# Administrative Law Judge Docketing Center

#### **ALJ Program Overview**

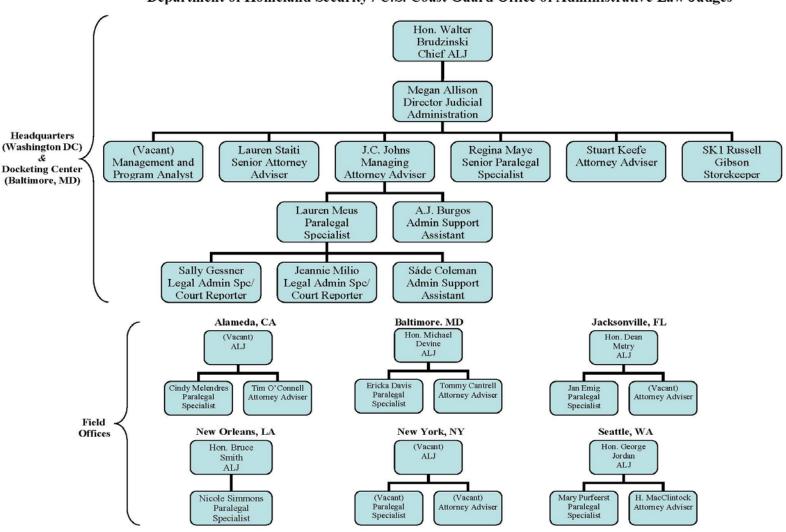
- Headquarters Office
  - Washington DC
- ALJ Docketing Center
  - Baltimore, Maryland

#### ▶ 6 Field Offices

- New York, New York
- · Baltimore, Maryland
- New Orleans, Louisiana
- Galveston, Texas
- Alameda, California
- Seattle, Washington

#### ALJ Program Organizational Chart

Department of Homeland Security / U.S. Coast Guard Office of Administrative Law Judges



## **ALJ Docketing Center**

#### Function:

- The centralized office which accepts the initial filings of cases from the agency & assigns cases to the field judges.
- Maintains and archives closed cases files for the Coast Guard.
- Provides assistance to respondents, respondent representatives, and the agency on the proper filing of documents and status reports.

#### Staff:

- Attorney Adviser
- Hearing Docket Clerk
- 2 Court Reporters
- Administrative Specialist

### ALJ Docketing Center Types of Cases we Process

- Suspension and Revocation of U.S. Coast Guard (USCG) Credentials
- ▶ Non-Coast Guard Cases:
  - Transportation Security Administration (TSA):
    - Hazardous Material Endorsement (HME)
    - Transportation Worker Identification Card (TWIC)
    - Civil Penalties against individuals and airline
    - Aviation Worker (AVW)
    - Airmen Certificate
  - Bureau of Industry Security (BIS)
  - Merit Systems Protection Board (MSPB)
  - Internal Revenue Service (IRS)
  - Department of Homeland Security (DHS):
    - Freedom of Information Act (FOIA) Appeals
    - Debt Collection Cases (Immigration and Customs Enforcement (ICE), Customs and Boarder Patrol (CBP), and U.S. Custom Immigration Service)

## Typical S&R Case Docketing Center Involvement

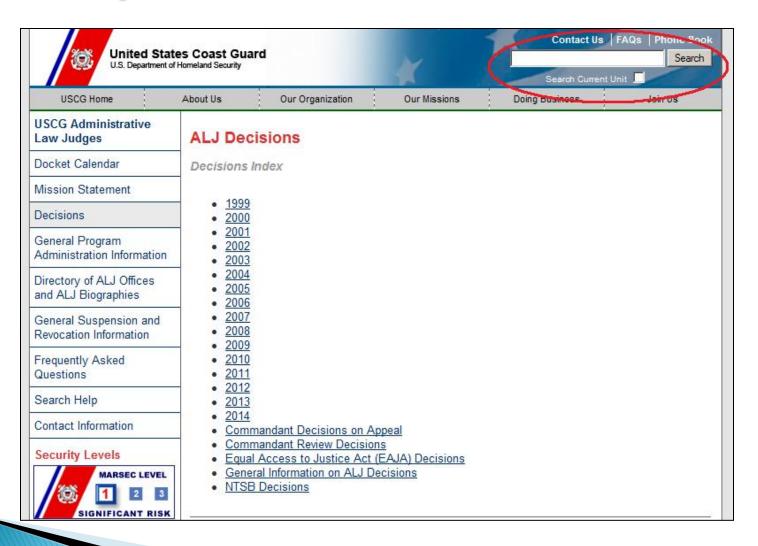
- Complaint filed with ALJ Docketing Center by the USCG
  - Docketing Center reviews for sufficiency
  - Answer filed with ALJ Docketing Center by Mariner
- ALJ Docketing Center assigns case to Field ALJ
  - Motions Practice
    - Proposed Exhibits
    - Proposed Witnesses
    - Discovery Requests
  - Hearing
  - Decision
    - Findings of Fact specific to the case
    - Detailed legal analysis
    - Sanctions, if any are imposed
- Case returned to ALJ Docketing Center
  - Appeal is filed, case file forwarded to Commandant for review
  - Historical cases are sent to the National Archives

#### **ALJ** Website

https://www.uscg.mil/Resources/Administrat ive-Law-Judges/

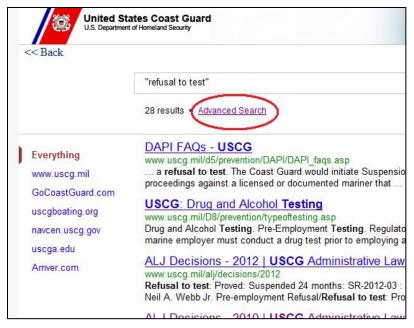
- Key Features
  - Allows keyword search of ALJ Decisions
  - List of free legal websites
  - FAQs
  - Hearing Calendar
  - Policy documents
  - Links to CDOAs, NTSB, and EAJA
  - Contact information for ALJ Program

## Key Word Search & Cases

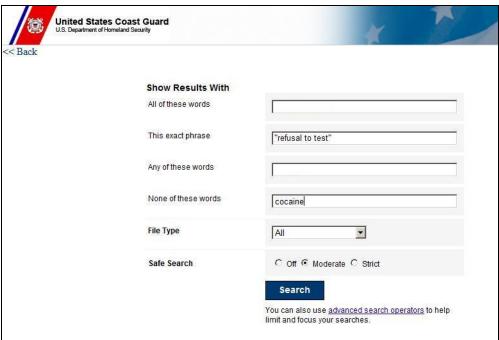


#### **Advanced Search**

Very useful, but is not initially visible. You need to first conduct a search and then advanced search is permitted.



Click on Advanced Search after you make an initial search



These are the Advanced Search functions

#### Search Tips

- Search Current Unit
  - Click "search current unit" to search just ALJ website.
  - To search all USCG website (including CDOAs), do not click.
- ► Advanced Search: This Exact Phrase
  - To find cases involving "refusal to test"
    - Type in: "refusal to test"
    - o This brings up 28 hits
  - To find cases involving "refusal to test" and Judge Fitzpatrick
    - Type in: "refusal to Test" AND Fitzpatrick
    - o This brings up 4 hits
  - To find cases involving "refusal to test" or "refusal to submit"
    - Type in: "refusal to test" OR "refusal to submit
    - This bring up 77 hits.
- Advanced Search: None of These Words
  - To find cases involving "refusal to test" that don't involve cocaine.
    - Type in: "cocaine" in the None of These Words function "refusal to test" in This Exact Phrase function
    - This brings ups 24 hits.