D.C. Association of Administrative Law Judiciary

Inside this Issue

At the NAALJ's 2011 Annual Conference in Santa Fe, New Mexico, the New York affiliate showed off its new lapel pins and issued a challenge to the other affiliates to create lapel pins of their own. ***President-Elect Melissa Lin Jones*** has answered the call with the new DCAALJ logo below, which will be incorporated into pins and other items.

The white background and the red stars and bars incorporate a deconstructed version of our local flag. The gavel is the readily recognizable symbol of our beloved profession. Lastly, the gold text and outlines inspire us to be the very best we can be.

The Board looks forward to presenting our pin to the membership in the very near future. In the meantime, ask yourself if you are "Setting the Gold Standard for Administrative Adjudication."

President's Message

DCAALJ is off to a good start this year. We have more than 35 members who have paid their dues, in addition to past members who say they plan to renew their membership. Moreover, we have increased our membership in agencies that were not represented before. In addition to the Office of Administrative Hearings and the Department of Employment Services, both of which have large contingents, we have judges in the D.C. Contract Appeals Board, the D.C. Office of Human Rights, and two federal agencies. My hope is that we will continue to expand our membership base and that the judges can share observations, concerns, and advice about their jobs, what works, and what doesn't work.

At its meeting in January the DCAALJ Board approved President Elect Melissa Jones's proposal to adopt a logo for DCAALJ. The logo will help to confirm DCAALJ's identity and provides a brand for our organization. Each DCAALJ

member will receive a DCAALJ pin containing the logo. Melissa describes the story of the logo in her article below.

We have two educational programs planned for the winter and early Spring. In May, DCAALJ will co-sponsor the showing of "The Response," an award-winning courtroom drama by D.C. lawyer Sig Libowitz that depicts a three-officer Guantanamo military tribunal that is divided about whether there is sufficient evidence to continue to hold a detainee as a terrorist. The film will be followed by a panel discussion on the constitutional and equitable considerations involved in the panel's determination. We will announce the date and location of the event shortly.

In April, I will give a presentation on MS Word 2010 for judges. As I note in my article below, Steve Balmer is struggling mightily to complicate even the simplest word processing tasks. MS Word 2010 is not the least bit intuitive. But understanding some basic concepts and techniques can save a lot of grief. I'll demonstrate some of the tactics I use and invite those who attend to share their own discoveries. Date, time, and location will be announced shortly.

One of the benefits of membership in DCAALJ is that it includes membership in NAALJ, the National Association of the Administrative Law Judiciary.

NAALJ has two upcoming conferences that may be of interest to DCAALJ members. The NAALJ mid-year conference will be held at the National Judicial College in Reno, Nevada, from April 1 through April 3, 2012. It will feature presentations on a variety of topics, including legal writing, dealing with self-represented litigants, judicial ethics, bias, and interpreters. Registration, $300, is cheap and lodging at the Silver Legacy Hotel, $49 per night, is even cheaper, so long as you stay away from the slot machines. To register, or find out more, visit the conference web site: www.naalj.org/2012-midyear-conference-home.

NAALJ's annual conference this year will be at the Ritz-Carlton Hotel in New Orleans from September 9–13 2012. NAALJ will be holding a joint conference with the Federal Administrative Law Judges Conference (FALJC), providing an opportunity for us to compare notes with our federal colleagues. Hurricanes excepted, I plan to attend. I hope to see some of you there.

To keep everyone informed of our goings on, Vice President Claudia Barber is developing a web page for DCAALJ that members can access through the NAALJ website. We will post some of our documents, member lists, and news of events for easy access. The web page should be up and running shortly.

For a final note, I'd like to renew my plea for DCAALJ members to contribute to the organization in whatever way you feel comfortable. We can use members for our Nominating Committee and Programs Committee. We need articles for the newsletter. We welcome talks and presentations by members on almost any topic. And we can use ideas. Is there something you think DCAALJ should be doing? Let us know. Go ahead and ask what DCAALJ can do for you. But also ask what you can do for DCAALJ.

