



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

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

Client Services

May 1, 2024

1:00 p.m. - 2:00 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 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

Michael T.G. Long is the Director of the Division of Law. As such, he leads the largest law firm in the State with over 600 attorneys, which is responsible for providing legal advice and counseling to executive branch agencies. Formerly a litigation partner with Lowenstein Sandler, he has handled a wide range of work in the private sector, including internal investigations, complex commercial litigation, and state and federal appeals. Director Long clerked for the Honorable James R. Zazzali of the Supreme Court of New Jersey. He received a B.A. from Boston College and a J.D. from Seton Hall University School of Law.

DAG Dianne Moratti is the Section Chief of the Law Enforcement & Corrections Section of the Division of Law, supervising employment and civil rights litigation in federal and State

courts. She was previously a member of the former FedCor and CSP Sections of the Division of Law, where she primarily represented the Department of Corrections in civil rights litigation. DAG Moratti worked in private practice for several years before joining the Division. She completed a federal clerkship with the late Hon. Jerome B. Simandle, U.S.D.J., and holds a B.S. in Marketing from Villanova University and a J.D. from Rutgers Law School – Camden.

AAG Sudha V. Raja is the Chief of Staff in the Division of Law. She was previously Deputy Chief of Staff and an Assistant Section Chief in the Transportation, Construction & Condemnation Section. She started with DOL as a DAG in the Treasury Section. DAG Raja has extensive litigation experience, primarily in construction litigation and received a 2016 Attorney General's award for excellence in litigation. DAG Raja has an undergraduate degree from Thomas Edison State College and a J.D. from Temple University School of Law.

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, 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.