



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

Management Training for Division of Law Attorney Managers

**November 16, 2023
1:30 p.m. – 4:30 p.m.**

**Richard J. Hughes Justice Complex
4th Floor Judiciary Room A
25 Market Street, Trenton, New Jersey**

Program Summary

Division of Law attorney managers are accountable for directing the activities of their lawyers and administrative staff to ensure that the work of their sections is accomplished effectively and efficiently, while supporting the policies of the Attorney General. Attorney managers are also responsible for creating a collaborative environment where supervisors and staff work together in an atmosphere of trust, confidence, and commitment. These practices create a team that is better able to serve the needs of its clients. Division of Law attorney managers will examine their roles as both attorneys and managers and learn practices and procedures to enhance representing their clients.

Eligibility

Registration for this program is limited to attorneys in the Division of Law who have been invited to attend.

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 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 high quality legal education programs that met the needs of 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 additionally served as an Assistant Inspector General in the New Jersey Office of the Inspector General. AAG Dryzga 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. 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 a B.A. from Rutgers University, Camden and a J.D. from Widener University School of Law.

AAG Kavin Mistry is a Deputy Director in the Department of Law & Public Safety's Division of Law. AAG Mistry assists with budget/appropriations questions, public finance matters, matters involving the Division of Taxation and supervises matters concerning the Community Health Care Assets Protection Act and charitable estates and trusts. AAG Mistry also represents the New Jersey Housing and Mortgage Finance Agency, the New Jersey Building Authority and the New Jersey Public Broadcasting Authority. He was previously an Assistant Attorney General in the Financial Affairs Practice Group, where he counseled the State and State agencies on public finance matters and represented the State and State agencies as issuer's counsel on bond and note financings. Prior to his appointment as an AAG, he served as an Assistant Section Chief and a Deputy Attorney General assigned to public finance in the former Treasury Section. AAG Mistry received a B.A. from Rutgers, The State University and a J.D. from Rutgers School of Law-Camden.

DAG Jennifer A. Lochel is the Section Chief for DCF-South in the Division of Law. She was previously a DCF assistant section chief, lead deputy and line deputy. DAG Lochel has successfully represented the Division in multiple appellate arguments, including DCP&P v. J.B., 459 N.J. Super. 442 (2019) and DCP&P v. R.L.M., 236 N.J. 123 (2018) before the Supreme Court. She has also taught classes on trial skills and child welfare legal practice. Prior to joining DOL, DAG Lochel clerked for the Honorable Diane B. Cohen, P.J.F.P., Vicinage 15. She holds an undergraduate degree from the University of Delaware and a J.D. from Widener University School of Law.

DAG Wanda Y. Ortiz is an Assistant Section Chief in the Transportation, Construction and Condemnation Section of the Department of Law & Public Safety's Division of Law. She oversees the representation and counseling of the New Jersey Department of Transportation's regulation of access to the state highway system, environmental defense, and real property acquisitions, including condemnation litigation. She has also represented the State in administrative, State and federal courts at both the trial and appellate levels. DAG Ortiz was a member of the Supreme Court Committee on Women in the Courts for the 2018-2020 term. Prior to joining the Division of Law, she was a law clerk for the New Jersey Office of

Administrative Law. DAG Ortiz received a B.A. with high honors from Rutgers, The State University and a J.D. from Rutgers University School of Law-Newark.

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

Registration

Attorneys eligible to attend this program will be registered by the Division of Law.

Agenda

- 1:30 - 2:00 Introduction to Leadership in a Legal Setting
- 2:00 - 2:30 Client Services and Management Deliverables
- 2:30 - 2:45 Managing Remotely
- 2:45 - 3:00 Break
- 3:00 - 3:15 Managing Up
- 3:15 - 4:00 Managing for Optimal Performance – Motivation, Delegation & Necessary Conversations
- 4:00 - 4:15 Stress Management
- 4:15 - 4:30 Participant Experiences and Q&A