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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### **Law Office Management**

**January 8, 2025  
1:00 p.m. to 2:00 p.m.**

### **WEBINAR**

#### *Program Summary*

Achieving success as a lawyer in many ways depends upon the success of your law firm. This program will provide insight into the structure and management of law offices, as well as how to succeed in such an environment. Topics include the legal structure of a law firm, the bona fide office rule, fee agreements, attorney trust accounts and ethics considerations. The presenter will also discuss communication with clients, calendar and tickler systems, and conflicts.

#### *Eligibility*

This program is open to attorneys in the Department of Law and Public Safety and county prosecutors' offices. This program can be used to satisfy NJ CLE newly admitted lawyers' requirements in the Law Office Management category.

#### *Faculty*

**DAG Elizabeth Boylan** is a member of the Division of Law's Tort & Judiciary Litigation Section. Prior to joining DOL, she worked in the private sector, where she represented injured individuals in personal injury and civil rights matters, as well as against criminal charges in State and municipal courts throughout New Jersey. DAG Boylan earned a B.A. from SUNY Geneseo and a J.D. from CUNY 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 1.2 hours of total CLE credit. Of these, 1.2 qualify as hours of credit towards newly admitted lawyers' requirements/Law Office Management, and 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 Gov 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 Gov before the webinar.