

From: Lola Diamond
To: deborahCC@gabar.org
Date: 9/22/2010 2:14 PM
Subject: Driving Directions to the Court of Appeals of Georgia

For interview, come to the Judicial Building located at 40 Margaret Mitchell Street across from the State Capitol Building.

You can find a map of the Capitol Hill area and public parking facilities nearby on the Georgia Building Authority website at www.gba.georgia.gov.

To find the Capitol Hill map, select Buildings on the menu at the top left of the screen and then scroll down the new page to the Capitol Hill map.

To find parking facilities, select Services on the menu, then General Public and then Public Parking.

When you arrive at the Judicial Building, enter the front entrance on Mitchell Street and let the guard have your name. You will need to present a picture identification such as your driver's license. You will then proceed to take the elevator to the 6th floor Courtroom. The Courtroom is on the left when you leave the elevator. Please have a seat on the benches in the Courtroom. The interviews are being held in the Robing Room adjoining the Courtroom. When it is time for your interview, someone will come to get you.

If you should have any problems, please call the Clerk's Office at 404-656-3450.

From: Lola Diamond
To: WJerkins@aol.com
Date: 9/22/2010 2:15 PM
Subject: Driving Directions to the Court of Appeals of Georgia

For interview, come to the Judicial Building located at 40 Margaret Mitchell Street across from the State Capitol Building.

You can find a map of the Capitol Hill area and public parking facilities nearby on the Georgia Building Authority website at www.gba.georgia.gov.

To find the Capitol Hill map, select Buildings on the menu at the top left of the screen and then scroll down the new page to the Capitol Hill map.

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If you should have any problems, please call the Clerk's Office at 404-656-3450.

From: Lola Diamond
To: MCortez@KSLAW.com
Date: 9/22/2010 2:16 PM
Subject: Driving Directions to the Court of Appeals of Georgia

For interview, come to the Judicial Building located at 40 Margaret Mitchell Street across from the State Capitol Building.

You can find a map of the Capitol Hill area and public parking facilities nearby on the Georgia Building Authority website at www.gba.georgia.gov.

To find the Capitol Hill map, select Buildings on the menu at the top left of the screen and then scroll down the new page to the Capitol Hill map.

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If you should have any problems, please call the Clerk's Office at 404-656-3450.

From: Lola Diamond
To: KelleyA@gaappeals.com
Date: 9/22/2010 2:19 PM
Subject: Directions for Clerk/Court Administrator Interview

The interviews will be held in the Court Robing Room. You are scheduled for 10:00 a.m. on September 28, 2010. Please have a seat on the benches in the Courtroom after you arrive. When it is time for your interview, someone will come to get you.

If you should have any problems, please call the clerk's office at (404) 656-3450.

Thank you.

Minutes

1 Ellington
Second Barnes

Budget

Review

Bob & Eula Retirement
Where we were

Jan explain

~~NS~~ Talk w Carol Humstein

NS Tee can make budget w/o furlough.

11 staff reconciled to F days
1 day a mo til end of yr

J. Ellington against st bar dues - morale
CJ against

CJ favor cut IT
consider J. Nikell suggest
not one in Dec if possible

IT only need 7

office on Clerk's office, TX print

Andrews move adopt passed
Ell 2nd

Mikell
Move 1 day mo. except Dec until
not need ~~to~~

Johnson and
passed

Oct. 84 Nov. 12 A. move
Elling and

all voted yea

Suggest & circulate Jan. date for fulloug

IT Report

Move forward w E-filing
response to motions

point old dacket not take E-filing

Meeting w Britt Courtney week ago

Art From Barnes High Price Keeping Sys

Modernize before liability

Meet w vendor & Chuck Martin

Timetable

Phy John comments

Final Release Efast-end next week

More Regular Doc may require meet w staff

Jan-Feb Pivot Release migration to new tech

iterative release how make better

End of FY Victory Release

JAVA open source tech - not locked to one databases

Ellington - CJ, John, WLM thank

as go forward, aware need Rule changes

MFR e-filed sent to opposit's side snail mail

Screening applicants - judge Miller ask
judges to screen applicants and see who
they are interested in

Judge Barnes - ^{recommends that} interview only 3 or 4
applicants

Recommend interviewing

H Spawrow

A Kelley

MCortez

DCrayton

W Jenkins

(1)
(3)
(6)
(9)
(12)

The salary advertised was discussed

Judge Ellington recommends we
interviewed these applicants,
and readvertise if they don't
find the right candidate

Judicial Moe.

Elkington

oppon equity over the years

fair to new judges

all judges have been

responsible

other changes later - little things - certain desks

try to accommodate

FOM Draft Amend

Mrt Smith
and Adams

HB1055

Company

supp records

Opport. to participate

~~validate~~

SupCut not solution for COA

McKell met
Phipps and

~~\$~~ go back to trial ct
Clerk ~~AT~~

\$2
~~original~~

~~///~~ Elling our position

en-filing clerks

Smith

amend Smith -
go back to
way it is &
now to 1,500
Johnson and
carries

Judge ^{CJ} work w Clerk's office on this issue
recom send or keep
Smith & Phipps

Smith
mot Rep
State Bar Cavan, W. Wood, AM Bor Mike Terry
Pres.

Memo distribute memo problems
to above

Johnson amend distribute
Jud & Spec Jud Com & atty in legis

2nd met — unanimous

internal pol.

hold nose policy

How stay attorney not considered if no file
stamp
not vote

New Business

Congrat Judge New baby

New Employees

Thank you

John Ellinger ————— next C.T. eff 4/1/1
PT Andrews - move
CT Miller - Second
"And may God have mercy on his soul."
all in favor - yes

2 judges

Feb. 11 Fri Doyle, Miller, ~~Andrews~~

Apr. arguments off-site at Mercer
CS Doyle Ellington

Andrews move last 3 Sept 22 to Oct.

COA recruit - Application for Clerk/Court Administrator Position

From: "Deborah Craytor"
To:
Date: 8/5/2010 1:34 PM
Subject: Application for Clerk/Court Administrator Position
Attachments:

Dear Sir or Madam:

Please see the attached cover letter and resume in support of my application for the Clerk/Court Administrator position at the Court of Appeals of Georgia. Please do not hesitate to contact me by telephone or e-mail if you have any questions or need any additional information. Thank you.

Very truly yours,
Deborah Craytor
Deborah C. Craytor, Esquire
Director of Law-Related Education
State Bar of Georgia
104 Marietta Street, N.W.
Suite 100
Atlanta, Georgia 30303
(404) 527-8785
(404) 287-4982 (fax)
DeborahCC@gabar.org



Find us on
Facebook

The State Bar of Georgia is now on Facebook! Come join us!

Deborah C. Craytor, Esquire
3922 Halisport Drive, N.W.
Kennesaw, Georgia 30152

August 5, 2010

Ms. Holly Sparrow VIA ELECTRONIC MAIL
Interim Clerk
Court of Appeals of Georgia
47 Trinity Avenue
Suite 501
Atlanta, Georgia 30334

Re: Application for Clerk/Court Administrator Position

Dear Ms. Sparrow:

Please accept this letter and the enclosed resume in support of my application for the position of Clerk/Court Administrator.

As indicated by my resume, I hold a B.A. with highest honors in Criminology and Criminal Justice from Purdue University and a J.D. with distinction from Emory University School of Law. From 1987 to 2004, I practiced law in progressively more responsible positions as an associate at Fisher & Phillips; a partner at Branch, Pike & Ganz, where I headed the labor and employment law practice and supervised both attorneys and support staff; a partner at Holland & Knight, where I continued my leadership role in the Atlanta office's labor and employment law section; and the owner of the Law Offices of Deborah C. Craytor. As a sole proprietor, I became responsible for all aspects of my business, including the organization and management of case files and the operation of word processing, accounting, and computerized legal research systems.

In 2004, I joined Microsulis Americas, Inc. ("MAI"), a medical device manufacturer and distributor, as both its Director of Human Resources and its Employment Counsel. In my capacity as Director of Human Resources, I was responsible for all aspects of the human resources function for approximately 75 employees throughout the United States and Canada. I recruited and screened new employees; handled all of the associated paperwork, including applications, background checks, and insurance enrollment; and consulted with other managers on all discipline and termination decisions. I researched and made recommendations to the Chief Financial Officer and Chief Operating Officer on new benefit plans, including health insurance and 401(k) plans, and I selected and installed the company's first human resources information system. Finally, as a member of the senior management team, I crafted compensation plans for executives and sales employees, participated in the budgeting process, and created the company's operations policies and procedures

manual.

After assisting MAI with a mass layoff in 2006, during which my own position was eliminated, I returned briefly to private practice before joining the State Bar of Georgia as its first Director of Law-Related Education ("LRE"). The statistics of the LRE Program under my leadership reveal the high level of initiative and creativity I have brought to the challenge of educating Georgia teachers and students in grades K-12 about the law and the judicial branch. During the 2009-2009 school year, I conducted twenty-five days of teacher workshops, teaching 587 teachers: more than a four-fold increase over the number of teachers taught in any previous year of the LRE Program's twenty-five-year existence. During the 2009-2010 school year, despite school budget cutbacks limiting the number of teachers who could participate in off-site workshops, I trained 413 teachers from 44 Georgia counties. Our Journey Through Justice school field trip program conducted 148 tours in 2009-2010, reaching more than 8,700 students and more than doubling the previous year's attendance. As a result of my efforts in reaching out to educators, community groups, and members of the bench and bar, we have already scheduled 145 field trips and expect to reach as many as 10,000 students during the current school year. My skills at synthesizing and packaging legal information for a lay audience, as well as my focus on, and responsiveness to, the needs of teachers and students, have established the State Bar as the primary LRE resource for teachers throughout the state.

I believe that my experience in private practice, in business, and on the staff of the State Bar makes me well-qualified to serve as Clerk/Court Administrator. I have established relationships with lawyers and judges throughout Georgia, and my ability to develop and sustain productive working relationships has been key to my success throughout my career.

I would welcome the opportunity to discuss my qualifications with you in further detail, and I look forward to hearing from you.

Very truly yours,

Deborah C. Craytor

DCC:slf
080510-1

DEBORAH C. CRAYTOR

3922 Halisport Drive, N.W.
Kennesaw, Georgia 30152
(404) 527-8785 (work)
(404) 376-8562 (home/cell)
E-mail: dcraytor@hotmail.com

EXPERIENCE:

STATE BAR OF GEORGIA

Atlanta, Georgia

Director of Law-Related Education, February 2008 – Present

Provide resources to teachers in grades K-12 who want to implement law-related education in their classrooms.

LAW OFFICES OF DEBORAH C. CRAYTOR

Kennesaw, Georgia

Sole Practitioner, March 2006 – February 2008

Represented employers in all aspects of labor and employment law.

MICROSULIS AMERICAS, INC.

Waltham, Massachusetts

Director of Human Resources & Employment Counsel, September 2004 – February 2006

Managed the human resources and legal departments for the North American operations of an international medical device manufacturer/distributor, including implementing new employee benefit plans and human resources information systems, handling litigation, and supervising outside counsel. Served in effect as acting general counsel after the departure of Corporate Counsel in the United Kingdom.

LAW OFFICES OF DEBORAH C. CRAYTOR

Kennesaw, Georgia

Sole Practitioner, January 1997 – August 2004

Represented employers in all aspects of labor and employment law.

HOLLAND & KNIGHT

Atlanta, Georgia

Partner, November 1995 – January 1997

After the merger of Branch, Pike & Ganz with Holland & Knight, headed the Labor and Employment Law Section of Holland & Knight's Atlanta office.

BRANCH, PIKE & GANZ

Atlanta, Georgia

Partner, October 1993 – November 1995

Headed the Labor and Employment Law Section of a full-service law firm. Limited practice to management-side labor and employment law, including supervision of federal and state court litigation.