DCAALJ Co-Sponsors Award-Winning Film and Panel Discussion

On *Thursday, May 10, 2012*, DCAALJ and sections of the DC Bar will co-sponsor a showing of *The Response*, an award-winning 30-minute courtroom drama by D.C. attorney Sig Libowitz, of Venable LLP. Based on actual transcripts of the Guantanamo military tribunals, the film, stars

Aasif Mandvi (The Daily Show), Kate Mulgrew (Star Trek Voyager) Peter Riegert (Animal House, The Sopranos) and Mr. Libowitz himself, in the tribunal of a suspected enemy combatant by three military officers who, in the vein of Twelve Angry Men, must decide his fate. Following the presentation of the film, Mr. Libowitz will join in a panel discussion by three attorneys who participated in the prosecution and defense of Guantanamo detainees. Thomas B. Wilner served as counsel of record to Guantanamo defendants in *Rasul v. Bush* (2004) and *Boumedienne v. Bush* (2008), seminal Supreme Court cases that upheld the right of habeas corpus for accused terrorists. Morris Davis served as Chief Prosecutor for the Military Commissions at Guantanamo, leading a multi-agency task force of more than 100 personnel from multiple government agencies, before he resigned in protest to political interference and the use of evidence by torture. Capt. Jason Wright, of the Judge Advocate General's Corps, currently represents two Guantanamo detainees.

The program will run from 6:30 to 8:30 p.m. in the Jurors' Lounge of the Superior Court of the District of Columbia, 500 Indiana Avenue. We will email details on registration to all DCALLJ members shortly.

MS Word for ~~Dummies~~ Judges

By Judge Nicholas Cobbs

Microsoft (MS) Word's pitiless conquest of word processing is one of the tragedies of the 21st Century. In the days of WordPerfect, we knew where we were in a document. We could use reveal codes to follow changes in the format. Fonts did not mutate mysteriously. Headers did not disappear. Page numbers followed in sequence. But the world changed when MS Word invaded and subjugated. Now even a proficient word processor is challenged by the attempt to create a document in any style or format except an approved Microsoft template. I'm convinced that Microsoft's motto, in contrast to Google is: "Always do evil."

Microsoft's latest products, Word 2007 and its offspring, Word 2010, reflect this policy. Typists who spent years searching the arcane menus of MS Word 2003 to find the functions they need now must probe different menus in the even more arcane ribbon of MS Word 2010. Moreover, because Microsoft believes that most of its users are illiterate, it populates the ribbon and the quick access toolbar with miniscule icons that bear little semblance to the functions they control.

Nevertheless, with a little effort, it is possible to make MS Word compose a document the way you, rather than Steve Balmer, want it to look. While I don't have space here for an in-depth discussion of the myriad features of the program, I'll highlight a few of the concepts and techniques that I have found helpful for my judicial writing.

MS Word 2010 replaced the old menu bar with a "ribbon,"

containing tabs. (A funny-looking globe the far left on Word 2007 has, fortunately, become a "File" tab on Word 2010.) Click on a tab and you will get a spread of sub-menus littered with symbols that only an alchemist could love. The quick access toolbar, underneath the ribbon, also contains symbols for the functions you use most frequently. Don't panic. Place your cursor over the icons and a box will appear to tell you what the function is.

As in MS Word 2003, Microsoft's organization of the functions leaves a lot to be desired. Thus, while settings for font and spacing are on the Home tab, settings for margins are on the Page Layout tab. Settings for headers and footers are not in either of these tabs, but on the Insert tab. Formatting page numbers, headers, and footers, is especially tricky. There is no dialog box in which you can consecutively select the format and position you want, and also instruct the software not to print the header or footer on the first page. Each of these steps has to be separately entered, increasing the likelihood that something will go wrong.

