



ICLE:  
Advancing the Profession

SPRING  
2010

# Skills and Methods Course

Administered for  
The New Jersey Supreme Court  
by the New Jersey Institute  
for Continuing Legal Education

# From the Skills and Methods Course Director



## NEW JERSEY INSTITUTE FOR CONTINUING LEGAL EDUCATION

The non-profit, continuing education service of the  
NEW JERSEY STATE BAR ASSOCIATION  
SETON HALL UNIVERSITY  
RUTGERS-THE STATE UNIVERSITY OF NEW JERSEY

Dear New or Prospective Attorney:

**C**ongratulations on your decision to practice law in New Jersey.

The law is a dynamic and exciting field - one that calls for constant learning and professional development. That is why ICLE, the Institute for Continuing Legal Education, is ready to provide you with the advanced training and information you need to effectively practice law in New Jersey. For more than 30 years, ICLE has served the New Jersey bench and bar by offering a wide range of seminars, books, audiocassettes, videotapes, and computer software designed to advance the profession. ICLE administers the Skills and Methods Course on behalf of the New Jersey Supreme Court. The Skills and Methods Course is a nationally renowned "bridge the gap" program that has helped prepare thousands of New Jersey attorneys for the transition from either law school to practice or practice in other states to practice in New Jersey.

Because New Jersey is committed to the highest standards of legal professionalism, every attorney must complete all portions of the Skills and Methods Course in addition to passing the bar examination and satisfying character and fitness requirements to be eligible to practice law in New Jersey. The Skills and Methods Course supplements your formal education or previous experience in another state through a series of practical seminars, written exercises and comprehensive handbooks that are designed to teach you the local nuances of New Jersey practice so you can get up to speed quickly and avoid costly mistakes. The Skills and Methods Course is required for all attorneys beginning to practice in New Jersey, so I encourage you to register early to get the time frame and course format you prefer. As explained in this application, you don't need to wait until you receive your bar exam results to register for the course.

We look forward to helping you fulfill your mandatory Skills and Methods requirement and to serving as your partner in practice throughout your legal career. Congratulations and continued success.

Sincerely,  
Joseph J. Hogle, Esq.  
Assistant Executive Director &  
Skills and Methods Course Director

# A COMPLETE LIBRARY

Upon registering for the core component, you will receive a single CD-ROM containing a comprehensive library of 17 practice handbooks in a searchable .pdf format. You also can use the CD-ROM to resolve many problems commonly experienced in the first few years of practice. The books on CD-ROM contain forms and checklists that experienced practitioners regularly use. In print form, you'll also receive an Exercise Materials packet with five practice exercises for core courses, along with note-taking outlines and commonly used legal forms.

## Your library:

- Real Estate Closing Procedures
- Basic Estate Planning
- Civil Trial Preparation
- Landlord/Tenant Practice
- Workers' Compensation
- Bankruptcy
- Organization and Sale of Small Businesses
- Legal Ethics Skills Set: Legal Ethics Opinions (Volumes I, II) & Manual on Legal Ethics
- Trust and Business Accounting for Attorneys
- Family Law
- Basic Estate Administration
- Criminal Trial Preparation
- Administrative Law
- Collection Practice
- Municipal Court

*The CD-ROM delivered will contain the most current editions available at the time of shipment. To keep your library current, you may wish to purchase updated editions as they become available. Check [NJICLE.com](http://NJICLE.com) for information on new and updated publications.*

## Spring 2010 Schedule

The Spring 2010 cycle consists of lectures presented on Monday and Tuesday evenings. All lectures meet for 5 weeks from 6:30 p.m. to 9:30 p.m. Please plan to arrive early so that you can sign in and be seated before the program begins.