FISHER & PHILLIPS

Atlanta, Georgia

Associate, June 1987 – September 1993

Limited practice to management-side labor and employment law, with particular emphasis on the Americans with Disabilities Act, the Worker Adjustment and Retraining Notification Act, the Family and Medical Leave Act, the Surface Transportation Assistance Act, and all aspects of employment litigation.

BAR ADMISSIONS:

State Bar of Georgia

United States Supreme Court

United States Courts of Appeals for the Eleventh, Sixth, Fourth, and Ninth Circuits

United States District Courts for the Northern, Middle, and Southern Districts of Georgia

EDUCATION:

EMORY UNIVERSITY SCHOOL OF LAW

Atlanta, Georgia

J.D., With Distinction, 1987

- Order of the Coif
- Who's Who Among American Law Students
- Dean's List
- Am Jur Awards: Labor Law; American Legal History; Constitutional Theory

GEORGETOWN UNIVERSITY LAW CENTER

Washington, D.C.

1984-1985

- Invited to join American Criminal Law Review; Tax Lawyer; Law and Policy in International Business

PURDUE UNIVERSITY

West Lafayette, Indiana

B.A., With Highest Honors, 1984

- Phi Beta Kappa

PUBLICATIONS:

"A is for Arson," ISIS Proceedings, 1983

"Labor Law," 1989 Eleventh Circuit Survey, Mercer Law Review

"Checklist and Forms for Complying with the WARN Act," The Lawyer's Brief, 1995

ADDITIONAL ACTIVITIES:

Member, DeKalb County Merit System Council, 1995-1996

Chairman, DeKalb County Merit System Council, 1996-1997

Hearing Officer, DeKalb County Merit System, 1997-2001

Chair, Pre-Law Advisory Council, Phi Alpha Delta Fraternity, International, 1987-1988
District XVII Justice, Phi Alpha Law Fraternity, International, 1991-1998
International Board Member, Phi Alpha Delta Law Fraternity, International, 1998-2000

Chair, Labor and Employment Law Section, Atlanta Bar Association, 1998-1999
Board Member, Atlanta Bar Association, 1999-2000

Member, High School Mock Trial Committee, State Bar of Georgia, 1988-Present
Chair, Rules Subcommittee, High School Mock Trial Committee, State Bar of Georgia,
1998-Present

Volunteer Coordinator, MUST Ministries, 2007
Client Services Intake Coordinator, MUST Ministries, 2007

REFERENCES:

Available upon request.

COA recruit - Cover Letter and Resume for Georgia Court of Appeals Clerk/Court Administrator vacancy, attached below (Word documents)

From: "Cortez, Miguel" <MCortez@KSLAW.com>
To: "recruit@gaappeals.us" <recruit@gaappeals.us>
Date: 8/20/2010 9:30 AM
Subject: Cover Letter and Resume for Georgia Court of Appeals Clerk/Court Administrator vacancy, attached below (Word documents)
Attachments: MJC Vitae-Ga. Ct. Appeals.DOC

King & Spalding Confidentiality Notice:

This message is being sent by or on behalf of a lawyer. It is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message.

Miguel J. Cortez, Jr.
760 Lakeshore Drive
Berkeley Lake, GA 30096-3040
August 20, 2010

Hon. M. Yvette Miller, Chief Judge
and the Judges of the Court of Appeals of Georgia

Your Honors:

Enclosed is my resume, which is submitted concerning the current vacancy for the Clerk/Court Administrator of the Court.

As you will note, I have previously served as the Clerk of Court for the United States Court of Appeals of the Eleventh Circuit, and filled several other positions with that Court over the years, until I retired for medical reasons in 1998. Since that time, my health has improved and I have served, for over ten years, as the Ethics Director of King & Spalding, LLP. As you are likely aware, King & Spalding is a leading law firm in Georgia, regionally, and internationally with eight offices in 6 jurisdictions within the United States, and eight foreign offices, comprising a strong, and increasing international practice and presence.

While I very much enjoy my work and role with King & Spalding, I have maintained my interest in court administration, and would like to explore with the Court whether my background and experience may be useful to the Georgia Court of Appeals in the referenced position.

I look forward to hearing from you and discussing this position.

Sincerely yours,

Miguel J. ("Mickey") Cortez, Jr.

Miguel J. ("Mickey") Cortez, Jr.

760 Lakeshore Drive
Berkeley Lake, GA 30096-3040
H: 770-409-1672
W: 404-572-2482

QUALIFICATIONS

J.D., M.S.J.A., with over 30 years of experience as a manager and a lawyer in the public and private sectors

Specialized skills include:

- | | | |
|--------------------------------|---------------------------------------|-------------------|
| ▪ Management and Supervision | ▪ Conflicts Identification/Resolution | ▪ Negotiation |
| ▪ Personnel Selection/Training | ▪ Legal Writing and Research | ▪ Problem Solving |
| ▪ Budget/Fiscal Management | ▪ Appellate and Trial Practice | ▪ Public Speaking |

EXPERIENCE

King & Spalding, LLP

2000-2010 -Ethics Officer (Director)

- Determines appropriate resolution of legal, ethical and business conflict issues for new business
- Receives, reviews, and recommends appropriate changes in waiver and consent documentation
- Advises firm lawyers as to conflict identification, and resolution
- Acts on behalf of the firm's new business committee to determine whether proposed new business is consistent with firm business plans and policies, and poses no unresolved ethical/legal issues
- Oversees processes, and assists with new hires (lawyers, paralegals, and secretaries) and particularly conflict resolution issues, including forms for needed consents/waivers
- Maintains current knowledge of ethics, conflicts resolution, and other governing principles applicable in the firm's eight U.S. and eight overseas offices, ensuring compliance in each of them
- Oversees and provides assistance to firm paralegals working on auditor response letters
- Oversees and provides support regarding Anti-Money Laundering regulations issues
- Reviews and assists with various Sarbanes-Oxley law and procedure-related questions
- Receives and reviews for compliance with firm policies and expectations under governing ethics opinions and principles "Outside Counsel Guidelines" from clients, and oversees and assists responsible partners with responses thereto, to minimize ethical problems/impact on the firm
- Researches and provides guidance to other firm lawyers and staff on various ethics issues

Eleventh Circuit Court of Appeals, Atlanta, GA

1997-1998 Special Assistant for Internal and Public Affairs

- Informed the public and media about the work of the Court, and Judicial Council
- Represented the court at bar sessions, and various public functions
- Managed processing of complaints of judicial misconduct or disability
- Handled matters related to attorney conduct and discipline
- Provided advice, research and assistance in classified, and multi-jurisdictional, matters

1986-1997 Clerk of Court; 1983-1986 Chief Deputy Clerk

- Ensured successful operation of circuit clerk's office, managing a staff of 70+ employees
- Managed personnel, budget, procurement and fiscal functions
- Designed and implemented automated and manual case tracking and processing systems
- Managed space acquisition, modification and utilization activities
- Served as liaison with public, bar, and the Administrative Office of U.S. Courts on court operations, rules and procedures
- Coordinated case processing with U.S. Supreme Court, Federal District and Bankruptcy Courts
- Performed legal research and writing

Tenth Circuit Court of Appeals, Denver, CO

1979-1982 Appeals Expediter

- Developed and implemented procedures for this new Federal Circuit Court position
- Designed and implemented a jurisdictional screening program
- Designed and implemented a case classification and automated issue indexing system
- Selected cases to be orally argued, and prepared and issued oral argument calendars
- Negotiated, monitored and enforced case scheduling orders
- Performed legal research and writing

Family Support Enforcement Division, 1st Judicial District Attorney's Office, Jefferson County, CO

1977-1979 Director

- Responsible for administration, coordination and supervision in this metropolitan D.A.'s office
- Personnel selection, training, evaluation, and supervision
- Budget, property, and fiscal management, and ensuring contract/grant compliance
- Legal Practice in family law, and related, fields, including negotiating family support payment agreements, paternity determinations, and mediating custody and visitation disputes
- Liaison with local, state, and federal agencies and groups on family law matters

John C. Schaeffer, P.C., Denver, CO

1975-1977 Law Clerk

Assisted sole practitioner with research, drafting and filing of pleadings and motions in his commercial and civil practice

EDUCATION

Legal: University of Denver College of Law, Juris Doctor, 1977 (Top 25%)
Bar Memberships: Colorado (1977), Florida (1995), Georgia (2001); U.S. District Courts; U.S. Courts of Appeal, Tenth and Eleventh Circuits
Administrative: University of Denver College of Law, M.S. in Judicial Administration

Educational Awards

- Arnold N. Chutkow Memorial Award for Outstanding Service to the College of Law and the Legal Community
- Student Bar Association President's Award
- American Jurisprudence Administrative Law Award
- Acting President of Student Bar Association, 1976

Educational Activities

- Senator, Student Bar Association, 1976-1977
- President of University of Denver S.B.A. Book Store's Board of Trustees, 1975-1977
- Senior Student Editor, Administrative Law Review, 1976-1977
- Student Editor, Administrative Law Review, 1976
- Mexican-American Law Student Association, 1974-1977
- Clinical Education Committee; Curriculum Committee; Scheduling Conference Member, 1976-1977

Undergraduate University of New Orleans, BA, Political Science-1974

Activities University of New Orleans Debate Club, 1972-1974 (member), and Vice-President in 1974

References available upon request.

734 Woodley Dr., NW
Atlanta, GA 30318
August 10, 2010

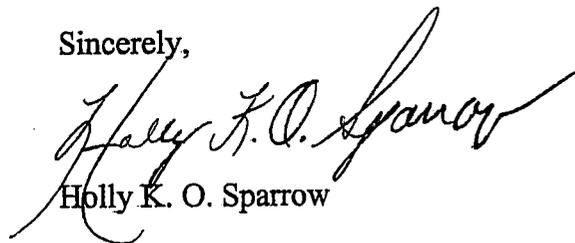
Clerk/Court Administrator Selection Committee
Court of Appeals of Georgia

Dear Judges:

Attached is my resume for your review. By providing you a copy of my resume, I am applying for the position of the Clerk/Court Administrator on a permanent basis. I think when you have read my resume, you will find that I am the best candidate for the job with excellent educational qualifications and over twenty-years of experience as a court administrator. I have also had valuable experience as your Deputy Administrator for almost eight years. In those years, I have performed the vast majority of the tasks and functions described in the job description of the Clerk/Court Administrator.

I appreciate your consideration as a candidate for the position of Clerk/Court Administrator.

Sincerely,



Holly K. O. Sparrow

Holly K. O. Sparrow
734 Woodley Drive, N.W.
Atlanta, Georgia 30318
404-351-7237 or 404-651-8498

Education

University of Georgia Law School J. D. degree, cum laude, 1976.
Indiana University, B.A. Political Science with distinction, 1973; Phi Beta Kappa

Active Member in Good Standing of the Georgia Bar since 1976.

Other Professional Organizations

Fellow of the Institute of Court Management which requires completion of a rigorous and nationally recognized curriculum for court administrators.
Member, National Association of Appellate Court Clerks and service as Awards Committee Chairperson and the Membership Committee Chairperson.
Former member of the National Association of Court Management and the Georgia Council of Court Administrators.

Employment

Associate, Bansley and Bansley, a small general practice law firm, in Atlanta 1976-1978.

Administrative Office of the Courts of Georgia 1978-2002.

Hired as Senior Research Associate. Promoted to Assistant Director for Research.
Responsibilities included: jury and records management, caseload statistics, judicial workload and compensation analysis, continuing education curriculum planning, grant application and administration, general research and assistance to judges and clerks of all the classes of trial courts.

Staffed Judicial Council committees and commissions such as the Supreme Court Commission on Racial and Ethnic Fairness and the Committee on Pro Se Litigants.

Duties required contact with judges, clerks, trial court administrators, and District Court Administrators throughout the state.

Staff Attorney for Judge G. Alan Blackburn, Court of Appeals of Georgia, spring - fall 2002.

Deputy Administrator, Court of Appeals of Georgia, fall 2002 - summer 2010.

Performed all tasks assigned by Clerk/Court Administrator. Substituted for the Clerk whenever the Clerk was absent, supervising the office personnel and answering all Clerk's telephone calls, mail and web inquiries.