Once you learn where the MS Word functions are, you can start taking control over your document. Begin with the font. For reasons closely tied to Microsoft's "do evil" motto, the default font in MS Word is now 11 point Calibri, one that lawyers, judges, and most other typists never use. You can

change the font for a particular document by changing the settings in the Font Group on the Home tab, but you can gain more control by opening the Font Dialog Box, Ctrl-D, or by clicking the nearly obscure arrow in the lower right hand corner of the Font Group. The Font Dialog Box allows you to set the type of font, size, and attributes of your font, e.g., large and small caps or double underline. It also has a box in the lower left hand corner that allows you to set your font as the default font. Click this box once you've selected the setting you use most often, such as Times New Roman 12 point. With a little good luck, you will get your default font rather than the 11 point Calibri as the starting point for your new documents.

Now that you've got the font under control, you can adjust the paragraph settings. There are a number of icons for settings in the Paragraph Group on the Home Tab. Ignore these. Instead click the almost invisible arrow in the lower right hand corner of the Paragraph Group to bring up the Paragraph Dialog Box. There you can set the line spacing, indentation, before and after spacing, and tabs. You can select your most frequent configuration as the default.

To set your margins, go to the Page Layout tab. The margins icon in the page setup group will bring up settings that Steve Balmer thinks you may want to use. To make your own choice, click the obscure little arrow in

the lower right hand corner of the Page Setup Group to bring up a dialog box where you can set margins precisely.

If you want to change alignment or line spacing quickly, use keystrokes. Ctrl-L for left alignment, Ctrl-E for centered, Ctrl-R for right, Ctrl-1 for single space, Ctrl-2 for double space. Thus, after you center the heading of your document (Ctrl-E), space down to where you want to start your text and change to left alignment (Ctrl-L) or justified alignment (Ctrl-J) and double space (Ctrl-2). Keystrokes are also a quick way to change font attributes. You can switch to bold (Ctrl-B), italic (Ctrl-I), or underline (Ctrl-U), without fiddling with the mouse. The keystrokes toggle, so when you have finished, enter the keystroke again to return to the regular font.

Headers and footers can be exceptionally problematic with MS Word. At times, a group of the most experienced MS Word users in our office has spent close to an hour trying to get a footnote to print out properly or page numbers to continue from one section to the next. Headers and footers, including page numbers, are accessed through the Insert Tab in a Header and Footer Group. First select "Header," "Footer," or "Page Number" from the Header and Footer Group. Unfortunately, Microsoft does not provide a dialog box to allow you to enter all the settings at once. Instead, Microsoft gives you a limited choice of page

options to choose from. Before you refine your specifications, you need to select the template that best fits your needs (e.g., bottom center) and then click the "Edit Header" or "Edit Footer" option. That will bring up a new ribbon of options, allowing you to change the font and spacing and to keep the header or footer off the first page. If your document has more than one section, MS Word sometimes, but not always, assumes that you will want new page numbers. You have go to a Format Page Number submenu in the Page Number option to tell the document to continue numbering from the previous section.

One way to speed up your work is to install icons for the applications you use most often on the Quick Access Toolbar. This is the narrow strip above the ribbon. It usually comes with a disk icon for saving, an undo icon, and a redo icon, but it you can customize it to add any of the applications or dialog boxes you use frequently. For example, my Quick Access Toolbar has icons for printing envelopes, accessing style menus, showing properties, and accessing the Font and Paragraph Dialog Boxes, among others. To add applications to your Quick Access Toolbar, click the little arrow at the right of the icons. A list of a few popular commands will appear. Then click "More Commands." Another longer list of popular commands will appear. If you still don't see what you're looking for, click the arrow at the right of the box for "Popular

Commands" and select "All Commands." Find the command you want and then click the "Add" box. An icon for the application will be added to your Quick Access Toolbar and can now be accessed with a click of the mouse.

