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SYNDICATE LEGAL SUPPORT SERVICES

Administrative Hearings

Syndicate Legal Services – Administrative Law Hearings



SYNDICATE LEGAL SERVICES

Team of:
Attorneys / Lawyers
Law Clerks
Paralegals
Industry Specialists

Administrative law focuses on the exercise of government authority by the executive branch and its agencies. These agencies are created by Congress through "*enabling legislation*," and are authorized to promulgate regulations which have the same force as statutory law. Administrative law is considered a branch of public law and is often referred to as regulatory law.

Federal Agencies that have Administrative Law Proceedings / Administrative Law Judges:

- · Commodity Futures Trading Commission,
- Department of Agriculture,
- · Department of Health & Human Services,
- Department of Housing & Urban Development
- Department of the Interior
- Department of Justice Exec. Office for Immigration Review
- Department of Labor
- Department of Transportation
- Department of Veterans Affairs
- Drug Enforcement Administration
- Environmental Protection Agency
- Equal Employment Opportunity Commission
- Federal Aviation Administration
- Federal Communications Commission
- Federal Energy Regulatory Commission
- Federal Labor Relations Authority
- Federal Maritime Commission
- Federal Mine Safety & Health Review Commission
- Federal Reserve Board of Governors

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Continued:

- Federal Trade Commission,
- Food & Drug Administration,
- General Services Administration,
- International Trade Commission,
- Merit Systems Protection Board,
- National Labor Relations Board,
- National Transportation Safety Board,
- Nuclear Regulatory Commission,
- · Occupational Safety & Health Review Commission,
- · Office of Financial Institution Adjudication Patent & Trademark Office,
- United States Coast Guard,
- United States Postal Service,
- Securities & Exchange Commission,
- Small Business Administration, and
- Social Security Administration

Syndicate Legal Services – Custom Legal Documents & Timelines



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Process:

- 1. Client engages Syndicate Legal Services for the legal documents needed.
- 2. Because Syndicate Legal Services provides custom legal documents, a member of Syndicate Legal Services will contact the Client get the information needed to complete the required legal work product. This happens via telephone conference or by video conference.
- 3. Syndicate Legal Services' team members will complete the First Draft of the Custom Legal Documents and send them electronically to the Client for review.
- 4. Client will review the First Draft and request any changes, edits or corrections. Syndicate Legal Services will continue to make corrections, changes and edits to the Legal Documents until the Client approves a Final Draft.
- 5. Once the Client is satisfied with the Legal Documents, Syndicate Legal Services will deliver a Final Draft to the Client along with a "Syndicate Legal Services Certificate of Completion."
- 6. All first drafts are delivered to the Client within 1-3 business days, with the average timeline being within one business day.

Syndicate Legal Services will send Client copies of all completed work, documents and correspondences, as well as other information throughout this Engagement. These copies will be the "Client File" copies. Syndicate Legal Services will also keep the information in the Syndicate Legal Services Corporate Office. The file in the Syndicate Legal Services Corporate Office will be "Our File". Please have the "Client File" available during all of our in-person meetings / video conferences / telephone conferences so that we all have the necessary information available to us. Once Syndicate Legal Services has completed the Legal Support Services detailed in this Engagement Agreement, Syndicate Legal Services will close "Our File" and return any original documents to Client (if any). Syndicate Legal Services will then store the "Our File" for approximately six (6) years. Syndicate Legal Services will destroy the "Our File" after that period-of-time unless Client instructs Syndicate Legal Services in writing to keep the file longer.

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