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*The Advocacy Institute Is Pleased to Announce*

## **PROGRAM ANNOUNCEMENT**

### **THE BASICS OF HANDLING AN ADMINISTRATIVE CASE: DAY 1**

**October 23, 2018**

**9:15 a.m. to 4:00 p.m.**

**Richard J. Hughes Justice Complex**

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

**25 Market Street**

**Trenton, New Jersey**

**You will receive the course materials on the day of the program.**

#### *Program Summary*

This two-day administrative law advocacy program will provide an overview of how to handle an administrative case from entering an appearance through filing exceptions. The presentations will include an introduction to administrative practice, propounding and answering discovery, preparing a witness for hearing, and case theory and opening statements.

#### *Who Should Attend?*

Registration for this program is limited to deputies in the Division of Law's Administrative Practice Group. If you are not a DAG in the Administrative Practice Group, please do not attempt to register for this course.

#### *Who Is the Faculty?*

**AAG Daniel F. Dryzga** is the AAG in charge of the Division of Law's Trenton Administrative Practice Group. He has overall responsibility for management of the four sections that comprise the practice group and provides supervision and policy direction for handling administrative hearings throughout the Division. Previously, Dan was the Director of the New Jersey Attorney General's Advocacy Institute, where he administered and developed high quality legal education programs that met the needs of New Jersey government lawyers. Prior to that, he was an Assistant Chief of the Education and Higher Education Section and a Deputy Attorney General in the Corrections and State Police Section of the Division of Law, where he defended lawsuits brought against members of the New Jersey State Police. AAG Dryzga also served with the

Office of Government Integrity and the Division of Criminal Justice in the Department of Law and Public Safety. He conducted criminal and civil investigations concerning waste, fraud, and abuse in public school construction projects and criminally prosecuted individuals and companies for improprieties in those projects. He also served as an Assistant Inspector General in the New Jersey Office of the Inspector General.

AAG Dryzga has significant experience in both State and federal courts. He is admitted to practice in the State of New Jersey, the U.S. District Court, District of New Jersey, the Third Circuit Court of Appeals and the United States Supreme Court. He received his B.A., from Pennsylvania State University, and his J.D. from Rutgers University Law School- Newark.

**DAG Christopher Hamner** is the Section Chief of the Employment Counseling and Labor Section of the Division of Law. Prior to that, he served as that section's Assistant Chief. Chris has specialized in administrative law since joining the DOL, litigating cases at the Office of Administrative Law and the Public Employment Relations Commission, as well as handling arbitrations. Before joining DOL, Chris was an Assistant Chief Investigator at the Department of Corrections and also engaged in a part-time solo law practice. He holds a BA from Rutgers College, a Master of Public Administration from Rutgers Graduate School and a JD from Rutgers Law School.

**DAG Susan Scott** is the Section Chief of the Personnel, Community Affairs and Elections Section of the Division of Law. She was previously an Assistant Section Chief in the Judiciary and Prosecution Section. Throughout her employment in the Division, Susan has handled all aspects of federal and State litigation, including a variety of high profile matters. Susan held a clerkship with the Honorable Jamie S. Perri, J.S.C. She is a graduate of Rutgers University and the University of New Hampshire School of Law.

### *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 5.4 hours of total CLE credit. Of these, 1.2 qualify as hours of credit for ethics/professionalism, and 5.4 qualify as hours of credit toward certification in civil trial law and 5.4 qualify as hours of credit toward newly admitted requirements, civil trial preparation.

**NY CLE Credit:** 4.0 substantive credits and 1.0 ethics credit (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 3.5 substantive credits and 1.0 ethics credit (\$7.50 mandatory registration fee required).

### *How Do I Register?*

#### **State Employees**

Most State employees are able to register for this course by going to <http://reg.dcj.lps.state.nj.us/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://reg.dcj.lps.state.nj.us/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://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

## **AGENDA**

### **TUESDAY, OCTOBER 23, 2018**

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| 9:15 a.m. – 9:30 a.m.  | Registration  |
| 9:30 a.m. – 10:00 a.m. | Introduction to Administrative Practice<br>AAG Daniel F. Dryzga |

10:00 a.m. – 11:00 a.m.	Step by Step Guide to Litigating an Administrative Case DAG Christopher Hamner
11:00 a.m. - 11:15 a.m.	Break
11:15 a.m. - 12:15 p.m.	Propounding and Responding to Discovery DAG Susan Scott
12:15 p.m. - 1:15 p.m.	Lunch
1:15 p.m. - 2:15 p.m.	Preparing a Witness for a Hearing DAG Susan Scott
2:15 p.m. - 2:30 p.m.	Break
2:30 p.m. - 3:30 p.m.	Case Theory and Opening Statements AAG Daniel F. Dryzga
3:30 p.m. - 4:00 p.m.	Wrap Up and Q&A