

**PUBLIC**

**UNITED STATES OF AMERICA  
FEDERAL TRADE COMMISSION  
OFFICE OF ADMINISTRATIVE LAW JUDGES**

---

In the Matter of )  
Dr. Michael J. Galvin, ) Docket No. 9445  
Appellant. )  
\_\_\_\_\_  
)

**ORDER ON FURTHER REVIEW FILINGS**

By January 7, 2026 Order, I directed a schedule for submitting proposed findings of fact, conclusions of law, and a proposed order, together with a supporting legal brief, and reply findings of fact, conclusions of law, and briefs.

It is hereby **ORDERED** that these papers are subject to the following additional requirements, which must be strictly followed:

1. In addition to service with the Office of the Secretary, the parties must: (a) transmit their post-hearing filings to the Office of Administrative Law Judges (“OALJ”) electronically by email (OALJ@ftc.gov): and (b) deliver by overnight mail one hard copy addressed as follows:

Jay L. Himes  
Federal Trade Commission  
1 Bowling Green  
Room 318  
New York, NY 10004

2. The certificate of service for each paper shall further certify either that:

**PUBLIC**

- a. No portion of the filing was drafted by generative artificial intelligence (“AI”) (such as ChatGPT, Perplexity, Microsoft Copilot, Harvey.AI, or Google Gemini), or
- b. Any language in the filing that was drafted by generative AI was checked for accuracy by human attorneys or paralegals using printed legal reporters or online legal databases.

**Any filing that fails to comply with these mandatory certification requirements may be stricken.**

3. The electronic files must be double-spaced in MS-Word (.doc/.docx) format, using Times New Roman 12-point font, and in .pdf format.
4. Hard copies must be printed double-sided and must be spiral bound or coil bound. Velo binding or comb binding must not be used.
5. All proposed findings of fact must be supported by specific references to the record, as contained in the Appeal Book (“AB”).
6. All legal contentions must be supported by applicable authority.
7. All factual assertions made in a party’s brief must cite to a corresponding proposed finding of fact. Citations to individual documents or items of testimony that do not also reference a corresponding proposed finding of fact may be disregarded.
8. When citing to pages in the arbitration hearing transcript, the parties must also identify the witness or other speaker by last name.
9. Do not use “*Id.*” as a cite for proposed findings of fact or reply findings of fact.

**PUBLIC**

10. Do not cite to more than one copy of the same document. *E.g.*, if identical copies of the arbitrator's decision appear, at pages 100 and 200 of the AB, cite consistently to only one of the two copies.
11. Because the review here is *de novo*, parties should cite to evidence in the record and not simply to parts of the IAP Decision, the Amended IAP Decision, or the HISA Board Decision on Appeal.
12. Reply filings must be limited to refuting issues raised by the opposing side and should not be used merely to bolster assertions or arguments made in an opening filing, or to restate the proposition in language that is believed to be more favorable to your position.
13. Reply briefs must reply to the arguments in the same order as the arguments were presented by the opposing party in its opening brief.
14. Reply findings of fact must set forth the opposing party's proposed finding of fact in single space and then set forth the reply in double space.
  - a. Reply findings of fact must be numbered to correspond to the opposing party's finding that the reply finding is refuting and must use the same outline headings used by the opposing party in its opening proposed findings of fact.
  - b. If you have no specific response to, or do not disagree with, the opposing party's proposed finding of fact, set forth the opposing party's proposed finding of fact in your reply finding of fact, and then state that you have no specific response or do not disagree.
  - c. The opposing party's findings of fact must not be included in the word count applicable to reply findings of fact.

**PUBLIC**

**ORDERED:**

Jay L. Himes

Jay L. Himes  
Administrative Law Judge

Date: January 8, 2026