



PULAALI'I NIKOLAO PULA
GOVERNOR

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LT. GOVERNOR

**OFFICE OF THE GOVERNOR
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October 9, 2025

GENERAL MEMORANDUM NO. 237 – 25

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Governor of American Samoa

Subject: Designation of Mrs. Sherri Uiagalelei as Administrator, Office of the Administrative Law Judge

Effective immediately, Sherri Uiagalelei is hereby designated as the Administrator for the Office of the Administrative Law Judge for the American Samoa Government.

Mrs. Uiagalelei will assume full administrative responsibility for the Office of the Administrative Law Judge, including but not limited to:

- Administrative Operations: Overseeing daily operations, personnel management, and office administration
- Case Management: Coordinating case scheduling, filing procedures, and administrative support for administrative law proceedings
- Records Management: Maintaining official records, case files, and documentation in accordance with established procedures
- Budget and Resources: Managing office budget, resources, and procurement needs
- Staff Supervision: Directing administrative staff and ensuring proper workflow and procedures
- Public Interface: Serving as the primary administrative contact for agencies, attorneys, and the public regarding administrative law matters
- Compliance: Ensuring office operations comply with applicable laws, regulations, and administrative procedures

All departments, agencies, and personnel are directed to provide Mrs. Uiagalelei with the necessary cooperation and support to fulfill her duties as Administrator of the Office of the Administrative Law Judge.

Please direct any questions regarding this designation to the Office of the Chief of Staff.

Pulaali'i Nikolao Pula
Governor