Other samples of tasks performed:

Opened and attended oral argument.

Drafted and revised publications of the Court, including the Internal Operations Manual, the Court rules, the Citizens Guide, the Employees' Handbook and the Clerk's Office Operations Manual.

Coordinated and supervised events of the Court's Centennial celebration including the dinner at the Aquarium and the publication of the Court History Book. Drafted the grant application (which was awarded) for the book, researched materials and edited the book, and coordinated with the graphic artist and publisher.

COA recruit - Clerk/Court Administrator Job Announcement

From: W SPARROW
To:
Date: 8/11/2010 10:23 PM
Subject: Clerk/Court Administrator Job Announcement
Attachments:

Dear Judges,

I am applying for the position of Clerk and Court Administrator of the Court of Appeals of Georgia on a permanent basis. I have already submitted to you a paper copy of my cover letter and resume, but in accordance with the job announcement I am also providing an electronic copy of my resume. Please see the attached resume.

Holly K. O. Sparrow
Interim Clerk/Court Administrator

Holly K. O. Sparrow
734 Woodley Drive, N.W.
Atlanta, Georgia 30318
404-351-7237 or 404-651-8498

Education

University of Georgia Law School J. D. degree, cum laude, 1976.
Indiana University, B.A. Political Science with distinction, 1973; Phi Beta Kappa

Active Member in Good Standing of the Georgia Bar since 1976.

Other Professional Organizations

Fellow of the Institute of Court Management which requires completion of a rigorous and nationally recognized curriculum for court administrators.
Member, National Association of Appellate Court Clerks and service as Awards Committee Chairperson and the Membership Committee Chairperson.
Former member of the National Association of Court Management and the Georgia Council of Court Administrators.

Employment

Associate, Bansley and Bansley, a small general practice law firm, in Atlanta 1976-1978.

Administrative Office of the Courts of Georgia 1978-2002.

Hired as Senior Research Associate. Promoted to Assistant Director for Research. Responsibilities included: jury and records management, caseload statistics, judicial workload and compensation analysis, continuing education curriculum planning, grant application and administration, general research and assistance to judges and clerks of all the classes of trial courts.

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Other samples of tasks performed:

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Drafted and revised publications of the Court, including the Internal Operations Manual, the Court rules, the Citizens Guide, the Employees' Handbook and the Clerk's Office Operations Manual.

Coordinated and supervised events of the Court's Centennial celebration including the dinner at the Aquarium and the publication of the Court History Book. Drafted the grant application (which was awarded) for the book, researched materials and edited the book, and coordinated with the graphic artist and publisher.

For Banc Meetings, prepared agendas, attended meetings from time to time, and drafted minutes.

Managed mass admission ceremony and process, handling the applications and admission fees, printing the certificates, handling the roll-book signatures, and gaveling the judges in at the ceremony.

Managed for the Clerk's office the development of the electronic filing system and the operation of that system in the Clerk's office. Described to the developer the needs of the Clerk's office, tested the Clerk's portion of the application, wrote directions for use by Clerk's office staff, and, along with some staff attorneys, drafted all the standard orders produced by the system. Currently, answer all e-mails from attorneys using the system and process electronic briefs and motions as backup to the Briefs and Motions Clerk.

Suggested or created the following items for the Clerk's office: posting of the Internal Operations Manual and the Employee Handbook to the S: drive of the Court's automation system; prepared sample pleading notebooks for the public; and created graphic displays of the Court's caseload statistics for the web page.

Tracked legislation of interest to the Court for Clerk.

Assisted Clerk and Fiscal Officer to prepare and present budget options.

Assisted the Clerk in restructuring job descriptions and in cross-training of Clerk's office employees to handle the workload of the Clerk's office after two reductions in force.

Acting Clerk/Court Administrator, Court of Appeals of Georgia summer 2010 to date.

From: byron branch <byronbranch@earthlink.net>
To: <recruit@gaappeals.us>
Date: 8/20/2010 9:32 AM
Subject: Clerk/Court Administrator Position
Attachments: Cover Letter - Court of Appeals.pdf; J. Byron Branch Resume.pdf

August 19, 2010

Chief Judge M. Yvette Miller
Court of Appeals of Georgia
47 Trinity Avenue, Suite 501
Atlanta, GA 30334

Chief Judge Miller:

Please review the enclosed resume as you search for a Clerk/Court Administrator for the Court of Appeals of Georgia.

As an active member of the Georgia Bar for over sixteen years, I am anxious to put my skills to use at the Appellate level. In addition, my undergraduate degree in Accounting makes me an ideal fit for the court functions, processes, operations and workflow/procurement responsibilities of this position.

After more than seven years with the Administrative Office of the Courts of Georgia, I have acquired a vast knowledge of the inner workings of the judicial branch and how it interrelates with members of the judicial community, local and state bar organizations and the other branches of government.

Since 1999, I have been a manager of various professionals, from accountants to doctors to technical professionals. Before state layoffs, I managed 13 IT professionals located in Atlanta and across the State of Georgia. I currently manage 6 professionals providing Case Management/Electronic Case Filing support and enhancements to more than 300 courts across Georgia. I regularly create and edit monthly financial reports to comply with new legislation. I also teach judges and other court personnel to use their computers and software programs.

I am currently the Senior Manager of Support Services in charge of Network Services, Software Support and Judge Support across the State of Georgia. On September 1st, I have been chosen to begin managing the e-filing team maintained by the AOC. I look forward to discussing how I can put my skills to full use for the Court of Appeals in the immediate future.

Sincerely,

J. Byron Branch
(404) 551-3154

J. BYRON BRANCH
3756 Thornbrooke Court
Duluth, GA 30097
byronbranch@earthlink.net
404.551.3154

August 19, 2010

Chief Judge M. Yvette Miller
Court of Appeals of Georgia
47 Trinity Avenue, Suite 501
Atlanta, GA 30334

Chief Judge Miller:

Please review the enclosed resume as you search for a Clerk/Court Administrator for the Court of Appeals of Georgia.

As an active member of the Georgia Bar for over sixteen years, I am anxious to put my skills to use at the Appellate level. In addition, my undergraduate degree in Accounting makes me an ideal fit for the court functions, processes, operations and workflow/procurement responsibilities of this position.

After more than seven years with the Administrative Office of the Courts of Georgia, I have acquired a vast knowledge of the inner workings of the judicial branch and how it interrelates with members of the judicial community, local and state bar organizations and the other branches of government.

Since 1999, I have been a manager of various professionals, from accountants to doctors to technical professionals. Before state layoffs, I managed 13 IT professionals located in Atlanta and across the State of Georgia. I currently manage 6 professionals providing Case Management/Electronic Case Filing support and enhancements to more than 300 courts across Georgia. I regularly create and edit monthly financial reports to comply with new legislation. I also teach judges and other court personnel to use their computers and software programs.

I am currently the Senior Manager of Support Services in charge of Network Services, Software Support and Judge Support across the State of Georgia. On September 1st, I have been chosen to begin managing the e-filing team maintained by the AOC. I look forward to discussing how I can put my skills to full use for the Court of Appeals in the immediate future.

Sincerely,

J. Byron Branch
(404) 551-3154

J. BYRON BRANCH
3756 Thornbrooke Court
Duluth, GA 30097
byronbranch@earthlink.net
404.551.3154

QUALIFICATIONS PROFILE

Dedicated, conscientious Attorney and IT Systems Manager with a proven track record of providing sustainable, proactive solutions demonstrated through many focused years managing, developing, and supporting Decision Makers within complex governmental, legal, manufacturing and sales environments.

- * Extensive experience evolving new and established legislation to implement sustainable, innovative governmental solutions that adapt to complex legislative changes.
- * Proven success presenting solution implementations and architecture while delivering sound project management within challenging environments that require advanced problem-solving and analytical skills.
- * Proficient with developing effective legal outcomes guided by comprehensive hands-on implementations and progressive training.
- * Able to isolate issues and facilitate an organization in implementing both top-level strategic solutions as well as day-to-day tactical deliverables.
- * Strong background collaborating between technical engineers, policy makers, law enforcement, vendors, members of the judiciary, and senior management.

Core Competencies:

- ~ Legislative Design & Drafting
- ~ Vendor Negotiations
- ~ Productivity Improvement
- ~ Judge Training & Support
- ~ Staff Training & Support
- ~ Project Management
- ~ Strategic Business Solutions
- ~ Quality Assurance

TECHNICAL BACKGROUND

Operating Systems:

Windows Server; Windows 7; XP; Vista; UNIX; IBM/Netapp SAN; Citrix Metaframe

Office Tools:

WordPerfect; Microsoft Office 2007 (Word, Excel, Access, PowerPoint, Outlook, FrontPage); MS Project and Visio; MS Project

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE OFFICE OF THE COURTS, Atlanta, GA 2003 - Present

Sr. Manager of Support Services

CURRENT RESPONSIBILITIES:

- * Hands-on Leadership of Network Support staff providing firewall, data backup, disaster recovery, business continuity, desktop support for 100+ workstations and email support to Atlanta office
- * General Leadership of Software Services Manager and staff support for State provided software from remote offices across the State, including end user training, data conversions, custom report writing
- * Direct Leadership of Judge Support staff located across the State, top level troubleshooting, repair support for Judges, staff, court clerks, including hands-on repair, courtroom design, setting hardware specifications
- * White Paper drafting for Budget Planning and budget adherence for lower level managers and staff
- * Employee Hiring, Training, Discipline
- * Judge and Clerk Training classes across the State

EYESIGHT ASSOCIATES OF MIDDLE GEORGIA, Warner Robins, Georgia 2002

Chief Financial Officer:

Designed customized financial reports to bankers, accountants, and federal bankruptcy courts during Chapter 11 reorganization. Prepared monthly financial reports for bankruptcy court, designing financial software queries to filter information relevant to restructuring. Gathered data on company status via daily interactions with bankers, attorneys, and vendors. Maintained computer

system to support patient tracking, billing, and collections; purchased all necessary upgrades, reviewed and recommended new software systems, and new computers and surveillance system. Established and assigned regular backup routine for safeguarding of patient information. Recommended HIPPA compliance actions.

Key Achievements:

- * Served as project leader, heavily involved in all stages of business reorganization.
- * Increased speed and quality of project production by capitalizing on diverse background in accounting, IT and law to minimize need for shareholder reviews.

CITY OF MACON, Macon, Georgia 1993 to 2001
Assistant City Attorney II, 2001

Provided comprehensive legal advise to negotiate equipment lease agreements and real estate sales & purchases for the city. Coordinated meetings between directors and outside vendors. Met with government officials to establish legislative outcomes; authored legislation for officials. Provided sound research on key issues, analyzing alternatives to make recommendations.

Key Achievement:

- * Initiated first stage development of real property tracking system for efficient buying and selling real estate.

MIS Manager, 1998 to 2001

Coordinated development and advancement of city-wide information systems. Acted as third level support technician for end-user diagnoses and resolution. Communicated with various departments to establish operational needs and budgeting requirements. Negotiated with vendors, identifying necessary and equitable software and hardware upgrades. Supervised installation of wireless access points throughout the city to connect remote departments to central server farm. Hired staff during departmental expansion.

Key Achievements:

- * Instrumental in reducing operating costs through the effective design of a check writing program for managing payroll and vendor checks.
- * Identified \$14 million in uncollected fines during comprehensive auditing of records; consequently wrote SQL queries to extract related information from MUNIS (MUNicipal Information System).
- * Successfully designed, specified, purchased, and supervised the installation of 2 wireless LANs and 5 wireless WAN connections to ensure the seamless flow of information to various city departments.
- * Pioneered establishment of MIS manager position, developing procedures and policies, standardizing equipment purchases, and unifying various systems under one office.

Assistant City Attorney, 1995 to 1998

Advised on many city-related legal activities such as negotiating leases, deeds, and coliseum contacts; drafting resolutions and ordinances for the City Council; and drafting and negotiating of various contracts. Administered computer outsourcing contracts.

