

ADMINISTRATIVE LAW JUDGES AND AGENCIES:
WORKING TO ENHANCE PUBLIC CONFIDENCE IN ADMINISTRATIVE ADJUDICATION



AN EDUCATION PROGRAM
PRESENTED BY:
NATIONAL ASSOCIATION OF
ADMINISTRATIVE LAW JUDGES & THE
NATIONAL CONFERENCE OF
ADMINISTRATIVE LAW JUDGES (ABA)

MAY 29, 30, AND 31, 2003

Illinois State Bar Association,
20 South Clark, Chicago, Illinois



CO-SPONSORS: CHICAGO BAR ASSOCIATION ADMINISTRATIVE LAW JUDGE COMMITTEE & THE ILLINOIS STATE BAR ASSOCIATION ADMINISTRATIVE LAW SECTION

THIS TWO AND A HALF DAY MID YEAR EDUCATIONAL PROGRAM WILL FOCUS ON WRITING DECISIONS AND THE RELATIONSHIP BETWEEN ADMINISTRATIVE LAW JUDGES (ALJs) AND AGENCIES. THE PROGRAM IS SPECIFICALLY DESIGNED FOR ADMINISTRATIVE LAW PROFESSIONALS, INCLUDING ATTORNEYS, ADMINISTRATIVE LAW JUDGES, HEARING OFFICERS, ADMINISTRATORS, CASE PRESENTERS AND OTHER AGENCY STAFF, LAW FACULTY AND LAW STUDENTS. IN THE PAST, NAALJ/NCALJ PROGRAMS HAVE BEEN GIVEN CREDIT IN MANY STATES TOWARD FULFILLING CLE REQUIREMENTS. TO DETERMINE WHETHER THIS PROGRAM MEETS YOUR STATE'S REQUIREMENTS, PLEASE CONTACT THE APPROPRIATE AGENCY IN YOUR STATE. A CERTIFICATE OF ATTENDANCE WILL BE ISSUED AT THE CONFERENCE. IT WILL BE YOUR RESPONSIBILITY TO FORWARD THE LETTER TO THE APPROPRIATE AGENCY AND COMPLETE ANY OTHER REQUIREMENTS SET FORTH BY THE AGENCY.

PROGRAM

THURSDAY, MAY 29, 2003

DECISION WRITING FOR ADMINISTRATIVE LAW JUDGES

- 8:00-8:30 Registration
- 8:30-8:45 Introduction and Welcome
NAALJ, NCALJ, IAALJ,

Illinois Supreme Court Chief Justice
Mary Ann McMorrow (if available)
- 8:45-9:45 Effective Decision Writing: Identifying purpose and readers; Writing objectively to ensure the perception of fairness
- 9:45-10:30 Process of Opinion Writing; Structure of an Opinion
- 10:30-10:45 Break
- 10:45-12:00 Process and Structure (continued)
- 12:00-1:30 Lunch (on your own)
- 1:30-2:30 Organizing the analysis and writing:
- 2:30-3:30 Writing Under Pressure—Meeting Statutory Timelines Without Sacrificing Quality
- 3:30-3:45 Break
- 3:45-4:45 Administrative Review of ALJ Decisions
- 4:45-5:00 1 Introduction to Relationship of Agencies and ALJs.
- 6:00-7:30 Reception (Not yet arranged)

FRIDAY, MAY 30, 2003

ADMINISTRATIVE LAW JUDGES AND AGENCIES: ROLES AND RELATIONSHIPS

- 8:30-9:00 Keynote Address: A Review of Recent Cases Which Affect the Relationship Between ALJs and Agencies **Honorable Rebecca Pallmeyer**
U.S. District Judge, Northern District of Illinois
- 9:00-10:30 Balancing Responsibilities and Roles of the ALJs and Agencies
- 10:30-10:45 Break
- 10:45-12:00 ALJs and Agencies – Understanding Differences: Working to Serve a Diverse Public
- 12:00-1:30 Lunch
- 1:30-3:00 Factors Affecting ALJ-Agency Relationships
- 3:00-3:30 How to Improve Relationships Between the ALJs and the Agency
- 3:30-3:45 Break
- 3:45-5:00 Improving Relationships (continued)
- 6:00 Dinner Italian Village

SATURDAY, MAY 31, 2003

- 9:00-10:30 Small Group Discussions on the Mutual Responsibility to Serve the Public, and Report Back from Small Groups and Discussion on “Creating a Model for Continuing Dialogue Among ALJs, Agencies, and Law Schools.”
- 10:30-11:00 Closing Remarks, Evaluation and Certificate Presentation



ROOMS HAVE BEEN RESERVED AT THE FOLLOWING HOTELS AT THE RATE OF \$130, PLUS TAX. CALL FOR A RESERVATION AND MENTION THE CONFERENCE. BOTH HOTELS ARE WITHIN WALKING DISTANCE OF THE CONFERENCE - PALMER HOUSE IS ONLY A BLOCK AWAY

