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## **PROGRAM ANNOUNCEMENT**

*The Advocacy Institute Is Pleased to Present*

### **LEXIS ADVANCE BASIC LEGAL RESEARCH**

**July 31, 2018**  
**11:00 a.m. to 12:00 p.m.**  
**124 Halsey Street**  
**7<sup>th</sup> Floor, Essex Room**  
**Newark, New Jersey**

### **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 program will provide an overview of Lexis Advance, including:

- Locating the New Jersey Practice Center
- Finding Sources & Creating Favorite Links to Sources
- Getting Documents by Citation & Party Name
- Shepard's®
- Terms & Connectors and Natural Language Searching
- Searching Within Results
- Case Layout
- Statute Layout
- Table of Contents Functionality

#### *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?***

**Gail Lenson** is a LexisNexis Solutions Consultant for government agencies and state courts in New York, New Jersey and Massachusetts. Gail has been with LexisNexis for over 13 years. She began her career at LexisNexis as a Training Consultant for law firms and has worked with government customers since 2006. She has extensive experience in understanding the workflow of judges, government attorneys, paralegals, librarians and other end-users.

Gail joined LexisNexis after attending Brooklyn Law School where she obtained her Juris Doctor. She was an active member of the Journal of Law and Policy and held several government legal internships, including at the New York State Courts and the Federal Trade Commission. She is admitted in both the New York and New Jersey and earned her Bachelor of Science degree in Advertising from the University of Florida.

### ***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 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](mailto: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.