Law Clerk, 1993 to 1995

Supported city-related legal activities to include the preparation of bankruptcy proof of claims, state and federal research, and law library maintenance.

EDUCATION / TRAINING

Juris Doctor (Walter F. George School of Law) 1994

Mercer University, Macon, Georgia

Bachelor of Business Administration in Accounting 1991

University of Georgia, Athens, Georgia

PROFESSIONAL TRAINING:

- * Microsoft Certified Database Administrator
- * Microsoft Certified Systems Engineer
- * Microsoft Certified Systems Administrator
- * Microsoft Project Training
- * Cisco Routing - Configuring Cisco Routers and Switches
- * Citrix Metaframe Administration
- * Front-Line Leadership Training
- * Mid-Manager Training

PROFESSIONAL AFFILIATIONS:

- * Georgia Bar Association
- * Georgia Council of Court Administrators
- * Organization for the Advancement of Structured Information Standards

REFERENCES:

Available Upon Request

August 19, 2010

Clerk/Court Administrator Selection Committee
Court of Appeals of Georgia
Atlanta, Georgia 30334

Dear Judges:

Please accept this letter, along with the resume attached to this email, as my application for the position of Clerk/Court Administrator. Although I think most of the judges on the Court are familiar with me and know that I have served this Court for many years, I wanted to take this opportunity to highlight some of my qualifications.

I have been employed at the Court of Appeals for almost 24 years, which has given me a unique perspective on its operations. Although my primary work here has been in the area of drafting opinions and orders, I have also handled administrative matters and on occasion undertaken supervisory responsibilities. For example, when Senior Judge Pope was Chief Judge of the Court, I also assisted with legislative matters. After being tasked to study ways more efficient methods for managing our ever expanding case load (sometime between 1986 and 1989 we experienced an almost 40 percent increase in filings), I helped Judge Pope craft the memo that he took to the General Assembly to secure the funding for the first central staff attorneys, whose role would be, as it is today, to conduct a jurisdictional review as soon as a case is docketed in this Court. Prior to that time, it was not unusual for a case to be dismissed or transferred for jurisdictional reasons many months after docketing, and our case law in that area was unclear, to say the least.

After central staff was formed, I also helped Judge Pope in hiring and supervising those attorneys, in continuing to define their role on the Court, and as we secured more funding, to expand their role to include drafting memorandums and orders on applications. Also during that time, and during my tenure with Judge Adams, I have continued to supervise and evaluate our summer interns and our externs from Georgia State and Mercer.

I cite this particular experience in some depth to demonstrate that during my time here I have gained an institutional knowledge that I think would prove invaluable, especially at this juncture in the Court's history when we are in transition on many fronts and struggling to maintain our operations and standards with fewer resources. Not only do I know how we do things, I also know how we came to do them the way we do. I also recognize that change is sometimes necessary and beneficial, and we should not assume that the way we do things now is always the best way going forward.

The integrity of this Court is vital, and the importance of what we do cannot be overstated. The clerk's office is often the first and last, and sometimes only, face of this Court for the people we serve. It is thus critical that at all times we present our best face, and if I am given the opportunity, I will strive to ensure that will always be the case.

Sincerely,


Ann H. Kelley

Ann H. Kelley

969 Clifton Road

Atlanta, Georgia 30307

(404) 271-4398

EDUCATION

J.D. (Cum Laude) Walter F. George School of Law (Mercer University), 1984

B.A. (Magna Cum Laude) Psychology, Mercer University, 1979

EXPERIENCE

Georgia Court of Appeals, Senior Staff Attorney, Judge A. Harris Adams, 2003 to present, draft and edit opinions and orders, assist Judge Adams on committee and administrative matters.

Georgia Court of Appeals, Senior Staff Attorney, Judge Marion T. Pope, Jr., 1986 to 2002; draft and edit opinions and orders, assist Judge Pope on committee and administrative matters.

Summers, Jones & Pendergast, Associate, 1985-1986; general corporate and commercial litigation firm; drafted contracts, leases, merger proposals, stock offerings, assisted in representation of clients in state and federal trial and appellate courts.

Beltran & Pendergast, Associate, 1984-1985; general litigation firm with emphasis on personal injury, medical and legal malpractice and banking law. Drafted pleadings and motions, wrote briefs and argued motions in state and federal trial courts.

Beltran & Pendergast, Summer Associate, 1983.

Chapter 13 Bankruptcy Trustee, Macon Georgia, Summer Intern, 1982.

Bibb County School District, Psychoeducational Program, Teacher, 1979-1980, emotionally disturbed adolescents.

ACCOMPLISHMENTS AND ACHIEVEMENTS

Graduated in top six percent of law school class

Member, Mercer Law Review, 1982-1984

Managing Editor, Board of Editors, Mercer Law Review; 1983-1984; responsible for final edits and publication of four volumes; supervised managing editor's staff of 5 and general membership of 30.

Brainerd Currie Honor Society

American Jurisprudence Award, domestic relations

Delta Theta Phi Legal Fraternity

Co-Author Conflicts of Laws in Florida, 34 Mercer Law Review 809 (1983).

Co-Author Appellate Practice and Procedure, 43 Mercer Law Review 73 (1991).

University of Georgia, 1980-1981; Completed all 1st year requirements towards doctoral degree in psychology.
Sigma Tau Gamma National Women's Honor Society (Undergraduate)

INTERESTS, ACTIVITIES, AND OTHER EXPERIENCE

Team Manager, Inter Atlanta FC (AYSA), Select Boys, 2001-2009
Atlanta Youth Soccer Association Board of Directors, 2005-2007
Co-Chair, Auction Committee, 1998-1999, Fernbank Elementary School
Co-Chair, Auction Committee, 1996-1997, Druid Hills United Methodist Church Pre-School
Executive Committee, Law School Alumni Association, 1990-1992

COA recruit - Clerk/Court Administrator Position

From: "Michael B. Shapiro"
To:
Date: 8/9/2010 1:51 PM
Subject: Clerk/Court Administrator Position
Attachments:

Please consider this email and the attached resume in application for the recently posted Clerk/Court Administrator position with the Court of Appeals.

I am licensed to practice law in both Georgia (admitted in 1981) and Ohio (admitted in 1991, currently on inactive status), and have served the State of Georgia as the Executive Director of the Georgia Indigent Defense Council (GIDC), the predecessor to the current Georgia Public Defender Standards Council. In that capacity, I supervised a full-time staff of thirty-two and oversaw a budget in excess of \$12 Million. My responsibilities included drafting and review of proposed legislation, budget preparation and oversight, as well as close coordination with representatives of the legislative, executive and judicial branches of state, local and federal government.

In addition to my work with GIDC, I have been privileged to serve as the managing partner of both Peters, Townsend, Shapiro and Wilson, P.A. and Fambrough and Shapiro, P.C. I am a past President of the Georgia Association of Criminal Defense Lawyers and remain active in that organization. Additionally, I am P.O.S.T. certified as a guest instructor in the area of Criminal Law.

For three years I served as in-house counsel and Vice President of Operations for The Scott Group, a custom carpet manufacturer. My job responsibilities there included supervising a staff of more than eighty in various capacities including design, marketing, manufacturing and shipping.

I developed GIDC's first Internet website, and designed and continue to maintain the Georgia Association of Criminal Defense Lawyers' website and multiple electronic mail listservers. I am proficient with a wide variety of software, including Microsoft Office and FrontPage, and have taught classes for the Georgia Indigent Defense Council and the Institute of Continuing Judicial Education on technology in the courts.

I have been teaching at the college level since 2004. I have extensive experience teaching courses as far ranging as Ethics in Criminal Justice, Introduction to Criminal Justice, Criminal Law, Criminal Procedure, International Crime and Justice, and Police in America. I have prepared materials for continuing legal and judicial education seminars, and have published in the areas of law, ethics, technology, and office management. Additionally, I have been given the President's Award by the Georgia Association of Criminal Defense Lawyers and have received two separate special recognitions for service. The Institute of Continuing Judicial Education has awarded me their Medallion for teaching excellence.

I am a team player with significant leadership experience and am genuinely looking forward to returning to state service. I would welcome the opportunity to interview for the position and will happily provide additional documentation upon request. Thank you for your time and consideration.

Michael B. Shapiro
mbshapir@bellsouth.net

MICHAEL B. SHAPIRO, J.D.

770 BEDFORD OAKS DRIVE
MARIETTA, GEORGIA 30068

Home: (770) 993-8168

Cellular: (404) 906-8827

E-mail: mbshapir@bellsouth.net

PROFESSIONAL EXPERIENCE

August, 2008 - July, 2010

Instructor - Kennesaw State University
Kennesaw, Georgia

December, 2005 - March, 2008

Instructor - American InterContinental University
Atlanta, Georgia

July, 2004 - December, 2005

Adjunct Professor - American InterContinental University
Atlanta, Georgia

January, 2004 - June, 2005

Criminal Litigation and Legal Research and Writing Instructor - Clayton College and State University
Atlanta, Georgia

February, 2003 - August, 2003

Special Advisor to the Chairperson - Georgia Indigent Defense Council
Atlanta, Georgia

February, 1996 - February, 2003

Executive Director - Georgia Indigent Defense Council
Atlanta, Georgia

Job entailed overseeing State agency with \$12 Million budget, thirty-two full-time employees and state-wide oversight of indigent representation.

November, 1993 - January, 1996

Vice President of Operations - Scott Group
Grand Rapids, Michigan

Job entailed overseeing eighty-five employees and all aspects of a \$6 Million custom carpet manufacturer.

August, 1991 - October, 1993

Managing Partner - Peters, Townsend, Shapiro & Wilson, P.A.
Atlanta, Georgia

Specializing in civil and criminal litigation.

Areas of concentration include: criminal defense, domestic relations, small corporations, collections, wills and contracts.

April, 1990 - August, 1991

Sole Practitioner
Atlanta, Georgia
Specializing in criminal defense and civil litigation.

August, 1984 - April, 1990

Managing Partner - Fambrough and Shapiro, P.C.
Atlanta, Georgia

General practice firm specializing in civil and criminal litigation.

August, 1982 - August, 1984
Sole Practitioner
Atlanta, Georgia
Specializing in criminal defense and civil litigation.

December, 1981 - August, 1982
Associate - Ronnie K. Batchelor & Associates, P.C.
Atlanta, Georgia
General practice firm specializing in bankruptcy, general civil and criminal defense litigation.