COURSE	DATE
Family Law	Mon., April 12 & Tues., April 13
Real Estate	Mon., April 19 & Tues., April 20
Will Drafting/ Probate Practice	Mon., April 26 & Tues., April 27
Professional Responsibility	Mon., May 3 & Tues., May 4
Civil Trial or Criminal Trial Preparation	Mon., May 10 & Tues., May 11

## Refunds

To be eligible for a refund (less \$75 processing fee), you must provide a written refund request before the application deadline date. No refunds will be given after the application deadline date.

## Inclement Weather Cancellations

ICLE generally does not cancel seminars due to inclement weather. However, in the event of SEVERE weather conditions, please call 732-249-5100 or 732-214-8500 after 3 p.m. on the afternoon of the program.

You also can listen to radio station 101.5 FM for inclement weather cancellations, or call the actual site after 3:00 p.m. on the afternoon of the program.

## Course Locations

### NORTH JERSEY

Seton Hall University Law School  
One Newark Center  
Corner of Raymond Blvd. & McCarter Hwy.  
Newark

Passiac County Police Academy  
214 Oldham Road, Wayne

### CENTRAL JERSEY

New Jersey Law Center  
Ryderson Lane Exit off Rt. 1  
New Brunswick

### SOUTH JERSEY

Grand Versailles (Quality Inn)  
531 Route 38 West, Maple Shade

To ensure adequate seating, you can attend only those courses and sites for which you register.

**Food and beverage NOT Provided.**  
Please bring your own.

**REMEMBER: REGISTER EARLY** Don't get closed out of the session you want! Send your application in today.

## Course Overview

Since 1962, the Skills and Methods Course, a nationally renowned “bridge the gap” program, has helped prepare thousands of attorneys for the transition from either law school to practice, or practice in other states to practice in New Jersey.

The Course consists of two components, each of which must be completed within certain time frames. The first component is a series of “core courses” which cover the basics of five subject areas most lawyers need to know. The second component consists of two years of “continuing education courses” that expand your knowledge of New Jersey practice.

Taught by distinguished New Jersey judges, experienced practitioners and related experts, both the “core courses” and the “continuing education courses” provide insight on the latest trends and techniques in the areas covered.

## PA CLE Credits

Application has been made with the Pennsylvania Continuing Legal Education Board for CLE credit for all “live” first, second, and third year programs. The Pennsylvania Attendance Fee (separate check payable to ICLE) must be submitted at the end of each session. No credit is available for video replays.

## NY CLE Credits

Application has been made with the New York State Continuing Legal Education Board for CLE credit for all “live” first, second, and third year programs. There is no fee for NY CLE credits. You can download a personalized certificate of attendance form acceptable to the NY CLE Board directly from NJICLE.com. No credit is available for video replays. Please contact the NY CLE board to find out about NY requirements.

# CORE COMPONENT - FIRST YEAR

The first component of the Skills and Methods Course is a series of five “core courses,” all targeted to New Jersey practice, including:

- Family Law
- Real Estate
- Will Drafting and Probate Practice
- Professional Responsibility

and (Choose one)

- Civil Trial Preparation
- or
- Criminal Trial Preparation

## TIME FRAME AND FORMAT

The complete series of “core courses” is offered four times each year (spring, summer, fall and winter cycles) in regional locations throughout the state. The cycles are offered in several different formats - weekdays, evenings, and Saturdays - for your convenience. You can choose the format, location, and time schedule that best suits your needs, but you must complete the series of “core courses” within two cycles after you are sworn in. Or, you may take the series of “core courses” before being sworn in, even as early as your final semester of law school, if you submit a letter of good standing from your Academic Dean.

## PRACTICE EXERCISES

Each of the five “core courses” includes the preparation of a written exercise that is designed to simulate the types of matters new lawyers would be asked to handle by a client (e.g., a real estate closing, a will, a complaint, etc.). Exercises must be completed and submitted by assigned dates, and you must receive passing grades on all five exercises in order to complete this requirement. If you receive a failure or an incomplete grade on an exercise, you may be required to complete a makeup exercise and re-register for that lecture in a subsequent cycle.

