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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

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

### **Ethically and Effectively Representing State Agencies**

**April 10, 2024**

**1:00 p.m. – 2:00 p.m.**

### **WEBINAR**

#### *Program Summary*

This presentation will provide guidance on ethically representing State agencies, including understanding the organization as a client and adhering to the requirements of RPCs 4.2 and 4.3 governing communications with persons represented by counsel and unrepresented parties. It will also cover DOL policies on litigation holds, acceptance of service and handling and responding to requests for representation.

#### *Eligibility*

This program is mandatory for Division of Law Deputy Attorneys General hired after October 2023 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.

#### *Faculty*

**AAG Michael C. Walters** is a Deputy Director in the Division of Law. He previously served as the Assistant Attorney General in Charge of Litigation. Prior to that position, he was the Section Chief of the Education & Higher Education Section, where he supervised the coordination and development of litigation strategy for representing the New Jersey Department of Education and New Jersey colleges and universities. He has briefed and argued cases involving a wide range of issues before the United States District Court for the District of New Jersey, the New Jersey Appellate Division and the Third Circuit Court of Appeals. He began his career as a law clerk for

The Honorable Myron H. Gottlieb, J.S.C and holds a Juris Doctor from Rutgers Law School.

### *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 1.2 hours of Alternative Verifiable Learning Format (AVF) total CLE credit. Of these, 1.2 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.