EDUCATION

Emory University School of Law, Atlanta, Georgia
Juris Doctor, June, 1981

Emory University, Atlanta, Georgia
Bachelor of Arts, Political Science, June, 1978

Honors:

Pi Sigma Alpha (Political Science Honor Society)
Dean's List
Accepted to American University Political Science Internship

CERTIFICATIONS

Certified as a Guest Instructor in the area of Criminal Law by the Georgia Peace Officer Standards and Training Council
Certified by the United States Soccer Association and the Georgia Youth Soccer Association as a soccer coach holding an E Certificate (Under-14)

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES (PAST AND PRESENT)

State Bar of Georgia, admitted October, 1981
State Bar of Ohio (inactive), admitted July, 1991
State Bar of Georgia, Criminal Justice Section
State Bar of Georgia, Drug Task Force
State Bar of Georgia, Fee Arbitration Panel
State Bar of Georgia, Post-Conviction Capital Representation Committee
State Bar of Georgia Technology Section (formerly the Computer Law Section),
State Bar of Georgia, Uniform Rules Committee
American Bar Association
American Bar Association Advisory Panel
American Bar Association Criminal Justice Section
American Judicature Society
Georgia Association of Criminal Defense Lawyers, Past President
Georgia Association of Criminal Defense Lawyers, Chairman, Nominating Committee
Georgia Association of Criminal Defense Lawyers, Chairman, Special Computer Committee
National Association of Criminal Defense Lawyers
National Association of Criminal Defense Lawyers *Champion Magazine* Editorial Board
Association of Trial Lawyers of America
Atlanta Bar Association
Cobb Bar Association
DeKalb Bar Association
Fulton County Criminal Justice System Coordinating Committee
Siegel Institute for Leadership, Ethics & Character, Faculty Affiliate
Lambda Alpha Epsilon, American Criminal Justice Association

Alpha Omega Xi Chapter of Lambda Alpha Epsilon, Member and Faculty Advisor
Kappa Upsilon Chapter of Alpha Phi Sigma Criminal Justice Honor Society, Member and Faculty Advisor
Lambda Iota Chapter of Alpha Phi Sigma Criminal Justice Honor Society, Member and Assistant Faculty Advisor
McGraw-Hill Academic Advisory Board for Weapons of Mass Destruction and Terrorism
State of Georgia Crime Victim Compensation Committee
State of Georgia Criminal Justice Coordinating Council
State of Georgia Information Technology Policy Council

PUBLICATIONS

Author, with P. Fenton: Review of *The Integrity of the Judge: A Philosophical Inquiry*, by Jonathan Soeharno. *International Criminal Justice Review* (submitted, publication pending)
Reviewer, "Food for Thought" article for National Association of Criminal Defense Lawyers' *Champion Magazine*, March, 2010
Author, with P. Fenton, R. Petersen, S. Crowder, J. McMahon-Howard and C. Totten: Handbook for Faculty, *Use of Role Play and Practical Exercises in Teaching Ethics in Criminal Justice* (February, 2010)
Author, with P. Fenton: Review of *Crime, Procedure and Evidence in a Comparative and International Context: Essays in Honour of Professor Damaška* by John Jackson, Máximo Langer, and Peter Tillers. *International Criminal Justice Review* (Vol. 19, No. 4, December, 2009)
Author, with P. Fenton: *Chimel v. California*, 40 Years Later. *National Association of Criminal Defense Lawyers Champion Magazine* (July, 2009)
M. Shapiro and P. Fenton: Update to North Central Georgia Law Enforcement Academy Criminal Procedure Segment of the Basic Law Enforcement Training Court (2009)
Author, Test Bank and PowerPoint slides to accompany *Police Ethics: A Matter of Character* by Douglas W. Perez and J. Alan Moore, (Delmar) Wadsworth Publishing, 2002 (2008)
Reviewer, Test Bank, *Criminal Law*, 10th Edition, Thomas J. Gardner and Terry M. Anderson, Cengage Learning (formerly Thomson-Wadsworth), 2007
Reviewer, Test Bank, *Criminology: The Core*, 3rd Edition, Larry J. Siegel, Cengage Learning (formerly Thomson-Wadsworth), 2007
Editor, "Recent State and Federal Caselaw Update" prepared for Institute of Continuing Judicial Education Summer Superior Court Judges Seminars July, 1998 – 2003
Author, "Law Office Overhead-Charging, Earning and Collecting a Reasonable Fee." *Association of Trial Lawyers of America Criminal Law Section Newsletter* (Volume 6, Number 2, Spring, 2000)
Author, "Right to Counsel in Driving Under the Influence Cases." *Municipal Court Judges Bulletin* (Volume 3, Number 4, Fall, 1999)
Editor, Georgia Association of Criminal Defense Lawyers Appellate Case Manual (1990-1993)
Writer, feature column, The Georgia Defender
Author, Georgia Association of Criminal Defense Lawyers Computer Users Guide

PRESENTATIONS

Co-Program Director and Panel Moderator, 8th Annual Suburban Conference, Kennesaw State University Department of Sociology and Criminal Justice, April, 2010
Kennesaw State University Department of Sociology and Criminal Justice Brown Bag Luncheon "Use of Role Play and Practical Exercises in Teaching Ethics in Criminal Justice," March, 2010
CETL 17th Georgia Conference on College & University Teaching "Use of Role Play and Practical Exercises in Teaching Ethics in Criminal Justice," February, 2010
Program Speaker, Cobb County Bar Association "Using PowerPoint in the Courtroom," August, 2009
Program Speaker, Georgia Association of Criminal Defense Lawyers Spring Seminar "Effective Use of the Internet for Criminal Defense Lawyers," April, 2007
Program Speaker, Answers Private Investigation, "Ethics for Private Investigators," January, 2007
Guest lecturer on "Right to Counsel," Individual & the Law class, Lassiter High School, 1999-2003
Program Speaker, Institute of Continuing Judicial Education State Court Judges Spring Seminar "Right to Counsel and Indigent Defense" 2002
Program Speaker, Institute of Continuing Judicial Education Superior Court Judges Summer Seminar

"Recent State and Federal Caselaw Update" July, 1998; July, 2000; July, 2001 & July, 2002
 Program Speaker, Institute of Continuing Judicial Education Juvenile Court Judges Seminar, March, 2000
 Program Speaker, Institute of Continuing Judicial Education Superior Court Judges Winter Seminar,
 January, 2000
 Program Speaker, Institute of Continuing Judicial Education Superior Court Judges Secretaries Seminar,
 February, 1999 & 2000
 Panelist, Legal Career Options Panel Discussion, Emory University School of Law, November, 1998
 Program Speaker & Hands-On Teacher, Georgia Indigent Defense Council "Computers for Dinosaurs"
 Seminars, recurring since January, 1998
 Program Speaker, Georgia Association of Criminal Defense Lawyers Seminars: October 1987, April 1991,
 October 1992, April, 1993, November, 1996, January, 1997 and November, 1997
 Program Speaker & Hands-On Teacher, Georgia Indigent Defense Council "Using the Internet in Your
 Law Practice" Seminars, recurring since June, 1997
 Program Speaker & Hands-On Teacher, Georgia Indigent Defense Council "Advanced Use of the Internet
 in Your Law Practice, Search Technique" Seminars, recurring since June, 1997
 Program Speaker & Hands-On Teacher, Georgia Indigent Defense Council "Designing a Simple Web
 Page" Seminars, recurring since June, 1997
 Program Speaker, Georgia Indigent Defense Council/Multi-County Public Defender "Defending a Death
 Penalty Case: Trial and Sentence" Seminar, December, 1996
 Program Director, 12 CLE hour Seminar, Georgia Association of Criminal Defense Lawyers, April, 1989
 Mock Trial Coach, Norcross High School, 1989
 Judge, Emory University School of Law Intermediate Criminal Litigation Class Trials

COMPUTER SKILLS

Internet Web Page Creator and Webmaster, Georgia Association of Criminal Defense Lawyers
 Computer System Operator, Georgia Association of Criminal Defense Lawyers, Remote Bulletin Board
 Internet Web Page Creator, Georgia Indigent Defense Council
 Internet Web Page Creator and Webmaster, Georgia Wilderness Institutes
 Internet Web Page Creator and Webmaster, Cobb Chapter - Georgia Association of Gifted Children
 Internet Web Page Creator and Webmaster, Alpha Omega Xi Chapter of the American Criminal Justice
 Association/Lambda Alpha Epsilon
 Computer Consultant, Superior Court Judges, attorneys and legal support staff
 Proficient in several computer applications including Microsoft Office and related programs (Word, Excel,
 Access, PowerPoint, Publisher, FrontPage, Project, Outlook Express and Internet Explorer),
 WordPerfect, Banner, GeorgiaVIEW, Lotus 1-2-3, Netscape Navigator, Mozilla Firefox,
 CampusVue 2000, LexisNexis and Westlaw
 FireArms Training Simulator (F.A.T.S.) proficient both in operation and in lanes (course) design
 Terminal Agency Coordinator on Georgia Crime Information Center computer System

PROFESSIONAL LISTINGS

International Directory of Distinguished Leadership
 Martindale - Hubbell
 Men of Achievement
 West's Legal Directory
 International Who's Who of Professionals
 Who's Who in American Law
 Who's Who of Emerging Leaders in America
 Who's Who Among Rising Young Americans
 Who's Who in the Computer Industry
 Who's Who in Georgia
 Who's Who in the South and Southwest

CIVIC ACTIVITIES

President, Board of Chapter Advisors, Delta Gamma Chapter of the International Fraternity of Phi Gamma

Delta

Legal Counsel, Delta Gamma Chapter of the International Fraternity of Phi Gamma Delta
Temple Kol Emeth Board of Trustees
Temple Kol Emeth Nominating Committee
Temple Kol Emeth Constitutional Committee
Temple Kol Emeth Religious School Computer Lab Director

HONORS AND AWARDS

Alpha Phi Sigma (Criminal Justice Honor Society)
American InterContinental University, Dunwoody Campus Teacher of the Year in Criminal Justice, 2006
Institute of Continuing Judicial Education Faculty Recognition Medallion
Georgia Association of Criminal Defense Lawyers President's Award, 2008
Georgia Association of Criminal Defense Lawyers Special Recognition, 2007
Georgia Association of Criminal Defense Lawyers Special Recognition for Service, 1991
International Fraternity of Phi Gamma Delta Citation for Distinguished and Exceptional Service
International Fraternity of Phi Gamma Delta, Atlanta Graduate Chapter Service Recognition
International Fraternity of Phi Gamma Delta, Delta Gamma Chapter Service Recognition
Pi Sigma Alpha (Political Science Honor Society)

INTERESTS

Sailing, SCUBA Diving, Underwater Photography, Model Railroading

REFERENCES

Hon. Norman S. Fletcher
Brinson, Askew, Berry, Seigler,
Richardson & Davis
The Omberg House
P.O. Box 5513
615 West First Street
Rome, Georgia 30161
706-291-8853
nsfletcher@brinson-askew.com

Bruce H. Morris
Finestone & Morris
Tower Place
3340 Peachtree Road, N.E.
Suite 2540
Atlanta, Georgia 30326
404-262-2500
bmorris@fmattorneys.com Charles T. ("Charlie") Lester, Jr.
Sutherland, Asbill & Brennan
999 Peachtree St., N.E.
Suite 2300
Atlanta, Georgia 30309-3996
404-853-8116
ctlester@sablaw.com

Linda A. Klein
Baker, Donelson, Bearman, Caldwell & Berkowitz, P.C.
3414 Peachtree Road, N.E.
Suite 1600
Atlanta, Georgia 30326
404-577-6000

klein@bakerdonelson.com Samuel S. Olens
Ezor & Olens, P.C.
Building 300, Suite 600
3715 Northside Parkway
Atlanta, Georgia 30327
404-525-7777
sam@samolens.net

Matt Cornick
Clayton State University
2000 Clayton State Blvd.
Morrow, Georgia 30260
678-466-4639
MattCornick@clayton.edu

M. Lee Brooks
386 Chandler Ridge
McDonough, Georgia 30253
770-957-0034
mleebrooks@charter.net

ADDITIONAL REFERENCES AVAILABLE UPON REQUEST

COA recruit - Court Administrator and Court Clerk Positons

From: Chlora Lindley-Myers <n2law56@yahoo.com>
To: <recruit@gaappeals.us>
Date: 8/15/2010 10:57 PM
Subject: Court Administrator and Court Clerk Positons
Attachments: CALMRESUME1.doc

Dear Sir or Madam:

I am requesting consideration for both the court administrator and the clerk position for the Georgia Court of Appeals as outlined in the Daily Report.

I have extensive senior level experience in developing and implementing administrative initiatives and policy within both the corporate and regulatory environments.

As an introduction, I have been a Senior Assistant Public Defender in the Griffin Judicial Circuit since June, 2006, to pursue public service legal work.

Prior to this position, I was named Vice President and Counsel of RSUI Group, Inc., in which I was responsible for regulatory licensing, governmental compliance and legal related activities associated with the financial services within the fifty states, and some off-shore venues. Prior to this appointment, I was director of the Consumer Protection and Anti-Fraud Division of the National Association of Insurance Commissioners (NAIC) in Kansas City, Missouri in May 2001. In this position, I was in charge of assisting the regulatory authorities in the fifty states and four territories of managing their insurance and financial services markets.