Microsoft groups the settings for document formatting into "Styles." This can be helpful once you learn how to create your own styles or to access styles that are already in the Style Menu. For example, I have created an "Opinion" style for the paragraph format I use for opinions and an "Indent" style for single-spaced block quotations. When I change from one style to another, I can go to the Style Menu and select the new style without having to configure the settings in the Paragraph Dialog Box. The Quick Styles Gallery on the Home Tab will have a list of styles that are available to you. You can select one by clicking it, or by bringing up a list with keystrokes, Ctrl-Shift-S.

Although Microsoft boasts that its styles are simple and user-friendly, in practice, styles can be very frustrating. MS Word does not limit its style selections to the ones you want or use frequently. Instead, it provides a large library of styles you may never want to use and will create new ones every time you set up a new configuration. To find and select the style you want, you must wade through a swamp of styles you never use. Then, if you are not careful, MS Word will

assume that you want to apply a style that you did not select to some portion of your document, leaving you to reconfigure the settings to the style you want. In addition, MS Word may decide that the tweaks you selected for a particular document are intended to modify your base style. These problems can be overcome after applied study, but quantum physics is easy by comparison.

One way to avoid having to select styles is to use the format painter to copy a style that is already on your document. The format painter is a tiny little brush on the Clipboard group of the Home Tab. Click on a place in the document that has the style you want to copy, such as a paragraph style or an indented block. Then click the format painter and move the cursor to the text that you want to format. The cursor will change into a format paintbrush that you can then use to select the text you want formatted into the style you selected.

You can also use MS Word's Show/Hide feature to show some of the formatting of your document as you compose. Click the paragraph symbol, ¶, in the Paragraph Group on the Home Tab, or use the keystroke command, Ctrl-Shift-8. MS Word will now insert symbols for your spaces, paragraphs, and page breaks, so you can see why there is a gaping hole between your words or why the text ended only half way down the page.

MS Word's AutoCorrect and AutoText features are particularly helpful for judges, who repeat the same names and phrases in their opinions. These functions, which used to be easy to access in MS Word 2003, are now more challenging, but they are well worth learning. AutoCorrect will substitute a shortcut set of letters or symbols for words or phrases of up 255 characters. For example, if I need to refer to the District of Columbia Unemployment Compensation Act, I type "dcc" followed by "uca" to produce the text. You can create AutoCorrect shortcuts by clicking through the File, Options, Proofing selections on the left hand side of the ribbon. But a faster technique is to use keystrokes: Alt-T, A, and then select the tab for auto correct. You can enter your shortcut keys, remove existing shortcuts, or turn off auto correct entirely by unchecking the box for "replace text as you type."

Because of the character limitation, AutoCorrect cannot be used for extended passages of text. These require AutoText. Highlight the text to be saved, click the Insert tab and the Quick Parts option in the Text Group. Then select "Save Selection to Quick Parts Gallery" and give your text a name. Typing the name, and F3, will produce the text. But it can be tricky. Brace yourself for more than a little frustration if you set out to master AutoText.

Finally, many users will find that they can speed up their composition significantly by using keystrokes instead of mouse clicks for many of the most common commands. Common commands such as print (Ctrl-P), cut (Ctrl-C), paste (Ctrl-V), bold (Ctrl-B), italic (Ctrl-I), and, one of my favorites, undo (Ctrl-Z), can be executed quickly with keystrokes, so you don't have to reach for the mouse and then hunt for the icon you need. Below are a few of the more useful keyboard shortcuts.

Ctrl-G   go   to   (page, bookmark, section, footnote, etc.)
Ctrl-Z   undo
Ctrl-Y   redo
Ctrl-F   find
Ctrl-H   find/replace
Ctrl-S   save
(Use Ctrl-S to save a long document at intervals to avoid inadvertent loss.)
Ctrl-W close file/folder
Ctrl-X   cut
Ctrl-V   paste
Ctrl-C   copy
Ctrl-E   center
Ctrl-L   left justification
Ctrl-J   full justification
Ctrl-R   right justification
Ctrl-I   italics
Clrl-B   bold
Ctrl-P   print
Ctrl-U   underscore
Ctrl-1   single space
Ctrl-2   double space

MS Word is not nearly as intuitive as Microsoft would have us believe. The changes implemented in Word 2007 and 2010 have, if anything, made the system even more difficult to master. But the system's complexity is a product of its formidable power and capability. If you take the time to learn how to use Word's applications and shortcuts, the rewards can be substantial.

