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When a Case Goes Before the EEOC: Advice From an Administrative Judge

Joel A. Kravetz, Administrative Judge, Washington Field Office,
Equal Employment Opportunity Commission

June 9, 2010 • 12 - 1:30 p.m. ET

The path of an EEO complaint is complex and filled with pitfalls — particularly when the case gets in front of the administrative judge. What's the best way to prepare for the hearing? What makes for an effective summary judgment motion? How can you improve your chances of getting a more expedient response from an AJ?

Learn tips for presenting your cases — straight from an EEOC AJ!

Get answers to these questions and more — directly from EEOC Administrative Judge Joel Kravetz. Whether you're an attorney, EEO professional or union representative, here's your opportunity to get an insider's view of what AJs look for, so you can anticipate and resolve potential trouble spots before you're standing in front of a judge.

Judge Kravetz will show you how to effectively advocate your case during each step of the process:

- ▶ Discovery
- ▶ Motions practice
- ▶ Summary judgment
- ▶ Prehearing conference
- ▶ The hearing
- ▶ Settlement conference

Along the way, you'll learn specific tips, strategies and tools to make your case go smoothly, including:

- ▶ How to prepare for a prehearing conference
- ▶ Techniques to use during opening, closing, direct and cross examination
- ▶ How to demonstrate good faith when trying to resolve discovery disputes
- ▶ Ways to ensure that all communication is sent efficiently to the AJ
- ▶ All of the "don'ts" to avoid when it comes to discovery
- ▶ And more!

Who Should Attend:

- ▶ EEO Specialists
- ▶ Attorneys
- ▶ EEO Counselors & Investigators
- ▶ Union Representatives
- ▶ EEO Directors & Managers

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Wednesday, June 9, 2010

12 - 1:30 p.m. ET • 11 a.m. - 12:30 p.m. CT
10 - 11:30 a.m. MT • 9 - 10:30 a.m. PT

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