Prior to being named to this position, I served as chief compliance officer of market conduct for the Kentucky Department of Insurance, where I was responsible for the administration and oversight of market conduct examinations. In 1999, I chaired the NAIC Market Conduct Examinations (EX3) Task Force and has served on various NAIC committees and working groups.

In the 1990's, I served as the Property and Casualty Section Chief for the Missouri Department of Insurance where I was responsible for regulating all of the property and casualty insurance forms, rates, filings, and policies issued in the state. I spent seven years writing insurance, real estate and labor public employee legislation for the Connecticut General Assembly and 10 years in underwriting and claims administration for Aetna Life and Casualty, prior to Aetna selling their property and

casualty business to the Traveler's Insurance group.

In addition to my over twenty-five years of insurance/financial/compliance related experience, I hold an undergraduate degree from Mount Holyoke College in South Hadley, Massachusetts and a Juris Doctorate from the University of Connecticut.

I would love to discuss my qualifications further. I can be reached during the day at 678-458-9618.

Sincerely,

Chlora Lindley-Myers

Chlora A. Lindley-Myers

P.O. Box 2024
Peachtree City, GA 30269

Telephone: (678) 458-9618

EDUCATION:

University of Connecticut, School of Law, Hartford, CT, J.D., May 1988.

Mount Holyoke College, South Hadley, MA, A.B. in Psychobiology, June 1978.

WORK EXPERIENCE:

Senior Assistant Public Defender, Griffin Judicial District, Georgia Public Defender Standards Counsel, Fayetteville, Georgia, June, 2006 to present. As Senior Assistant, I assist the Circuit Public Defender in the administration and direction of the staff engaged in the defense of felony jury and non-jury cases handled by the three offices in the Circuit. I personally handle in excess of 250 felony cases. I provide advice, counsel, support and technical assistance to staff and the Circuit Public Defender on a variety of legal and administrative matters. I coordinate and implement due process procedures and procedures for appeals as required. I investigate, prepare motions, discovery, negotiate and otherwise prepare and coordinate cases for trial. I develop and administer policies, procedures and programs as directed by the Circuit Public Defender. I interact with all levels of state government to promote respect, encourage cooperation and contribute to the overall efficiency and delivery of competent indigent defense.

Vice President/Counsel and Chief Compliance Officer/Assistant Secretary, Legal and Regulatory Affairs, RSUI Group, Inc., Atlanta, Georgia, August 2003 to February, 2006. As Vice President, Counsel and Assistant Secretary of the organization I lead a professional product development and legal staff in fulfilling all legal and regulatory requirements for surplus lines and admitted insurers. I advised internal business units and/or coordinated with external counsel on legal issues involving the organization's government and regulatory compliance. I interacted with the insurance departments in fifty-three jurisdictions. I assisted in designing and implementing corporate governance and compliance programs, including oversight and definition of an effective records retention program. As the chief compliance professional, I was responsible for oversight and implementation of the company's Sarbanes-Oxley, Gramm-Leach-Bliley and other market and financial auditing procedures. I was responsible for the preparation, review and updating of both document and regulatory filings. I also was responsible for reviewing, drafting and interpreting contracts and other legal documents. I identified legal issues and their business implications and performed legal research, as appropriate. I kept the company informed of pending legal issues, including changes in substantive, regulatory and procedural law and provided opinions in practical and understandable terms. I coordinated all legal and regulatory functions within the company and appoint outside legal counsel to represent the company, as appropriate. Also served as an expert witness in a South Dakota matter.

Director, Consumer Protection and Antifraud Division, National Association of Insurance Commissioners (NAIC), Kansas City, Missouri, May 2001 to August 2003. As Director of a division of this 501(c) organization, I worked directly with the NAIC Executive Vice President, officers, members; state insurance departments, regulators, and internal staff to oversee all of the day-to-day operations of the market affairs, consumer services and antifraud activities of the NAIC. This includes providing leadership to and management of Division staff; preparing and administering the Division's \$700,000+ budget; providing leadership, oversight and support to various NAIC working groups, subgroups, task forces, committees, and subcommittees. As Director, I also worked closely with other NAIC senior management regarding decisions affecting the Association's operations to meet the needs of the overall financial services regulatory community. I provided compliance and regulatory training via seminars and other continuing

education venues to insurance department personnel as well as other insurance professionals, as required. Worked extensively with the Government Accountability Office (GAO) on several financial services issues.

Chief Compliance Officer, Market Conduct, Kentucky Department of Insurance, Frankfort, Kentucky, July 1998 to May 2001. I served as an advisor to the Commissioner of Insurance on insurance market and regulatory matters. My responsibilities also included assisting in the development and administration of a market audit program that monitored the regulatory activities and practices of insurers, reinsurers, agents, managing general agents and other entities regulated by the department that operated in Kentucky. I was responsible for providing technical expertise in examination procedures for eight market conduct examiners. I was also responsible for the review of the market practices of these entities in order to ensure compliance with the law. My position also required me to serve as a liaison between the Department of Insurance and the National Association of Insurance Commissioners on various Market Regulations and Consumer Protection committees. I chaired the Market Conduct Examination (EX 3) Task Force and served in a leadership capacity on various NAIC committees and working groups to effectuate continuity and standardization of the insurance, securities, and financial marketplace.

Senior Regulatory Specialist, National Association of Insurance Commissioners (NAIC), Kansas City, Missouri; November 1997 to July 1998. My responsibilities included providing staff support and assistance on issues relating to property and casualty insurance and regulatory matters. I conducted research and responded to inquiries from state insurance commissioners in all fifty states, the District of Columbia, the four United States territories and their staff. I reviewed, analyzed, and interpreted complex legal documents. I effectively responded to sensitive inquiries and complaints. I wrote speeches and articles using original and innovative techniques for commissioners to present to Congress, insurance trade organizations, and local insurance constituents. I made presentations on controversial and complex topics to top management of state and national insurance and financial organizations regarding insurance and financial modernization matters.

Section Chief, Property/Casualty, Department of Insurance, State of Missouri, Jefferson City, Missouri; April 1996 to November, 1997. Reporting directly to the Director of Insurance, I was responsible for the administration and supervision, including the planning, direction and coordination, of issues affecting the Property and Casualty section of the Missouri Department of Insurance. I was responsible for the planning, development and implementation of policies and operating procedures in order to assure compliance with statutory and regulatory requirements by property/casualty and workers' compensation insurers. The section developed and implemented procedures for the depopulation of the workers' compensation residual market; collection of workers' compensation tax and Second Injury Fund surcharges; and the review and analysis of policy contract, rule and rate filings. Generally, the section was responsible for the overall regulation of the property/casualty insurance industry in the State of Missouri, including the oversight of state insurance pools and underwriting criteria.

Associate Legislative Attorney, Legislative Commissioner's Office, Connecticut General Assembly, Hartford, Connecticut; January 1990 to April 1996. My responsibilities included the drafting and codification of legislation and resolutions for various legislative committees. I also reviewed and compared the laws of Connecticut to the laws of other states pertaining to any subject upon whom a legislative committee requested or as was mandated by the Governor. I advised members of the general assembly about the legal sufficiency of proposed legislation. I was responsible for assisting in the final codification, placement and publication of the Connecticut General Statutes.

Senior Casualty Underwriter, Transamerica Insurance Group, Hartford, Connecticut; February 1989 to January 1990. In this position I analyzed new business applications, renewals and endorsements while utilizing information from engineering, Dun and Bradstreet, Equifax and other reports in order to accept, modify or reject business. My responsibilities also included maintaining awareness of local industry trends, as well as explaining coverages, rules, forms and

decisions to agents and other company personnel.

Assistant Clerk, Hartford Superior Court, Judicial Department, State of Connecticut; Hartford, Connecticut; October 1984 to January 1986. My general duties included the overall responsibility of maintaining court files, assisting the judge in scheduling court side cases, administering the oath to witnesses, providing notification of the court's decrees and issuing executions of judgment.

National Account Senior Analyst/Analyst/Senior Underwriter, Aetna Life and Casualty; St. Louis Missouri; February 1980 to December 1981; Hartford, Connecticut; December 1981 to October 1984 and January 1986 to February 1989. Starting as an Underwriter, then Senior Underwriter, I was promoted to Account Analyst, then Senior Analyst. In this position, I was responsible for determining the acceptance and/or continuation of accounts with premium value of \$500,000 or more. My responsibilities included establishing insurance plans and programs, selecting underwriting controls to monitor the account's safety procedures, profit objectives, claim frequency and premium payment options for Fortune 500 companies. I also cultivated better company/client relationships by working closely with risk managers, independent agents and brokers.

Payroll Clerk, Lanier Business Products, Atlanta, Georgia; March 1979 to February 1980. I was responsible for general payroll duties.

AFFILIATIONS:

The Missouri Bar, The Georgia Bar, Association of Insurance Compliance Professionals (AICP), Insurance Regulatory Examiners Society (IRES) and National Association of Female Executives (NAFE).

LICENSE:

Licensed to practice law in Connecticut, June 1989, in Missouri, March 1996 and Georgia, August, 2004.

REFERENCES:

Available upon request.

COA recruit - Clerk/Court Administrator

From: James Bodie
To:
Date: 8/10/2010 4:31 PM
Subject: Clerk/Court Administrator
Attachments:

Attached please find my resume which is being forwarded to you in reponse to your posted notice with the State Bar of Georgia for the above referenced position.

Your thoughtful consideration is most appreciated.

James Bodie

James A. Bodie

2657 Lenox Road, Unit #8 Atlanta, Georgia 30324 (678) 558-9143
jamesabodie@hotmail.com

Profile

Talented and result-oriented attorney with over 15 years of legal counseling experience and the ability to provide guidance on decision making where commercial stakes are involved. Particular expertise on contracts, leases, ad proofing, corporate law, trademarks, intellectual property, immigration, and real estate. Detail-oriented individual with outstanding organizational, writing, and communication skills. Works well as part of team, as well as individually; possesses excellent leadership abilities with clients and peers.

Admissions: State Bar of Georgia *Memberships:* Association of Corporate Counsel

Experience

IMG Associates, LLC, Sandy Springs, Georgia

General Counsel, 2005–Present

- 1 Sole legal counsel for the private Internet advertising and marketing firm with annual gross revenues exceeding \$34M; report directly to the CEO.
- 2 Draft, interpret, and negotiate various types of marketing and advertising agreements, including insertion orders, software, proprietary data, trademark licensing, business entity sale/purchase, and confidentiality and indemnity agreements, as well as other industry-related contracts with some international exposure.
 - Drafted, implemented, and manage a detailed FTC Safe-harbor regulatory compliance policy for the company's affiliate marketing program.
- 2 Track industry related federal legislation on a daily basis.
- 2 Handle outsourced litigation and arbitration matters for outside legal counsel on trademark infringement, Can-Spam allegations, collections, and general breach of contract matters.
- 3 Provide legal advice to and conduct training classes for the CEO and upper management, ensuring all legal matters are identified and addressed in an accurate manner regarding employment issues, mergers and acquisitions, business entity incorporation and dissolution, corporate records management, and immigration matters.
- 4 Manage four individuals in the legal and compliance departments in regards to reviewing advertising collaterals, quality assurance of marketing materials, and enforcing affiliation regulatory compliance program.

Sole Practitioner, Atlanta, Sandy Springs, Georgia

Attorney-at-Law, 2001–2005

- 1 Performed commercial and residential real estate document abstraction, negotiations, and closings, as well as practiced employment law issues.
- 2 Handled appellate level Department of Labor hearings, Title 7 discrimination (both employer and employee representation), and immigration matters.
- 3 Managed corporate law, including creation, maintenance, and dissolution of corporate entities along with probate law, wills and trusts, and general criminal and civil matters which included trial work and court appearances.

United Systems Integrators Corporation, Atlanta, Georgia

Delta Air Lines Director of Real Estate, 1999–2001

- 1 Accountable for conducting negotiation and administration of all commercial retail leases for Delta's marketing properties in North America and the Caribbean.
- 2 Proposed and initiated long term strategy campaigns for both business expansion and contraction in a down-sizing market environment, including multiple site integration scenarios and surplus property dissolution programs for city ticket offices, regional call centers, and district sales offices.

