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## **PROGRAM ANNOUNCEMENT**

*The Advocacy Institute Is Pleased to Present*

### **E-MAIL ETIQUETTE AND THE RPCS**

**April 6, 2017**

**10:00 a.m. to 11:15 a.m.**

**New Jersey Transit Headquarters**

**Board Room, 9th Floor**

**1 Penn Plaza East**

**Newark, New Jersey**

**-OR-**

**April 12, 2017**

**11:00 a.m. to 12:15 p.m.**

**Richard J. Hughes Justice Complex**

**6th Floor Point Meeting Area – Attorney General's Library**

**25 Market Street**

**Trenton, New Jersey 08625**

### **PLEASE READ: NOTICE REGARDING COURSE MATERIALS**

All materials for New Jersey Attorney General's Advocacy Institute continuing legal education courses are now available electronically through the Advocacy Institute website: [www.njadvocacyinstitute.com](http://www.njadvocacyinstitute.com). Materials will be posted to the website approximately forty-eight (48) hours prior to the course date.

The institute will no longer provide paper copies of course materials. This policy is effective immediately and is within the guidelines of the New Jersey Board of Continuing Legal Education and the Pennsylvania Continuing Legal Education Board. Please follow the procedure below to obtain course materials:

- Click on the Course Information tab.
- Select Course Materials from the drop-down menu.
- Click on the course that you are registered for. Courses are listed alphabetically by title.
- Most courses will have two files; a file containing class materials that you should bring to the session and a file with reference materials such as statutes, regulations and cases.
- Print the documents in the class materials file and bring them with you to the session.
- You have the option of printing the documents in the reference materials file or downloading them to a computer or mobile device.

## ***Program Summary***

What should you and your client consider before hitting "send" or more importantly "reply all?" Is that e-mail privileged? Will my adversary see it? Will the public see it? Does the recipient understand that simply forwarding the e-mail could waive attorney-client privilege not only for this e-mail, but for the entire chain? Learn about what should or should not be in an e-mail, and the RPC implications of this indispensable tool.

## ***Who Should Attend?***

This program is open to all government attorneys, space allowing.

## **Who Is the Faculty?**

**Brian Lipman** is the Litigation Manager for the New Jersey Division of Rate Counsel. The Division of Rate Counsel represents the interests of ratepayers in hearings where a public utility seeks a rate increase. The Division also participates in other state and federal utility matters to protect the interests of New Jersey ratepayers. Prior to joining the Division, Mr. Lipman was a Deputy Attorney General in the Division of Law. He last served as the Assistant Section Chief for the Public Utilities Section. While in that section he was involved in a variety of federal energy matters before the Federal Energy Regulatory Commission and the U.S. District Court. Mr. Lipman also advised the Board of Public Utilities on matters pending before the Board. Before rejoining the Public Utilities Section, Mr. Lipman served as a DAG in the Affirmative Litigation and Civil Rights Sections. In the Affirmative Litigation Section, Mr. Lipman worked on mortgage fraud matters as well as other cases for a number of administrative agencies, including the Election Law Enforcement Commission. In the Civil Rights Section, Mr. Lipman served as legal counsel to the Division on Civil Rights and prosecuted cases on behalf of the Division.

Before joining the Division of Law in 2003, Mr. Lipman represented private employers in employment litigation matters as an associate with the firm of Carpenter, Bennett & Morrissey from 2001 to 2003 and an associate with the firm Genova, Burns & Vernoia from 1997 to 2001. Mr. Lipman also represented federal employees in employment litigation as an associate at the firm of Schnieder, Frieberger & Kastner in 1997. He clerked at the Monmouth County Prosecutor's Office. Mr. Lipman graduated from Rutgers School of Law-Camden, with honors in 1995, winning the Arthur T. Vanderbilt award for Legal History and from The American University with a B.S. in political science in 1992. He was a pupil in the Sidney Rietman Inns of Court in 2000-01.

## **CLE Credit**

**NJ CLE Credit:** This program had been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.5 hours of total CLE credit. Of these, 1.5 qualify as hours of credit for ethics/professionalism.

**NY CLE Credit:** 1.5 Ethics Credits (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 1.0 Ethics Credits (\$1.50 mandatory registration fee required).

## How Do I Register?

### State Employees

Most State employees are able to register for this course by going to <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

### Non-State Employees or State Employees not Connected to the Garden State Network

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: [AdvocacyInstitute@lps.state.nj.us](mailto:AdvocacyInstitute@lps.state.nj.us) for an authorization code to allow you access to the AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. Once your portal account is created you are prompted to enter your authorization code. This is Step 1 of the process, which you need only do once.

**If you have already been issued an authorization code in the past you do not need to request another one.** You can log into your account on the Garden State Network at <http://www.state.nj.us> and under the heading NJ L&PS Applications you will see the Attorney General's Advocacy Institute's Registration System. Click on that and log into your account on our system.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.