



2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833-4231
General Jurisdiction – (916) 263-0550 phone / (916) 263-0554 fax
Special Education – (916) 263-0880 phone / (916) 376-6319 fax
www.oah.dgs.ca.gov

QUALIFICATIONS FOR PRO TEM ADMINISTRATIVE LAW JUDGES

The Office of Administrative Hearings contracts with attorneys to serve as Pro Tempore Administrative Law Judges (ALJs) for hearings regarding the authorization for involuntary administration of psychotropic medication by the California Department of Corrections and Rehabilitation (CDCR)) to individuals confined within its institutions. These hearings were formerly referred to as Keyhea Hearings, after the injunction in *Keyhea v. Rushen* (1986) 178 Cal.App.3d 526. They currently are called PC 2602 hearings, after California Penal Code section 2602.

The contract provides for reimbursement at the flat rate of \$250 per case if the case goes to hearing. Counsel shall receive a minimum of \$500 when appearing at a facility for a single scheduled hearing. Travel expenses or per diem are not reimbursed.

Desired Qualifications

1. Practicing attorney for a minimum of five years.
2. Active membership in the California State Bar.
3. Close proximity to surrounding prison facilities or willingness to travel to surrounding prison facilities.
4. Experience in *Keyhea*, *Riese*, conservatorship, guardianship and capacity hearings.
5. Experience in criminal defense or patient advocacy.
6. Experience in presiding over administrative or judicial hearings.
7. Knowledge of Penal Code sections 2602, 5054 and 5058; California Code of Regulations, title 15, article 9, sections 3350.2 through 3369; and Government Code section 11500 et seq..
8. Knowledge of *Lanterman-Petris-Short Act* (Wel. & Inst. Code, division 5, § 5000, et seq.) and *Keyhea v. Rushen* 178 Cal.App.3d 526.
9. Knowledge to the extent applicable, the Administrative Adjudication portion of the Administrative Procedure Act contained in Chapters 4, 4.5, and 5 (commencing with Section 11370) of Part 1, Division 3, Title 2 of the Government Code.

How Do I Apply?

1. Send in a letter describing your qualifications relevant to the PC 2602 hearings and a resume.
2. Specify the institutions you are able to serve.
3. Send a list of references, including name, title, address, telephone number and/or email address of three attorneys or judges that are familiar with your work.

Regional Offices

Los Angeles
320 West Fourth Street
Suite 630
Los Angeles, CA 90013
(213) 576-7200
(213) 576-7244 fax

Oakland
1515 Clay Street
Suite 206
Oakland, CA 94612
(510) 622-2722
(510) 622-2743 fax

San Diego
1350 Front Street
Suite 6022
San Diego, CA 92101
(619) 525-4475
(619) 525-4419 fax

Laguna Hills
23046 Avenida De La Carlota
Suite 750
Laguna Hills, CA 92653
(949) 598-5850
(916) 376-6319 fax

Van Nuys
15350 Sherman Way
Suite 300
Van Nuys, CA 91406
(818) 904-2383
(916) 376-6319 fax

Processing of Applications

1. Applications will be reviewed to determine if the applicant meets the desired qualifications and if there currently is a need for additional Pro Tem ALJs at the facilities requested.
2. If applicant passes first level of review, applicant will be required to complete the CDCR security clearance form and submit a Form 700 (Statement of Economic Interest) disclosing potential conflicts of interest, if any. The Form 700 is required by Government Code section 87302 and California Code of Regulations, title 2, section 18701. Further, it is OAH's policy to ensure that the applicants with whom it contracts are free from any conflicts or interest that may bear upon the impartiality of his or her duties.
3. If CDCR provides clearance on the applicant and there are no conflicts of interest, applicant's name will be placed on the PC 2602 panel of ALJs and cases will be assigned on a rotational basis.
4. Note that this is for occasional, not full-time work. Work under this program is not guaranteed. OAH will assign cases as operational needs dictate.

Applications should be mailed to PC 2602 Program Coordinator at the following address:

Alicia Boomer
Staff Counsel
Office of Administrative Hearings
2349 Gateway Oaks Drive, Suite 200
Sacramento, California 95833
(916) 263-0550

Questions about the PC 2602 Program may be directed to KeyheaFilings@dgs.ca.gov