PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

The DOL Basic Civil & Administrative Practice Series ("BCAP")

Client Services

March 30, 2022
1:00 p.m. - 2:00 p.m.

WEBINAR

Program Summary

Client Services are an integral part of the practice of law. To a large degree, your success as an attorney is linked to how well you can meet the needs of your client. This program covers your responsibilities in representing clients. It will also address time keeping practices designed to better assist both deputies and their clients.

Eligibility

This program is mandatory for Division of Law Deputy Attorneys General hired after October 2021 who have not previously completed the Basic Civil and Administrative Practice (BCAP) series of courses. DOL deputies who are required to take this program must register for all BCAP sessions.

Other Division of Law deputies are welcome to attend this program. Registrants will receive the course materials prior to the program date.

Faculty

Michelle L. Miller is the Director of the Division of Law. Prior to that, she was the Deputy Director of the Division of Law, the AAG in Charge of the Division's Administrative Practice Group, Section Chief of the Education and Higher Education Section and Assistant Section Chief of the Education, Health and Human Services Section. She has handled numerous appellate and Supreme Court matters, as well as administrative and Superior Court matters for a variety of State

agencies. She received a Bachelor of Arts in 1991 from Fairleigh Dickinson University and a Juris Doctor in 1994 from Seton Hall Law School. Prior to joining the Division of Law, Director Miller clerked for the Hon. Erminie Lane Conley, J.A.D.

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

Registration

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.

Students must download Zoom before the webinar in order for the AGAI to record polling responses that are required for attendance verification and CLE credit.

The AGAI will be unable to verify attendance or grant CLE credit to students who have not downloaded Zoom before the webinar.