



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

Case Intake Road Map for New Law Enforcement & Corrections Deputies

**October 17, 2024
10:00 a.m. – 11:30 a.m.**

**Richard J. Hughes Justice Complex
Second Floor Point Conference Room, West Wing
25 Market Street, Trenton, New Jersey**

Program Summary

This program will provide Deputies in the Law Enforcement & Corrections Section with a road map of introductory steps for effectively handling law enforcement and Department of Corrections cases, including assigning an investigator to perform conflict checks, preparing representation and litigation hold letters, and initial motion practice. The presenter will detail the immediate actions required to develop a persuasive litigation strategy, methods for evaluating and organizing the case file, and best practices for effective client communication. He will also discuss document management, including which documents to request and how to organize them electronically and physically.

Eligibility

Attendance at this program is mandatory for deputies in the Division of Law's Law Enforcement & Corrections Section who have been hired after August 1, 2024. Other deputies in the LEC section are welcome to attend.

Faculty

DAG Matthew Sapienza is an Assistant Section Chief in the Division of Law's Law Enforcement & Corrections Section. He was previously with the Administrative Office of the Courts, working first as a staff attorney and then as a Court Executive. In those roles, he acted as hearing officer in disciplinary and grievance appeals and oversaw counsel in litigated matters. He began his legal career as a DAG with the Division of Law's Employment Litigation Section before entering

private practice and then returning to DOL as a Lead DAG in the Judiciary & Prosecutors Section. DAG Sapienza completed a clerkship with the Hon. Patricia DelBueno Cleary, J.S.C., in the Law Division, Criminal Part, Monmouth County. He received an undergraduate degree from Rutgers University and a J.D. from Seton Hall Law School.

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 qualify as hours of credit for ethics/professionalism.

Registration

Attorneys who are eligible to attend this program should fill out the registration form accessed through the registration email hyperlink.