



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

WESTLAW ADVANCED LEGAL RESEARCH

March 1, 2018

11a.m. – 12:00 p.m.

**124 Halsey Street
5th Floor, Room 10-C
Newark, New Jersey**

PLEASE READ: NOTICE REGARDING COURSE MATERIALS

You will receive the course materials approximately forty-eight (48) hours prior to the date of the course. The materials will be contained in an email attachment.

Program Summary

This session will cover in depth Terms and Connectors searching, including how to use a Terms and Connectors search to create precise field searching and how to set up a WestClip automated search. It will also cover setting up Favorites, using West Key Number searches and analytical materials as well as the new features of Folders.

Who Should Attend?

This program is only open to attorneys within the Department of Law and Public Safety, the Election Law Enforcement Commission and the State Ethics Commission. If you are not an attorney within LPS, ELEC or the SEC, please do not attempt to register for this program.

Who Is the Faculty?

Margie Cunningham, Esq. is the Government and Academic Client Manager for Thomson Reuters, managing government accounts in New Jersey, Delaware, and eastern Pennsylvania. Prior to her current role, Ms. Cunningham held various positions at Thomson Reuters including Education Manager, Marketing Manager and Account Manager for Large Law Firms. Before joining Thomson Reuters (formerly West Publishing) in 1991, she practiced law at a large Philadelphia firm. Ms. Cunningham is a graduate of Cornell University and holds a J.D. from Cornell Law School.

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

NY CLE Credit: 1.0 Substantive Credit (pursuant to the approved jurisdiction policy)

PA CLE Credit: 1.0 Substantive Credit (\$1.50 per credit 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: njagai@njoag.gov 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.