

# Administrative Law Judge Docketing Center

# ALJ Program Overview

## ▶ Headquarters Office

- Washington DC

## ▶ ALJ Docketing Center

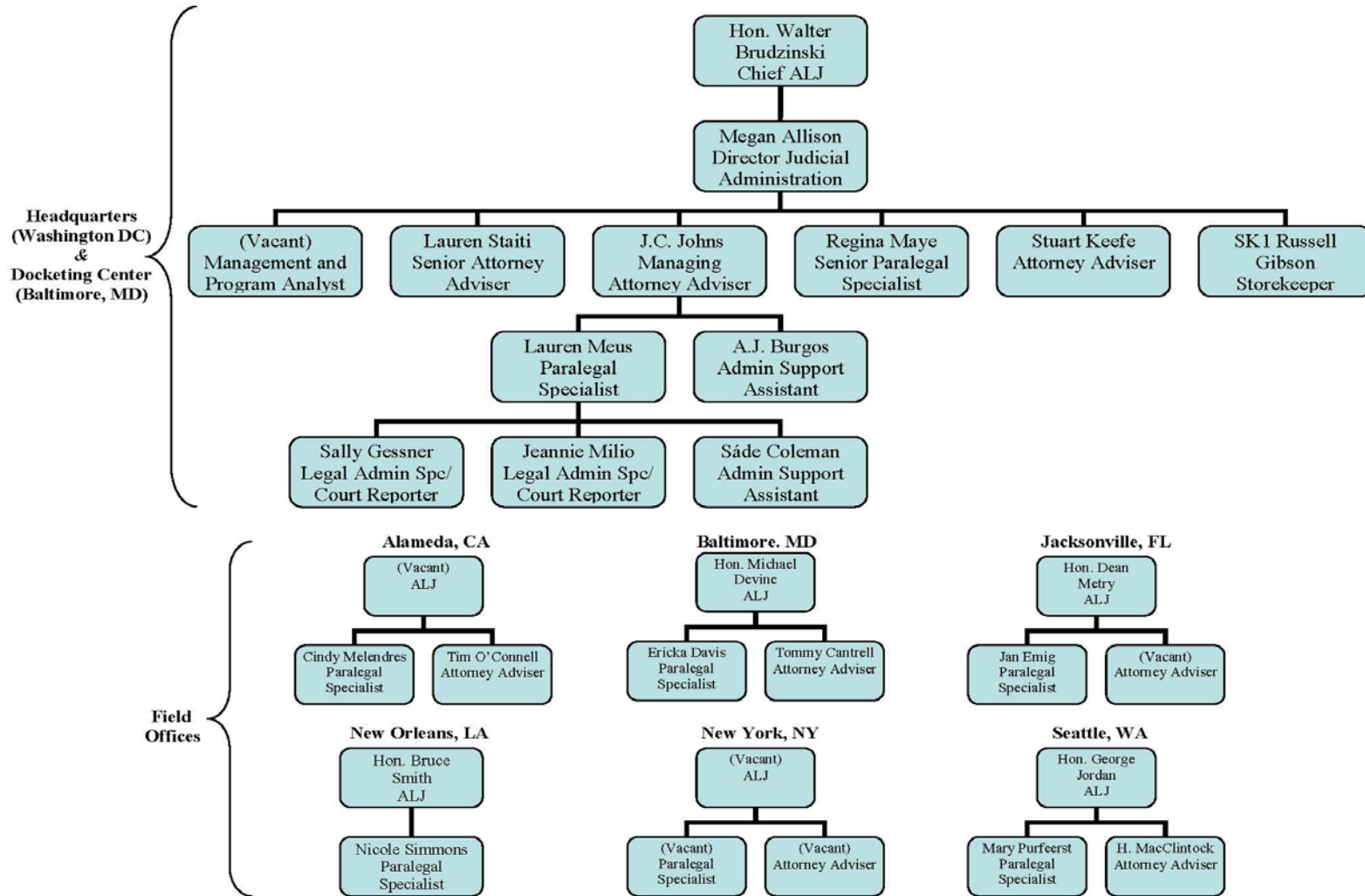
- Baltimore, Maryland

## ▶ 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

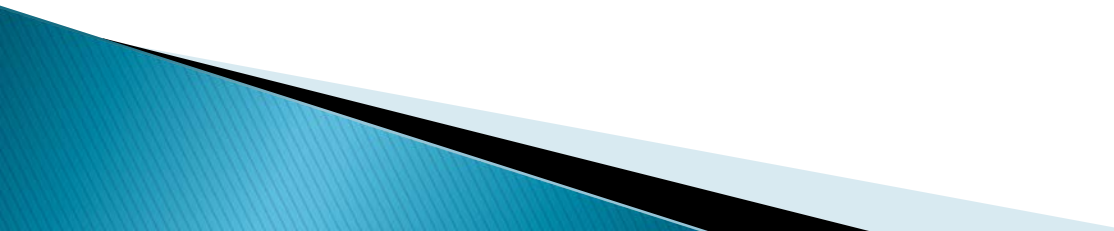


# ALJ Docketing Center

## ▶ **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 Border 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/Administrative-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

The screenshot shows the United States Coast Guard website. At the top left is the Coast Guard logo and the text "United States Coast Guard U.S. Department of Homeland Security". To the right, there are navigation links: "Contact Us", "FAQs", and "Phone Book". Below these is a search bar with a "Search" button, which is circled in red. Under the search bar is a checkbox labeled "Search Current Unit". A secondary navigation bar contains links: "USCG Home", "About Us", "Our Organization", "Our Missions", "Doing Business", and "Join Us".

The main content area is divided into two columns. The left column is a sidebar menu with the following items: "USCG Administrative Law Judges", "Docket Calendar", "Mission Statement", "Decisions", "General Program Administration Information", "Directory of ALJ Offices and ALJ Biographies", "General Suspension and Revocation Information", "Frequently Asked Questions", "Search Help", and "Contact Information". Below the menu is a "Security Levels" section with a graphic showing "MARSEC LEVEL 1" and "SIGNIFICANT RISK".

The right column is titled "ALJ Decisions" and contains a "Decisions Index" with a list of years from 1999 to 2014, each with a bullet point and a link. Below the years are several links: "Commandant Decisions on Appeal", "Commandant Review Decisions", "Equal Access to Justice Act (EAJA) Decisions", "General Information on ALJ Decisions", and "NTSB Decisions".



