafting: Carrying Framework and Context into Your Initial Draft</p> <p>You will learn how to provide context, structure, and framework in a document, specifically focusing on how to craft introductions, umbrellas and roadmaps, and headings.</p> <p>Writing Feedback Sessions: Some participants will meet individually with faculty for feedback on their written work.</p>
12:35 pm - 1:35 pm	Lunch
1:35 pm – 2:05 pm	<p>Session 4 Presentation: Drafting: Storytelling in Persuasive Writing</p> <p>You will learn the role of the facts in a persuasive document and identify ways to present the facts to support the goal of the document.</p> <p>Writing Feedback Sessions: Some participants will meet individually with faculty for feedback on their written work.</p>
2:05 pm – 2:20 pm	Break
2:20 pm – 2:50 pm	<p>Session 5 Presentation: Drafting: Effective Paragraph and Sentence Structure in Persuasive Writing</p> <p>You will learn how to craft well-constructed paragraphs with clear, readable sentences.</p> <p>Writing Feedback Sessions: Some participants will meet individually with faculty for feedback on their written work.</p>
2:50 pm – 3:05 pm	Break
3:05 pm – 3:35 pm	<p>Session 6 Presentation: Editing: Creating an Editing Process</p> <p>You will learn concrete steps to become better at editing your own draft to create a strong, logical, and well-structured final product.</p> <p>Writing Feedback Sessions: Some participants will meet individually with faculty for feedback on their written work.</p>

3:35 pm – 3:50 pm	Break (complete survey)
3:50 pm – 4:20 pm	Debrief Discussion and Closing Remarks



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