



---

## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### **Administrative Law and Practice Overview**

**January 15, 2025**

**1:00 p.m. – 3:00 p.m.**

**Richard J. Hughes Justice Complex  
Advocacy Institute Conference Center  
Fourth Floor, West Wing  
25 Market Street, Trenton, New Jersey\***

**\* This program will also be simulcast as a webinar.**

#### *Program Summary*

This presentation will cover the practice of law in the administrative arena and its differences from and similarities to practice in Superior Court. The presenters will discuss administrative procedures, rules, hearings and post-hearing events, and provide examples that will clarify and highlight common administrative practice obstacles.

#### *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 Administrative Law category.

#### *Faculty*

**AAG Melissa Dutton Schaffer** is the Deputy Director for the Division of Law's Administrative Practice Group. She has worked as an AAG within the practice group since 2018, and before that, served as an AAG in the Division's Appeals Practice Group, which is responsible for the overall management, supervision and policy direction for State and federal court appeals throughout the Division. AAG Schaffer briefly served as Associate General Counsel for The College of New Jersey, following eight years within the Division's Education/Higher Education Section, where she ultimately served as the Section Chief and Assistant Chief. In that capacity, she oversaw the representation and counseling of the Department of Education, the Secretary of Higher Education, and all of the State

Colleges. She represented these clients in a variety of complex education matters in administrative, State and federal courts at both the trial and appellate levels. She received a B.A. from Rutgers University, Camden and a J.D. from Widener University School of Law.

**AAG Daniel F. Dryzga** is the AAG in charge of the Division of Law's Trenton Administrative Practice Group. He has overall responsibility for management of the seven sections that comprise the practice group and provides supervision and policy direction for handling administrative hearings throughout the Division. AAG Dryzga has significant litigation experience in both State and federal courts. Previously, AAG Dryzga was the Director of the New Jersey Attorney General's Advocacy Institute, where he administered and developed high quality legal education programs that met the needs of New Jersey government lawyers. Prior to that, he was an Assistant Chief of the Education and Higher Education Section and a Deputy Attorney General in the Corrections and State Police Section of the Division of Law, where he defended lawsuits brought against members of the New Jersey State Police. AAG Dryzga also served with the Office of Government Integrity and the Division of Criminal Justice in the Department of Law and Public Safety. He conducted criminal and civil investigations concerning waste, fraud, and abuse in public school construction projects and criminally prosecuted individuals and companies for improprieties in those projects. He additionally served as an Assistant Inspector General in the New Jersey Office of the Inspector General. AAG Dryzga received his B.A., from Pennsylvania State University, and his J.D. from Rutgers University Law School- Newark.

### ***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 2.0 hours of total CLE credit. Of these, 2.0 qualify as hours of credit towards newly admitted lawyers' requirements/Administrative Law, and 0.0 qualify as hours of credit for ethics/ professionalism.

**PA CLE Credit:** 1.5 substantive credits (\$3.00 mandatory registration fee required).

### ***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.