Surplus Solutions, Dunwoody, Georgia

Senior Lease Negotiator/In-House Counsel, 1998–1999

- 1 Negotiated commercial retail and real property leases and provided general legal advice

for a privately-held property management company; reported directly to the company president.

- Specialized in retail lease administration and negotiation, mostly for Quick Service Restaurant retail properties.
- Represented clients experiencing both expansion and contractions in business models ranging from build-to-suit construction, retrofit reconstruction, and corporate image remodel initiatives, to surplus property dissolution through property sales and sublease arrangements.
- Managed nationwide network of affiliate brokers from time of listing through closings, as well as represented clients such as Denny's, Hardee's, Friday's, McCormick & Schmicks, and Don Pablo's restaurants.

James A. Bodie

~Page 2~

Experience (Cont'd)

Title Loans of America, Inc., Dunwoody, Georgia

Director of Business Development/Corporate Counsel, 1997-1998

- 2 Managed the processes of retail site location, lease negotiation, and contractor build-out for commercial retail space in approximately 45 cities within a total of 10 states.
- 3 Coordinated efforts of local lobbyists to reform state legislation regarding support for the loan offerings against automobile titles.
- 4 Served as counsel for general corporate matters, employment related issues, collections, vehicle repossessions, and disposition through auction.

TheraTx, Inc., Alpharetta, Georgia

Associate General Counsel, 1994-1997

- 1 Handled mergers and acquisitions, employment law, contract law, and other general corporate issues.
- 2 Successfully transitioned immigration matters from outsourced law firm to an in-house program with regard to H1B and TN visa procurement, along with renewals and applications for permanent residency status and citizenship.
- 3 Conducted legal training sessions through company sponsored seminars for middle and upper management regarding employment and immigration matters; managed outside counsel on various outsourced legal matters.

Education

University of Alabama, Tuscaloosa, Alabama ~*Juris Doctor* ~1993

Honors: Phi Alpha Delta Scholastic, Award Recipient
Best Paper: Worker's Compensation; Second Paper: Employee Rights
Activities: Law and Psychology Review, Senior Editor

Samford University, Birmingham, Alabama ~*Bachelor of Science, High Honors* ~1990
Major: Real Estate and Finance

COA recruit - open position

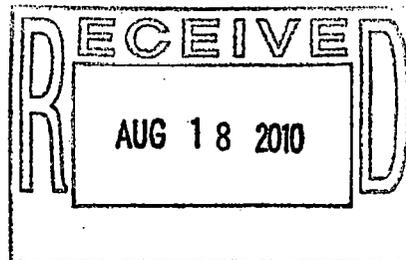
From: Julie Monaghan <jmonaghan99@gmail.com>
To: <recruit@gaappeals.us>
Date: 8/17/2010 8:21 PM
Subject: open position
Attachments: resume.1.doc

Dear Sir or Madame,

Please find attached my resume, which I am sending in reference to the open position as a court administrator. Thank you for your consideration of my application. If you have any further questions, please do not hesitate to contact me.

Sincerely,

Julie Monaghan
404-376-9429



Julie Lee Monaghan
1039 Winterglen Way
Austell, GA 30168
(404) 376-9429
jmonaghan99@gmail.com

Dear Sir or Madame,

August 17, 2010

Enclosed with this cover letter is a copy of my resume and references in response to your posted open position. Upon hearing of the opportunity at your firm, I was immediately interested. My practice for the past four years is comprised of extensive criminal litigation as an Assistant Public Defender in two jurisdictions. My background is amplified by my undergraduate degree in Economics and my experience in arbitration and mediation.

I am excited by the opportunity to broaden my professional skills beyond criminal law. I believe that my years of trial experience will help my transition into other practice areas and would be an asset to your firm. I have been responsible for a large felony caseload, handling the cases from pre-indictment through final disposition. My experience as a public defender has been invaluable for the trial opportunities it has afforded me, as well experience in negotiating favorable outcomes for my clients.

After several years of focusing solely on criminal litigation, I desire to face new challenges by expanding the focus of my legal practice. The variety of practices areas represented by your firm incorporates my passion for defense and litigation while also providing the opportunity for personal and professional development.

I look forward to hearing from you and would welcome a chance to meet with you at your convenience to discuss the possibility of becoming part of your team. Thank you for your consideration.

Sincerely,

Julie Lee Monaghan

Julie Lee Monaghan
1039 Winterglen Way
Austell, GA 30168
(404) 376-9429
jmonaghan99@gmail.com

EXPERIENCE

02/08- present ***Douglas County Public Defender*** (Douglas County, GA)

Assistant Public Defender

- Extensive trial experience as lead attorney
- Experience in concurrently handling caseloads of more than 170 criminal cases in various stages
- Responsible for all levels of felony cases from arrest through final disposition
- Experience in negotiating deals in a prosecutor-friendly environment

05/06- 02/08 ***Metro Conflict Defender, Inc.*** (Atlanta, GA)

Assistant Public Defender

- Responsible for handling criminal cases from arrest through final disposition, including motions hearings and jury trial when necessary
- Experience with a variety of criminal cases, from low level felonies to the most serious capital crimes
- Extensive familiarity with the Fulton County criminal justice system
- Assigned to multiple Superior Court courtrooms

08/05-04/06 ***American Arbitration Association*** (Atlanta, GA)

Case Manager

- Responsible for maintaining a large caseload of mediations and arbitrations, all with time-sensitive deadlines
- Organized and maintained calendar of hearings and conferences
- Thorough competency with applying administrative rules and procedures

02/05-07/05 ***Ghai and Associates Law Office*** (Kennesaw, GA)

Contract Attorney

- Provided counsel and information to clients seeking to file bankruptcy, from first interview through discharge
- Attended and participated in court hearings on behalf of clients
- Experience with advising and providing counsel to personal injury clients

EDUCATION

- ***Juris Doctor, May 2004; Ingram Scholar Scholarship Recipient***
Mercer University School of Law (Macon, GA)
- ***B.A. French, Economics, May 2001; Summa Cum Laude***
University of West Georgia (Carrollton, GA)

Julie Lee Monaghan
1039 Winterglen Way
Austell, GA 30168
(404) 376-9429
jmonaghan99@gmail.com

References

Peter Followill
319 Reserve Court
Decatur, GA 30033
(404) 759-7279
Pfollowill@gmail.com

Ravi Rayasam
The Rayasam Firm, PC
1155 Hammond Drive
Suite 4030 D
Atlanta, GA 30328
(770) 396 7286
newclient@rayasamfirm.com

Daryl Queen
DeKalb County Public Defender
120 West Trinity Place
Suite 408
Decatur, GA 30030
(404) 687-3527
dwqueen@dekalbcountyga.gov

COA recruit - Clerk/Court Administrator position

From: Rob McNiff <robmcniff@yahoo.com>
To: <Recruit@gaappeals.us>
Date: 8/19/2010 4:02 PM
Subject: Clerk/Court Administrator position
Attachments: resume.pdf

Attached please find my resume, submitted in view of the opening announced for the Clerk/Court Administrator position.

I advance my thanks for your consideration.

Sincerely,

Rob McNiff

Law Office of Rob McNiff LLC
Post Office Box 113
Winterville, Georgia 30683
706-742-0001 (tel.); 706-742-2007 (fax)

CONFIDENTIALITY NOTICE
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JAMES ROBERT "ROB" MCNIFF

223 North Church Street, Winterville, Georgia 30683 (res.)
370 Athens Road, Winterville, Georgia 30683 (ofc.)

706.742.8650 (res.)
706.742.0001 (ofc.)
robmcniff@yahoo.com

EDUCATION

THE UNIVERSITY OF GEORGIA ATHENS, GEORGIA

Bachelor of Arts in History and Criminal Justice Studies—Cum laude
Phi Beta Kappa

SPRING 1996

THE UNIVERSITY OF GEORGIA

Juris Doctor—Cum laude
Jessup International Moot Court Team—Best Oralist Award at International Finals
The Order of Barristers
William King Meadow Award
Augusta Conference of African American Attorneys—Essay Scholarship Award

SPRING 2002

RELEVANT WORK EXPERIENCE

LEGAL AID AND DEFENDER CLINIC ATHENS, GEORGIA

Fellowship—Assistant Public Defender

- Handled various criminal litigation matters as a staff attorney.
- Supervised and instructed law students enrolled in clinical program.

2002-2003

NORTHERN JUDICIAL CIRCUIT PUBLIC DEFENDER'S OFFICE ELBERTON, GEORGIA

Assistant Public Defender

- Handled various criminal litigation matters as a staff attorney.

2003-2004

LAW OFFICE OF ROB MCNIFF LLC WINTERVILLE, GEORGIA

Owner, Manager and Lawyer

- Operates law practice, managing all aspects of the business.
- General practitioner licensed by the State Bar of Georgia since 2002 (#498704) handling a variety of transactional and litigation matters. Experienced in criminal and civil trial and appellate practice. (For representative cases, see Bly v. State, 283 Ga. 453 (2008); State v. Johnson, Ga. App. A09A0612 (2009)). Specific expertise in: all criminal matters, felony and misdemeanor; traffic laws; personal injury; real property disputes; business formation, dissolution and litigation; contracts; debtor and creditor issues; residential and commercial lease issues; alternative dispute resolution; wills and probate matters; domestic and juvenile; other areas of law.
- Supervisor of law students enrolled in the Civil Externship Clinic, working cases through Diakonia Christian Legal Services, Inc., a nonprofit affording pro bono services to qualifying individuals.

2004-PRESENT

CITY OF WINTERVILLE, GEORGIA

2009-PRESENT

Councilperson

- Serves on local legislative body, with responsibilities on Public Works Committee and Public Safety Committee. Among other achievements, drafted City's Ethics Ordinance.
-

PROFESSIONAL ASSOCIATIONS

GEORGIA BAR ASSOCIATION

2002-PRESENT

- Licensed to practice, and actively practicing in Georgia for nearly eight years. Admitted and practicing in all trial and appellate courts in Georgia.

GEORGIA COMMISSION ON DISPUTE RESOLUTION

2005-PRESENT

- Neutral registered with the Georgia Commission on Dispute Resolution since 2004 (#3065), successfully mediating hundreds of cases in many areas of the law in Probate, Magistrate, Juvenile, State and Superior Courts, and in non-litigation contexts.
- Drafted proposed Juvenile Court mediation protocols for the Western Judicial Circuit.

GEORGIA ASSOCIATION OF CRIMINAL DEFENSE ATTORNEYS

2002-2006

- Professional association of lawyers practicing in criminal defense.

WESTERN CIRCUIT BAR ASSOCIATION

2005-PRESENT

- Organization of local legal professionals.
- Serves on Board of Directors (2009-2010).

COA recruit - Clerk/Court Administrator Position

From: a g
To:
Date: 8/20/2010 4:55 PM
Subject: Clerk/Court Administrator Position
CC: a g
Attachments: a g

Please find attached my resume in application for the position of Clerk/Court Administrator. I am a practicing attorney having been admitted to the State Bar of Georgia for nine (9) years. In the last eight (8) years I have managed a private practice, supervising multiple attorneys and support staff. I have experience working with people of every socio-economic level and with professionals both well-seasoned and those less experienced. Clients and peers know that I always work hard in my law practice, but that I also put in the extra effort to do whatever needs to be done to get the job done.

In regards to the posted position, I am very knowledgeable and experienced with IT/document technologies. Seven (7) years ago I successfully implemented an integrated paperless system for managing data and images for cases/files that has positively affected both productivity and functionality. While choosing a specific solution came after the evaluation of many different systems, we were the first Atlanta law firm to put this technology into use.

Personally I am capable of handling multiple tasks at given time and accustomed to working within tight deadlines. I completely understand that working overtime is occasionally a necessity to get tasks completed. And I do thrive from the involvement of pulling together a team of people working towards the goals at hand.

