



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

THE DIVISION OF CRIMINAL JUSTICE'S CASE MANAGEMENT AND OVERSIGHT PROCEDURES

October 4, 2017

3:30 p.m. – 5:00 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 how cases are assigned in the Division of Criminal Justice and how to manage a case through investigation, charging and court proceedings. Topics covered will include: tracking a case list using Infoshare, conducting a case review, the Division's expectations regarding file management, the attorney's role in an investigation, drafting and issuing basic charging documents, handling discovery and motions, and disposing of a case.

Who Should Attend?

This program is mandatory for all Division of Criminal Justice Deputy Attorneys General hired after January 1, 2015. The Division of Criminal Justice has notified those attorneys who are required to attend this program. Other attorneys within the Department of Law and Public Safety are welcome to attend; space permitting. Please do not attempt to register for this program if you are not an attorney in the Department of Law and Public Safety.

Who Is the Faculty?

AAG Christine A. Hoffman is a Deputy Director of the Division of Criminal Justice and former Chief of the Division's Corruption Bureau. AAG Hoffman previously served as Deputy Chief of the Division's Major Crimes Bureau and Assistant Prosecutor with the Burlington County Prosecutor's Office. AAG Hoffman is a member of the Attorney General's Advocacy Institute faculty and the National Attorneys General Training and Research Institute faculty.

AAG Jill S. Mayer is a Deputy Director supervising the Gangs & Organized Crime Bureau and Specialized Crime Bureau. Prior to that position, Mayer was Chief of the Specialized Crimes Bureau where she oversaw several units including the Atlantic City Violent Crimes Task Force, Motor Vehicle Commission, Labor Prosecutions, Interstate Theft, Environmental Crimes, ABC, Bias Crimes and Casino Prosecutions. AAG Mayer also served in the Gangs, Organized Crime and Racketeering Bureau for 13 years, prosecuting several large-scale multi-defendant wiretap/racketeering cases and in the Casino Prosecution Bureau for six years. She is on the faculty of the Attorney General's Advocacy Institute and Top Gun Program.

AAG Mayer served as a law clerk to the Honorable Albert J. Garofolo, Presiding Judge, Superior Court, Criminal Division in Atlantic County. She is a 1990 graduate of Dickinson College, Carlisle, Pennsylvania, with a B.A. in Political Science and is a 1994 graduate of Widener University School of Law, Delaware Campus.

CLE Credit

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.8 hours of total CLE credit. Of these, 0.0 total qualify as hours of credit for ethics/professionalism and total qualify as hours of credit toward certification in criminal trial law.

NY CLE Credit: 1.5 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.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.