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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### **LAWYERING WRITTEN AGREEMENTS FOR STATE ENTITIES PART III: MANAGING RISK - THE FINAL FRONTIER**

**January 28, 2020  
10:30 a.m. – 12:30 p.m.  
124 Halsey Street  
5th Floor, Room 10-C  
Newark, New Jersey**

### **THIS COURSE WILL BE SIMULCAST FROM TRENTON**

**Please note: Because this course will be simulcast from Trenton, the following CLE regulations apply to credits earned by attending the course in Newark:**

**New Jersey: The simulcast of this course is an Alternate Verifiable Learning Format (AVF) Program. Courses taken through alternative verifiable learning formats shall account for no more than twelve credit hours per compliance period.**

**Pennsylvania and New York: The simulcast of this course is a Distance Learning Program. Credits earned via Distance Learning Programs in excess of the annual CLE credit limit will not carry over into subsequent compliance periods.**

### **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 is the final program of the *Lawyering Written Agreements for State Entities* trilogy. It will cover how to use and tailor indemnification, insurance, bonding and other common contract clauses to minimize business risk to the client and maximize the client's options if problems occur with the contract.

#### ***Who Should Attend?***

This program is open to all government attorneys, but will be of special interest to attorneys from agencies that handle their own contracting.

### ***Who Is the Faculty?***

**Beth Leigh Mitchell** is the AAG in charge of State-wide contracting and procurement in the Division of Law's Financial Affairs Practice Group. She counsels all State entities and assists DAsG in all sections in advising on contract procurements, contracts and other written agreements, contract and agreement disputes and contract claims, as well as on State grant programs and federal requirements impacting contracts and grants. Prior to joining the Financial Affairs Practice Group, she was an Assistant Section Chief in the Health and Human Services Section. AAG Mitchell received her Bachelor of Fine Arts from the Rhode Island School of Design and her J.D. from Rutgers University School of Law, Newark, NJ.

### ***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 Alternative Verifiable Learning Format (AVF) CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

**NY CLE Credit:** 2.0 Distance Learning Program Substantive credits (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 1.5 Distance Learning Program 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](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.