PALMER HOUSE HILTON
17 EAST MONROE STREET
CHICAGO, IL 60603
(312) 726-7500



HYATT PRINTER'S ROW
500 S DEARBORN
CHICAGO, IL 60605
(312) 986-1234

CONFERENCE REGISTRATION FEES:

If received on or before April 14, 2003

\$150.00 NAALJ/NCALJ /ISBA /CBA Member
\$200.00 Non Member

NAALJ membership dues are \$50 a year. An application is available at www.NAALJ.org
NCALJ membership information is available through the ABA: <http://www.abanet.org/jd/ncaljweb.html>

Received after April 14, 2003

\$200.00 NAALJ/NCALJ/ISBA/CBA Member
\$250.00 Non Member

Single Day: (Please check one) May 29, 2003 May 30, 2003

Received on or before April 14, 2003

\$ 75.00 NAALJ/NCALJ/ISBA/CBA Member
\$ 100.00 Non Member

Received after April 14, 2003

\$100.00 NAALJ/NCALJ/ISBA/CBA Member
\$125.00 Non Member

Dinner May 30 Italian Village (Menu selections include vegetarian entrees and can be made at the dinner) \$30.50

Total Amount Enclosed : \$

Name:

Address:

City/State/Zip

Telephone:

Email:

Title:

Agency:

Fee includes conference material. Note: A voucher is NOT payment and will not reserve a place.

Payment: Check Credit Card

Credit Card #:

Expiration Date:

Signature:

Make checks payable to: ABA Judicial Division, Attention: Teri Curro, 541 N. Fairbanks Court, 13th Floor, Chicago, IL 60611

Cancellation – The conference fee minus a \$25 charge for printing of materials will be refunded for cancellations received by May 14. Cancellations received after that date are non-refundable, except in emergency, but a substitute may be sent in your place.

Air travel: Both O'Hare and Midway Airports have subway service into the loop with stations within one or two blocks of the hotels. Greyhound bus and Amtrak and Metra trains have service into Chicago.

FACULTY (IN FORMATION)

Writing

Professor Alice Noble-Allgire
Southern Illinois University Carbondale

Justice Alan Greiman
Illinois Appellate Court

Michele Jochner
Illinois Supreme Court

Chief Administrative Law Judge Roma Barksdale
Larson
Illinois Human Rights Commission

Judge Nancy Drew Sheehan
Circuit Court of Cook County

Professor Corinne Seither Morrissey
Director, Academic Achievement
John Marshall Law School

Justice Leslie South
Illinois Appellate Court

Administrative Law Judge Honorable Vivian Gordon
Chicago, Illinois

ALJs and Agencies-Roles and Relationships

Administrative Law Judge Alfred Burton
Social Security Office of Hearings and Appeals -
Chicago, Illinois

Chief Administrative Law Judge Tyrone Butler
New York State Department of Health

General Counsel Cheryl Cesario
Illinois Department of Children and Family Services

Visiting Assistant Professor of Law Molly D. Current
Chicago Kent College of Law

Judicial Hearing Officer Sheila Devane
Child Protection Division Circuit Court of Cook County

Former Judge/Attorney Thomas More Donnelly
Chicago, Illinois

Administrative Law Judge Lori Payne Eisele
Kentucky Health Services, Administrative Hearings
Branch

Administrative Law Judge/Hearing Officer Vicki Gillio
Chicago, Illinois

Administrative Law Judge Nancy Hablutzl
Chicago, Illinois

Justice Shelvin Louise Marie Hall (Invited)
Illinois Appellate Court

Judge Sophia Hall
Circuit Court of Cook County

ARDC Hearing Officer/Attorney William H. Hooks
Chicago, Illinois

Dean Harold Krent
Chicago Kent College of Law

Chief Legal Counsel Jacqueline Lustig
Illinois Department of Human Rights

Administrative Law Judge David Marcus
Oregon Hearing Officer Panel

Chief Administrative Law Judge Ken Nickolai
Minnesota Central Hearings Panel

Judge Rebecca Pallmeyer, U. S. District Court
Northern District of Illinois

Administrative Law Judge Errol Powell
Florida Division of Administrative Hearings

Director James Reilly
City of Chicago Administrative Hearings

Judge John W. Hardwicke Retired
Chief ALJ - Maryland OAH

Administrative Hearing Officer Berta Requena
Expedited Child Support Division Circuit Court of Cook
County

Professor Victor Rosenblum
Northwestern University School of Law

Judge Drella Savage
Expedited Child Support Division Circuit Court of Cook
County

Commissioner Carolyn Schoenberger
Consumer Services City of Chicago

Attorney James Schwartz
Chicago, Illinois

Executive Vice President Allan Sobel
American Judicature Society

Administrative Law Judge Janet Thompson
Kentucky Office of Administrative Hearings.

Judge Edward Toussaint
Minnesota Judicial Center

General Counsel Jacqueline Zimmerman, Esq. (Invited)
Illinois Labor Relations Board