



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

NUTS AND BOLTS OF ADMINISTRATIVE PRACTICE

April 18, 2018

10:30 a.m. to 12:30 p.m.

Richard J. Hughes Justice Complex

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

25 Market Street

Trenton, 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 presentation will discuss the practice of law in the administrative arena and its differences from and similarities to practice in Superior Court. Administrative procedure, rules, hearings and post-hearing events will all be discussed, including examples that will clarify and highlight common stumbling blocks. This presentation is designed for the newly admitted attorney or those new to administrative practice. Relevant rules and forms will be provided in the course resource materials.

Who Should Attend?

This course is intended for newly admitted attorneys and/or attorneys new to administrative practice. However, others may find this topic of interest.

Who Is the Faculty?

DAG Joshua M. Bengal has been a member of the Consumer Affairs Counseling Section since January 2016, when he rejoined the Division of Law after a stint in private practice. In his current role, Josh principally advises a variety of New Jersey's professional boards in affirmative

disciplinary actions and regulatory matters. Before joining the Counseling Section, Josh spent four years as a DAG in the Professional Boards Prosecution Section, where he prosecuted cases before many of the boards he now advises. From 2010 to 2011, Josh clerked for a New Jersey Superior Court judge. Josh is a 2010 graduate of the Benjamin N. Cardozo School of Law (J.D.) and a 2006 graduate of Brandeis University (B.A.).

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

NY CLE Credit: 2.0 substantive credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.5 substantive credits (\$3.00 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.dej.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.