I know I would be a great asset to the Judges and Staff of the Court of Appeals of Georgia and am enthusiastic about taking on the position as Clerk/Court Administrator. I would appreciate the opportunity to speak to you more about the position and am available at your convenience.

Respectfully,

Andrew Gurvey
1141 Sheridan Road, NE
Atlanta, Georgia 30324
404-849-7856

The Court of Appeals of Georgia is currently accepting applications for the position of Clerk/Court Administrator. Applicants must have a bachelors degree, a law degree from an ABA accredited law school, and have been admitted to the State Bar of Georgia for a minimum of seven (7) years. Ideal candidates will have at least five (5) years of progressively responsible management experience and work with IT/document technologies. Salary range is \$80,000 to \$115,000, subject to negotiation based on level of experience. Applications must be submitted by email to recruit@gaappeals.us between Monday, August 2, 2010 and Friday, August 20, 2010.

ANDREW L. GURVEY

1141 Sheridan Road, NE
849-7856
Atlanta, Georgia 30324
@gmail.com

404-

gurv1968

EXPERIENCE

The Gurvey Law Group, P.C., Atlanta, Georgia
Attorney – Owner (March 2002 – Current)

Managerial: Management of all aspects of the law firm including bookkeeping, trust account management and reconciliation, daily operations, long-term planning, marketing and client development. Supervision of associate attorneys and administrative staff. Handling and disbursement of client funds. Implementation of case/document management and paperless filing system.

Real Estate Law: Representation of clients in real estate transactions, financing and default matters, non-judicial foreclosure actions, dispossessory actions, administrative appeals, and contractual disputes. Examination of public records to ascertain status of real property title. Local counsel to national title companies providing legal opinions on real estate and finance matters to financial institutions. Representation of national financial institutions and REO property management companies for their real estate assets. Consult with and provide legal advice to property owners, buyers, sellers, investors, and developers on matters pertaining to status of and use of real estate and improvements. Review and creation of legal documents for transfer, financing, leasing, and purchase and sales. Coordination of residential and commercial real estate transactions. Title insurance agent.

Workers' Compensation Law: Representation of employees in work related injury claims and hearings. Case management. Correspond with clients, attorneys, and insurance companies. Drafting demand and settlement documents. Claim mediation. Filing appropriate documentation and trial of claims before the State Board of Workers' Compensation.

General Legal Practice: Estate law consultation, probate filings, and creation of wills. Representation of clients for traffic violations and licensure. Creation of business entities, drafting corporate management documentation.

Holloway & Associates, Eatonton, Georgia
Associate Attorney (September 2001-April 2002)

Real Estate Law: Representation of clients in real estate transactions. Examination of public records to ascertain status of real property title. Review and creation of legal documents for transfer, financing, leasing, and purchase and sales. Coordination of residential and commercial real estate transactions.

Fulton County District Attorney's Office, Atlanta, Georgia
Senior Court Clerk – Major Narcotics Unit (September 2000 – September 2001)

Criminal Law; Drug Trafficking and Illegal Drugs and Guns: Assisting in trials, trial preparation, pretrial of drug trafficking cases. Screening of incident reports, drafting felony indictments and preparation of cases for Grand Jury. Researching legal issues and compiling discovery. Unit

Andrew L. Gurvey

Page Two

Continued

contact for the GBI Crime Lab. Evaluation of technical laboratory reports. Office liaison for felony firearm program (F.A.C.E.5) and federal community safety program (S.A.C.S.I.). Coordinating participation with federal and local law enforcement and prosecutors; recidivist felony gun use prosecution compliance.

PAST VOLUNTEER AFFILIATIONS

Atlanta Scholar's Kollèl – organization of young adult educational events, event volunteer

Chattahoochee River Keepers – site remediation

Georgia Legal Services Pro- Bono Attorney – representation of indigent clients

Habitat for Humanity – housing construction

CIVIC ACTIVITIES AND MEMBERSHIPS

LaChona Place Home Owners Association – President, 2007- 2010

Congregation Beth Jacob Board of Trustees –2002-2004

Georgia Bar Association

Real Estate Section

Workers' Compensation Section

Young Lawyers Division

Georgia Trial Lawyers Association

DeKalb Board of Realtors

LICENSURE

State Bar of Georgia; 2001

(Admitted to practice in the Georgia Court of Appeals, Supreme Court of Georgia, and United States District Court, Northern District of Georgia.)

State of Georgia Real Estate Commission; Salesperson 2008

EDUCATION

John Marshall Law School, Atlanta, Georgia

Juris Doctor; Class of 2000

Georgia State University, Atlanta, Georgia

Bachelor of Science in Psychology, Minor in Classical Languages; Class of 1992

Cum Laude; Research Honors; Advanced Honors

Tulane University, New Orleans, Louisiana
School of Architecture; School of Arts and Sciences; 1986-1989

COA recruit - Clerk/Court Administrator

From: "Wendy Jerkins PC"
To:
Date: 8/20/2010 4:58 PM
Subject: Clerk/Court Administrator
Attachments:

Wendy A. Jerkins

3030 Northwest 8th Place

Fort Lauderdale, Florida 33311

(Home) (954) 792-3083 / (Cell) (404) 219-8998

(Fax) (954) 792-7633

WJerkins@aol.com

EXPERIENCE

Wendy A. Jerkins, P.C.

Lauderdale, Florida

Attorney

Atlanta, Georgia / Fort

1999 to Present

Represent clients in matters involving Civil Law, Real Estate Law and Family Law. Represent clients in Immigration Law matters before the U.S. Department of Homeland Security, the Immigration Court, the Board of Immigration Appeals, and the federal district and appellate courts. Assist noncitizens with treaty transfers, waivers, deportation defense and litigation, post-conviction relief, criminal convictions, family-based petitions, employment-based petitions, asylum, withholding of removal, and protection under Article 3 of the U.N. Convention Against Torture. Write legal briefs regarding complex issues. Research, investigate, and negotiate cases. Interview clients. Represent survivors of domestic violence in immigration and family matters. Manage and supervise staff.

George R. Willy, P.C.

Land, Texas

Attorney

Sugar

2009 to 2010

Represented clients in matters of Immigration Law, specifically in the litigation and the appeals section of the firm. Represented clients in Immigration Law matters in the federal court and the federal Immigration Court, including: deportation defense and litigation, family-based petitions, waivers, petitions based upon domestic violence and the U-Visa, employment-based petitions, consular processing, non-citizens with criminal convictions, applications for naturalization, asylum, withholding of removal, and protection under Article 3 of the U.N. Convention Against Torture. Researched and wrote briefs and legal memoranda regarding complex issues. Researched, investigated, and negotiated cases. Interviewed clients. Researched and wrote case summaries. Reviewed and edited written materials of staff prior to dissemination. Managed and supervised staff.

Legally Speaking

Atlanta, Georgia

Television Producer

2004 to 2009

Planned, coordinated, and produced a television program designed to educate the

community about legal issues. Wrote and edited scripts. Identified and organized program topics. Past topics have included: immigration, real estate, lawyers, elders, domestic violence, drug courts, incarceration, and insurance. Manage and supervise volunteers.

The Georgia Legal Services Program, Inc.
Atlanta, Georgia

Kinship Care Project Attorney/Family Violence Attorney
2006 to 2007

Practiced in statewide public interest law office serving primarily low income clients. Represented clients in family violence matters and matters involving relative caregivers raising their relative's minor children. Provided legal advice to ensure the economic stability of clients. Wrote grants. Developed and wrote policies that impacted survivors of domestic violence and their families. Created, wrote, and distributed educational brochures for relative caregivers. Researched legal issues to support work of staff attorneys. Wrote and edited resource guides and legal brochures.

John Marshall Law School
Atlanta, Georgia

Adjunct Professor
2005

Taught course on Immigration Law at law school. Trained and mentored students from different racial, ethnic, political, and socioeconomic backgrounds. Developed and wrote course curriculum and course content. Educated students about the development of and the constant changes in Immigration Law.

Atlanta Immigration and International Law Center, Inc.
Atlanta, Georgia

Attorney
1997 to 1999

Represented clients in all matters and proceedings of Immigration Law, including deportation defense and litigation, family-based petitions, and asylum matters and in Family Law cases. Specialized in cases involving survivor's of domestic violence and gender-based claims for asylum, withholding of removal, and protection under Article 3 of the U.N. Convention against Torture. Researched and wrote legal briefs.

Knowles and Randolph
Tallahassee, Florida

Law Clerk
1996

Worked in a small law practice, researched legislative history and complex issues of law in Corporate and Public Law. Prepared and wrote memoranda to successfully defeat a motion for summary judgment in case of first impression on sovereign immunity. Assisted in reaching a settlement in excess of \$1,000,000 for the firm's clients.

State of Florida, Seventeenth Judicial Circuit
Lauderdale, Florida

Fort

Judicial Clerk
1995

Researched matters of law and wrote legal memoranda. Scrutinized arguments of counsel and prepared bench briefs for the court's consideration. Assisted in writing the court's opinions.

EDUCATION

Florida State University College of Law
Tallahassee, Florida

Juris Doctor, 1996.

Distinctions: Mock Trial Team - Florida State University College of Law
Articles and Notes Editor - Journal of Land Use and
Environmental Law
Articles and Notes Editor - Journal of Transnational Law and
Policy

Honors: First Place - Dispute Resolution Competition
Legal Research and Writing I (Award)
Research Assistant to Professor and Associate Dean Donnie
Christie, a leading authority on legal issues surrounding
ocean and coastal management law

Dartmouth College
New Hampshire

Hanover,

Bachelor of Arts, Majors in English and Drama, 1991.

Memberships:
National Achievement Scholar

PRESENTATIONS

"Emerging Issues in Kinship Care/Relative Placement: Financial Assistance, Relationships, Immigration, and Protection from Domestic Violence," 8th Annual Child Placement Conference, Augusta, Georgia, 2007.

"Pro Bono March Madness – The Asylum Project," Atlanta Bar Association, Continuing Legal Education, Asylum training for volunteer attorneys. Atlanta, Georgia, March 2006.

"Emerging Issues in the Law of Asylum: Gender-Based Claims and the Role of the Family," John Marshall Law School, International Law Society, Atlanta, Georgia, Spring 2005.

"Introduction to Defending Non-Citizens with Criminal Histories," National Immigration Project, Birmingham, Alabama, October 2004.

"Immigration and Form I-751," Institute of Continuing Legal Education in Georgia, Atlanta, Georgia, May 2003.

ARTICLES AUTHORED

"The Best Interest of the Child in Child Support," *The Family Law Review*, 2006.

"Family-Based Immigration, Form I-751: Petition to Remove the Conditions on Residence," Institute of Continuing Legal Education in Georgia, May 2003.

REPORTED CASE

Walker v. Walker, 280 Ga. 696, 631 S.E. 2d 697 (2006).

Researched and wrote for published case that upheld the constitutionally protected right to a jury trial in a divorce case where one of the parties was either late to or absent from court. Decision was a rare case when the Georgia Supreme Court reversed itself in a motion for reconsideration.

CASE – NON-PRECEDENTIAL SUMMARY ORDER

Nizarali v. Holder, 09-2268 (2nd Cir. 2010)

Researched and wrote appeal where the Second Circuit Court of Appeals granted the petition for review and remanded the case back to the Board of Immigration Appeals. The Second Circuit Court of Appeals granted the non-citizen's motion to reopen exclusion proceedings.

BAR ADMISSIONS

State Bar of Georgia
Supreme Court of Georgia
Court of Appeals of Georgia
Northern District Court of Georgia
Northern District Court of Texas
Southern District Court of Texas
Second Circuit Court of Appeals
Fifth Circuit Court of Appeals
Tenth Circuit Court of Appeals
Eleventh Circuit Court of Appeals
United States Supreme Court

MEDIA

Legal commentator on Immigration Law for "Laymen's Lawyer," public

television

Legal commentator on Immigration Law for 89.3 FM WRFG, public radio

ASSOCIATIONS

American Immigration Lawyers Association

National Immigration Project