



Bureau of Administrative Hearings Newsletter

Governor Bruce Rauner

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Michael Hoffman, Acting Director
Sarah Kerley, Deputy Director

Deputy Director's Note

With Memorial Day behind us, it's the unofficial start of summer! I hope that you and your families are enjoying the weather and all the fun that come with it.

With summer comes the Bureau's Final Fridays Summer Series. Due to some technical difficulties, Part 1 was not presented on May 19th as planned. I'm sure it's because summer does not officially start until June 21st! Who am I to fight the seasons? See the next page for details, and mark your calendars accordingly.

On June 1-2, 2017, thirteen ALJs and Chief ALJs are attending a two-day, National Judicial College training entitled *Best Practices for Administrative Law Judges*. The training is sponsored by the M R Bauer Foundation and presented by the Cook County Department of Administrative Hearings, the National Judicial College, and the American Bar Association's National Conference of the Administrative Law Judiciary. The Bureau is grateful for the opportunity to attend and is

looking forward to the participants bringing back helpful tools for their colleagues.

The **8TH ANNUAL ILLINOIS ADMINISTRATIVE LAW CONFERENCE** is nearly upon us. A week from Friday, join with more than 150 of your colleagues from across the State for a jam-packed day of training focusing on administrative hearings.

Register today and plan to be part of the conference, either in Springfield or Chicago. This program will be available for viewing via West's LegalEdCenter, but there is nothing like being there in person to get your questions answered. I also hope that you will join us for a post-conference networking event at a local watering hole.

If you've missed any of the Bureau's CLEs and would like the video and materials, please let me know, and I will forward them along.

~Sarah Kerley

Coming Attractions

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The Bureau is excited to report on the progress that the Professional Development Subcommittee is making on a bench book for distribution to State ALJs.

In the coming weeks, the Bureau will distribute a manual with best practices and helpful resources for ALJs. In it, ALJs will find guidance and practice tips covering topics such as:

- Jurisdiction;
- Burdens of proof;
- Case management;
- Motions;
- Discovery;
- Subpoenas;
- Ruling on objections;
- Admission of exhibits;
- Preserving the record;
- Courtroom decorum;
- Safety and security;
- Interpreters;
- Due process;
- Telephone hearings;
- Cameras in the courtroom;
- Crafting recommendations or decisions; and
- Administrative review

FINAL FRIDAY CLEs – The Summer Series...You haven't missed it!



The last Friday of every month during the noon hour, the Bureau will offer a new ALJ-specific CLE. The Bureau's summer series focusing on case flow management and what ALJs can do to

We are excited to welcome longtime ALJ and, among other things, distinguished National Judicial College instructor Ed Schoenbaum as he presents a three-session CLE series on case flow management. He is tailoring this presentation to share tips for effective case flow management specifically for administrative law judges. With his State government experience, he is especially poised to reflect on the challenges we face and suggest solutions directly applicable to our practice.

What Web Content Would be Helpful for Your Litigants?

ALJs in the courtroom know best what issues face their litigants. The Bureau is working to develop and publish online resources to make the hearing process more accessible to litigants and less cumbersome for hearings unit staff. Send your suggestions for content that would help make the hearings process run more smoothly to AdministrativeHearings@Illinois.gov.



ALJ Stories: *each month learn about one of the State's amazing ALJs*

Department of Revenue's John White has been hearing cases for the State for going on 25 years! He enjoys the variety of cases he hears and working with such good, nice people. John's drive has been a lifelong characteristic. He worked for 10 years as a Chicago Police Department officer (which he describes as the "most fun job" he's ever had!) and attended law school night classes while raising two daughters with his wife, Helen. Any of you Salukis who enjoyed ultimate Frisbee while in Carbondale have John to thank for starting the SIU Frisbee Club while he was a student. John still keeps active, regularly hitting the gym and fitting in a destination hiking trip each year. If you pass John in the hall, make him tell you his anecdote about a hilarious case of mistaken identity. The State surely benefits every day from having the "real" John White bringing his positive attitude to the cases he handles.

**Let me know what the Pilot Bureau should explore or
nominate a co-worker for next month's ALJ Stories!**

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