



# Time and Caseload Management for Hearing Officials

**Webinar:  
Thursday,  
January 19  
(60 minutes)**

1:00 p.m. Eastern  
12:00 p.m. Central  
11:00 a.m. Mountain  
10:00 a.m. Pacific  
9:00 a.m. Alaska  
8:00 a.m. Hawaii

**Free of charge  
to current  
NAHO  
members**

**\$30 fee for  
non-members**

**Advance  
Registration  
Required**

Procrastination is the act of delaying or postponing an activity because there's something you'd rather do or perceive to be more important. Cherry-picking is the act of delaying or postponing a difficult task and, instead, turning to tasks that can be done quickly and easily. Either can cause problems for hearing officials when statutory deadlines are imminent.

Most of us have fallen behind in our decision/order writing, resulting in a backlog of cases waiting to be written up. There are ways to reduce a backlog, make better use of your time, and there are various approaches to do more work in less time. This class provides common-sense techniques and practical methods for preventing backlogs, as well as tips for keeping up with your workload that have been successful for other hearing officials

## To register for this class:

<https://us02web.zoom.us/meeting/register/tZ0lcemqT4oG9DTInFXnRFRt41MbzcByXr3>



*W. Michael Gillette*

Justice (retired) W. Michael Gillette: Mick holds a J.D. from Harvard Law School and a B.A., cum laude, from Whitman College. He served as Deputy D.A. in Portland, Oregon, Assistant Attorney General for American Samoa, and Deputy Attorney General, founding head of the Consumer Protection Division, Chief Trial Counsel and Solicitor General for the Oregon Department of Justice. He was on the Oregon Court of Appeals for eight years and on the Oregon Supreme Court for 25 years. He has taught at the National Judicial College for over 35 years and is the recipient of NJC's Award for Excellence in Teaching. He has also taught at both Lewis and Clark and Willamette University Schools of Law as well as Portland State University. He's currently an appellate specialist in the commercial litigation practice group of Schwabe, Williamson and Wyatt in Portland. He frequently serves as an arbitrator and mediator.



*Toni T. Boone*

In her 31-year career as an ALJ, Judge Boone presided over thousands of cases in which she was the final authority and also conducted appellate review. In 2000, she was asked to join the National Judicial College (NJC) faculty and has taught in over 100 courses at NJC's Reno campus, online, in NJC's custom courses, and for state and federal agencies in more than 20 states. She's also an NJC alumna, having attained Certificates of Judicial Development in Administrative Law and Dispute Resolution. She was the 2019 recipient of NJC's Award for Excellence in Teaching. Judge Boone has long been an active NAHO member, previously serving as Regional Rep and Vice President. She achieved NAHO certification as a CALJ in 2009. She currently serves as