



---

## **PROGRAM ANNOUNCEMENT**

*The Advocacy Institute Is Pleased to Present*

### **What Every Deputy Should Know About Administrative Rulemaking**

**September 24, 2024  
1:00 p.m. – 3:00 p.m.**

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

**\* This program will also be simulcast as a webinar.**

#### ***Program Summary***

This presentation will offer an overview of the administrative rulemaking process, highlighting the interplay that occurs between an agency, the Office of Administrative Law and the Division of Law. The presenter will focus on how an administrative rule is promulgated and the role of a deputy throughout that process, including tips on how to defend a rule at the appellate level.

#### ***Eligibility***

This program is open to attorneys in the Department of Law and Public Safety and county prosecutors' offices and LPS employees involved in the rulemaking process who have been invited to attend.

#### ***Faculty***

**AAG Melissa Dutton Schaffer** is the Deputy Director for the Division of Law's Administrative Practice Group. She has worked as an AAG within the practice group since 2018, and before that, served as an AAG in the Division's Appeals Practice Group, which is responsible for the overall management, supervision and policy direction for State and federal court appeals throughout the Division. AAG Schaffer briefly served as Associate General Counsel for The College of New Jersey, following eight years within the Division's Education/Higher Education Section, where she ultimately

served as the Section Chief and Assistant Chief. In that capacity, she oversaw the representation and counseling of the Department of Education, the Secretary of Higher Education, and all of the State Colleges. She represented these clients in a variety of complex education matters in administrative, State and federal courts at both the trial and appellate levels. She received a B.A. from Rutgers University, Camden and a J.D. from Widener 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 2.0 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

**PA CLE Credit:** 1.5 substantive credits (\$3.00 mandatory registration fee required).

### ***Registration***

Those who are eligible to attend this program should fill out the registration form accessed through the registration email hyperlink.