D.C. Administrative Law Judge
Inducted into Stetson Law Hall of Fame

After graduating *magna cum laude* from Howard University, **Judge Amelia G. Govan** chose the Stetson University College of Law in Gulfport (St. Petersburg), Florida to further her education and to foster her passion for the law. When she arrived, she was the only African American woman on campus, but rather than hide her talents, she (along with former D.C. Department of Employment Services, Labor Standards Office of Hearings and Adjudication, Administrative Hearings Division ("AHD") Chief Administrative Law Judge Malcolm J. L. Harper) bravely founded Stetson's Black Law Student's Association.

Upon graduation, Judge Govan passed the Florida bar and began practicing in that state. She went on to clerk for the Second

District Court of Appeals, to adjudicate appeals with the Public Defender's Office, and to serve as counsel for government agencies with the Hillsborough County Attorneys' Office.

In 1987, Judge Govan was admitted to the District of Columbia Bar, returned to D.C., and joined the Labor Standards Bureau of DOES. Today, Judge Govan, a member of the DCAALJ, presides over workers' compensation cases as an administrative law judge with AHD. She was admitted on motion to the Supreme Court of the United States in May of this year. To relax, Judge Govan enjoys spending time with her four adult children and four grandchildren.

Judge Amelia Govan (third from left) inducted into Stetson Law Hall of Fame

On October 29th Judge Govan, along with six other honorees, was inducted into the Stetson University College of Law 2011 Hall of Fame. The DCAALJ is proud of her!

The Twins Have Arrived!

Congratulations to ***Judge Paul Handy, and his wife, Attorney Francisca "Frances" M. Recio. They are the proud parents of Marisa Juliette Handy-Recio and Daniel Paul Handy-Recio, born on January 20, 2012 at 6:58 p.m.***

Judge Handy is the immediate past president of DCAALJ.

The District of Columbia Office of Administrative Hearings gave Judge Handy a daddy shower on February 6, 2012.

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Upcoming Events:

The National Association of Administrative Law Judiciary (NAALJ) will hold its 2012 Midyear Conference in Reno, Nevada on **April 1-3, 2012.**

There is still time to register for the conference and receive a $49 per night rate at The Silver Legacy Hotel and Casino. NAALJ along with the National Judicial College have developed two days of informative CLE. Plan to arrive on April 1, for an evening reception (included in your registration). An optional excursion to Lake Tahoe will also be available the evening of April 2. Register online at www.naalj.org/2012-midyear-conference-registration.

District of Columbia Association of Administrative Law Judiciary, Inc.

AN AFFILIATE OF THE NATIONAL
ASSOCIATION OF ADMINISTRATIVE LAW JUDICIARY

2011 - 2012 MEMBERSHIP APPLICATION AND DUES INVOICE

Dues for **DCAALJ /NAALJ** membership year 2011 – 2012 are now payable for the period from October 1, 2011 - September 30, 2012. Please remit your payment as soon as possible. The annual payment of $50.00 includes membership dues for both the **DCAALJ and NAALJ**. ($100.00 for sustaining member.)

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ARE YOU INTERESTED IN SERVING ON AN **DCAALJ** OR **NAALJ** COMMITTEE SUCH AS MEMBERSHIP, PROGRAM DEVELOPMENT, LOGISTICS, CONTINUING EDUCATION, COMMUNICATIONS OR CHARTER REVIEW?

☐ YES   I AM INTERESTED IN: _____

☐ NO

SIGNATURE: _____   DATE: _____

THANKS FOR YOUR INTEREST!

Send Payment to:

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    c/o Hon. William L. England, Jr., Treasurer
    P.O. BOX 77203
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