

# U.S. DEPARTMENT OF JUSTICE

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## 2024 Plain Writing Act Annual Compliance Report



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## OUR COMMITMENT

The Department of Justice (DOJ or Department) is committed to writing new documents in clear, useful and understandable language that members of the public can grasp on first reading.

The [Plain Writing Act of 2010](#) requires federal agencies to write “clear Government communications that the public can understand and use.”

The Justice Department is using the [Federal Plain Language Guidelines](#) in writing any new or substantially revised document that:

- provides information about any of our services or benefits;
- is needed to obtain any of our benefits or services; or
- explains how to comply with any requirement that we administer or enforce.

## OVERSIGHT

Designated Senior Official for Plain Writing:

William N. Taylor II

Deputy Assistant Attorney General for Management and Compliance

## COMPLIANCE REPORT

The completion and online publication of this report satisfies the Plain Writing Act of 2010 (“Act”) requirement for a public-facing compliance report.

## HOW TO PROVIDE FEEDBACK

Questions or comments concerning the Department’s plain writing efforts can be submitted online through the [Your Message to the Department of Justice webform](#).

## EXECUTIVE SUMMARY

The Plain Writing Act of 2010 (“Act”) was signed on October 13, 2010. The law requires that federal agencies use clear government communication that the public can understand and use.

The Department of Justice (“DOJ” or “Department”) is comprised of law enforcement bureaus, litigating components, and offices, boards, and divisions who vary considerably in their missions and structures. The Department relies on each component’s leadership to determine which of their public-facing (and internal) documents comply with the Act, or need to be revised, as well as which employees need plain writing training.

In 2024, various components of the Department continued to implement the requirements of the Plain Writing Act by writing and revising public-facing documents to be more clear, concise, meaningful, and well-organized. In a continued reflection of the diverse and decentralized process employed by the Department in implementing the Act, we provide a sample of plain writing activities from several DOJ components during the 2024 calendar year.

## PUBLIC-FACING DOCUMENTS AND ANNOUNCEMENTS

The **Antitrust Division (ATR)** convened a virtual [Workshop on Promoting Competition in Artificial Intelligence](#), posting the agenda and summary report on the [Events](#) page.

The **Civil Rights Division (CRT)** developed factsheets, guides, and settlement agreements that incorporated principles of plain writing, including:

- [Accessibility of Web Content and Mobile Apps Provided by State and Local Government Entities: A Small Entity Compliance Guide](#) (May 2024)
- [Lawful Permanent Residents' Employment Rights Under the Immigration and Nationality Act](#) (November 2024)
- [New Rule on the Accessibility of Medical Diagnostic Equipment Used by State and Local Governments Fact Sheet](#) (August 2024)
- [New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments Fact Sheet](#) (April 2024)
- [Service Animals and Assistance Animals Factsheet](#) (November 2024)
- [Summary of the Settlement Agreement between the United States and University of Maryland, Baltimore County](#) (April 2024)
- [Voting Rights Fact Sheet](#) (September 2024)

All **Executive Office of Immigration Review (EOIR)** notices and invitations produced in calendar year 2024 incorporated plain language principles and are available on the component’s [website](#). EOIR incorporated plain language principles as part of the review and renewal process of [EOIR forms](#) under the Paperwork Reduction Act and in its [rulemakings](#). EOIR regularly produced resources for the public such as the [Office of the Chief Immigration Judge Practice Manual](#), the

[Board of Immigration Appeals Practice Manual](#), the [Office of the Chief Administrative Hearing Officer Practice Manual](#), the [Practice Manual Appendices](#), the [Uniform Docketing System Manual](#), and [related resources](#). The Board of Immigration Appeals ensured that the Clerk's Office notices were both created and revised in Plain Language. EOIR continued to provide [self-help materials](#) at its immigration courts and online. The materials were developed using plain language principles.

The **National Institute of Corrections (NIC)** updated its [Homepage](#) and developed the following documents using plain writing principles: What Is a Criminal Justice Coordinating Council?, National Standards for Community Supervision, Welcome Packet for National Institute of Corrections Training Programs, Development of Evidence-Informed Learning Resources for the Reduction of Staff Trauma and Organizational Stress in Prison and Jail Settings, Guidebook: Microskills for Community Supervision Professionals, and Resource Guide: Resources for Reentry.

**U.S. Trustee Program (USTP)** ensured that public-facing documents, including press releases, blog posts, publications, and certain job postings, were drafted taking the intended audience into account. These materials underwent multiple levels of review to ensure wording clarity and conciseness.

## PUBLIC-FACING WEBSITES

The following public-facing Department websites were updated by components in calendar year 2024.

- [Washington Criminal Section](#) (ATR)
- [Access To Fair and Competitive Healthcare Markets](#) (ATR)
- [Americans with Disabilities Act.gov](#), [Cases](#) and [Help](#) (CRT)
- [Hate Crimes Website](#), [Facts and Statistics](#), [Hate Crimes Case Examples](#), [Learn About Hate Crimes](#) (CRT)
- [Immigrant and Employee Rights Section Hotline](#) (CRT)
- [Servicemembers.gov](#), [Financial and Housing Rights](#), [Employment](#), [Voting](#) (CRT)
- [Sexual Harassment in the Workplace Initiative](#) (SHWI), [SHWI Case Summaries](#), [SHWI Resources](#) (CRT)
- [Statements of Interest](#) (CRT)
- [Voting Rights Policy and Guidance](#) (CRT)

**EOIR** employed plain language principles on all 125 webpages that it created and in every existing webpage that it updated. Notably, EOIR updated its [EOIR Forms](#) webpage to include additional languages, and it ensured all webpages it created and updated were Section-508 conformant.

**USTP** enhanced the Consumer section of its public-facing website by making it more user-centered and accessible to the public. For example, the USTP posted explanatory videos to simplify certain aspects of the bankruptcy process.

## EXTERNAL TRAINING AND GUIDANCE

**EOIR** added to its [Model Hearing Program](#), guidance documents regarding [settlement agreements](#), and [Fact Sheets](#).

**NIC** developed Advancing Community Supervision Strategies, Unlocking the Power of Criminal Justice Coordinating Councils: Enhance Your County's Justice System, Facilitated Dialogue Training Program, Holistic Safety in Action, A National Study on the Impact of Supervision Fees on Probation Agency Operations, Promoting Pretrial Success: A New Model for Pretrial Supervision, and Implementing Dosage Probation: Unlock the Power of NIC's New Toolkit resources.

**USTP** reaffirmed its commitment to foster effective communications when participating in external training sessions, placing emphasis on delivering presentations that were clear, succinct, and easily understandable.