

# Anatomy of an Administrative Hearing

Friday, March 5, 2010

Space is limited; register early to ensure availability

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The  
Administrative Law Section  
of the Austin Bar presents

# Anatomy of An Administrative Hearing



**FRIDAY, MARCH 5, 2010**  
**9:00 A.M. TO 4:15 P.M.**

Austin Bar Association Office  
816 Congress Ave., Suite 700

**CLE Credit: 6.25 hours**  
**(includes 1 hour ethics)**

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# Anatomy of an Administrative Hearing

Brought to you by the  
Administrative Law Section  
of the Austin Bar Association



## Registration and Event Information

**Section Members: \$105**  
**Austin Bar Members: \$120**  
**Non-Austin Bar Members: \$150**

**CLE** An application for accreditation of this activity has been submitted to the MCLE Committee of the State Bar of Texas and is pending. We have applied for 6.25 hours of MCLE (including 1 hour of ethics) and credit towards membership in the College of the State Bar of Texas

**Registration** No refunds after noon, Friday, February 26, since space is limited. Registration is accepted as long as space is available. Registrants will not receive registration confirmation. Registrant check-in begins at 8:30 a.m. Same-day registration is on a space-available basis beginning at 8:30 a.m.

**Parking** One free full day parking validation is included in the cost of the program. No “in and out.” Parking is available in the parking garage attached to the building. For further directions call Austin Bar at 472-0279.

**Lunch** A working lunch is included in the cost of the program. The lunch menu has not been finalized. If you have special dietary needs, we may be able to accommodate you if you contact us when you register for the program, or at least one week in advance.

**Taxes** An income tax deduction may be allowed for expenses of education directly related to maintaining and improving professional skills in employment.

**Useful Info** Bringing a light jacket or sweater is recommended, as the meeting room may be cool.

\* To join the Austin Bar, the Administrative Law Section, and receive a lower registration cost and other membership benefits, or for more seminar information, please call 472-0279.

**8:30** *Registration (coffee & tacos provided)*

**8:50** *Opening Remarks*

**9:00** *Mediation*

The role and importance of mediation in the administrative hearing process.

*Todd Burkey and Kyle Lucas, Texas Commission on Environmental Quality*

*Amanda Ellis, Davis Fuller Jackson Keene*

**9:30** *Informal Settlement Conferences*

Advocating effectively in an ISC.

*Nancy Leshikar, Texas Medical Board*

**10:00** *Preparing to File Your Case*

Drafting the Notice of Hearing and complying with the SOAH rules.

*Ami Larson, ALJ, State Office of Administrative Hearings*

**10:30** *Break*

**10:45** *Evidence*

Evidentiary issues and practice tips.

*John Beauchamp, Office of Attorney General*

**11:15** *Ethically Dealing with Pro Se Litigants*

*Andrew MacRae, Levantino Pace LLP*

**11:45** *Judicial Panel (Lunch Provided)*

The five most common points of reversible error in suits for judicial review.

*Judge Stephen Yelenosky, 345th District Court*

*Chief Judge Woodie Jones, Third Court of Appeals*

**1:00** *Discovery*

Using discovery to your advantage in contest cases.

*Paul Terrill, The Terrill Firm*

**1:30** *Mock Trial at SOAH*

A bird’s-eye view of a mock contested case.

*Raymond Winter, Office of Attorney General, Moderator*

*Nichole Bunker-Henderson, OAG, representing the State of Texas*

*Jason Ray, Riggs, Aleshire & Ray, representing the Respondent*

*Paul Keeper, ALJ, State Office of Administrative Hearings, Presiding*

**2:30** *Break*

**2:45** *Ex Parte Communications and Small Agencies*

A discussion of potential *ex parte* traps in contested case proceedings before small agencies.

*Dudley McCalla, Heath, Davis & McCalla, PC*

**3:15** *Changes to Findings of Fact and Conclusions of Law*

Restrictions on an Agency in going from Proposal for Decision to Issuance of a Final Decision

*Don Walden, Law Offices of Don Walden*

**3:45** *Effective Representation on Motions for Rehearing*

*Leonard Dougal, Jackson Walker, LLP*

**4:15** *Adjourn*