# Advanced Search

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

United States Coast Guard  
U.S. Department of Homeland Security

<< Back

"refusal to test"

28 results [Advanced Search](#)

**Everything**

- [www.uscg.mil](http://www.uscg.mil)
- [GoCoastGuard.com](http://GoCoastGuard.com)
- [uscgboating.org](http://uscgboating.org)
- [navcen.uscg.gov](http://navcen.uscg.gov)
- [uscga.edu](http://uscga.edu)
- [Amver.com](http://Amver.com)

[DAPI FAQs - USCG](#)  
[www.uscg.mil/d5/prevention/DAPI/DAPI\\_faqs.asp](http://www.uscg.mil/d5/prevention/DAPI/DAPI_faqs.asp)  
... a **refusal to test**. The Coast Guard would initiate Suspension proceedings against a licensed or documented mariner that ...

[USCG: Drug and Alcohol Testing](#)  
[www.uscg.mil/D8/prevention/typeoftesting.asp](http://www.uscg.mil/D8/prevention/typeoftesting.asp)  
Drug and Alcohol **Testing**. Pre-Employment **Testing**. Regulated marine employer must conduct a drug test prior to employing a

[ALJ Decisions - 2012 | USCG Administrative Law](#)  
[www.uscg.mil/alj/decisions/2012](http://www.uscg.mil/alj/decisions/2012)  
**Refusal to test**: Proved: Suspended 24 months: SR-2012-03 : Neil A. Webb Jr. Pre-employment Refusal/**Refusal to test**: Pro

[ALJ Decisions - 2010 | USCG Administrative Law](#)

Click on Advanced Search after you make an initial search

United States Coast Guard  
U.S. Department of Homeland Security

<< Back

**Show Results With**

All of these words

This exact phrase

Any of these words

None of these words

**File Type**

**Safe Search**  Off  Moderate  Strict

**Search**

You can also use [advanced search operators](#) to help limit and focus your searches.

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”
  - This brings up 28 hits
- To find cases involving “refusal to test” and Judge Fitzpatrick
  - Type in: “refusal to Test” AND Fitzpatrick
  - 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.