## STAYING INFORMED

You will be notified by letter after you successfully complete each year of the Skills and Methods requirement. Again, attendance at core courses and continuing education courses is mandated by the New Jersey Supreme Court, and you must complete all components within the stated time frames to remain eligible to practice law in New Jersey. No waivers are granted based on prior experience in another jurisdiction or experience gained in a law school clinical program or clerkship.

## TIME FRAME

SWORN IN	CYCLE
December	Winter or Spring Cycle
June	Summer or Fall Cycle

## CYCLES

CYCLE	FORMAT
Spring	Two weekday evenings per week for five weeks
Summer	Five full day programs on consecutive weekdays (presented on videotape)
Fall	Two weekday evenings per week for five weeks
Winter	Five full day programs on Saturdays

## CONTINUING EDUCATION COMPONENT SECOND AND THIRD YEARS

After you complete the First Year “core courses,” you advance to the continuing education component, which consists of two courses each year for two years. To complete the Second Year requirement, you must take Administrative Law, and either Civil or Criminal Trial Preparation, whichever was not selected as a core course in the First Year. To complete the Third Year requirement, you can choose any two courses from the list of programs noted on the chart below. The courses offered as part of the continuing education component are presented live twice each year in North, Central and South Jersey locations, and are also presented as video replays at various other times during the year.

You will receive periodic mailings reminding you of your requirements. However, it is your responsibility to ensure that you complete your 2nd and 3rd year requirements in a timely manner. Please do not wait until you are facing a completion deadline to sign up for classes. Tuition for each live continuing education course is \$35 in advance or \$85 at the door. There are no practice exercises for these courses and materials are included within the library of 17 practice handbooks you receive prior to taking the core courses.

### SECOND YEAR

You must complete:

- ✓ *Administrative Law*
- ✓ *and either Civil or Criminal Trial Preparation (whichever seminar was not selected as a First Year core course.)*

The Second Year requirement must be completed within two years of the date of the attorney's admission to the New Jersey Bar. If your schedule allows, you can complete these courses earlier than the required timeframe.

### THIRD YEAR

You may select any two courses from the following:

1. *Purchase, Organization and Sale of a Small Business*
2. *Bankruptcy Practice*
3. *Collection Practice*
4. *Municipal Court Practice*
5. *Workers' Compensation Practice*
6. *Landlord/Tenant Practice*

The Third Year requirement must be completed within three years of the attorney's admission to the New Jersey Bar. Again, if your schedule allows, you can complete these courses earlier than the required time frame.

### REGISTER EARLY

To guarantee your seat in the format and cycle that best suits your needs, please register early. Registrations are processed on a “first come - first served” basis. Don't risk being closed out of your preferred location. Registration and tuition for the Spring 2010 cycle must be postmarked by March 12, 2010, accompanied by payment. Registrations received after that date are subject to a \$75 late fee, and can only be accepted if space is still available.

Remember to indicate your location preferences in numerical order and mail the application along with credit card information or a check for the full tuition to: Skills and Methods Course Director, ICLE, One Constitution Square, New Brunswick, NJ 08901-1520.

### WHAT YOU'LL RECEIVE

#### ✓ Confirmation Letter

When we receive your application, we will send you a confirmation letter with your Skills ID#. Please retain this letter for future reference and include your Skills ID# on all correspondence and exercises. There are often many registrants with the same or similar names. The Skills ID# helps to ensure that you will receive proper credit.

#### ✓ Law Library on CD-ROM

You'll also receive a single CD-ROM containing 17 handbooks, in addition to two print booklets containing lecture materials, practice exercises and forms. We can either ship the CD-ROM and materials to you at an additional charge, or you can pick them at the New Jersey Law Center during the week of Mon., March 29 to Fri., April 2 from 10:00 AM to 4:00 PM. To reach the Law Center, take NJ Tpke Exit 9 to Rt. 18 North to Rt. 1 South to Ryders Lane (New Brunswick) Exit, to One Constitution Square.

#### ✓ Map with directions

to course location.

