

Paralegal Certificate Programs

ABSTRACT

I. RATIONALE

The Paralegal Program has been in existence as an ABA Board Approved Certificate Program at Oakland University since 1979. Once housed in the College for Arts and Sciences, the program moved to its current location in the Center for Integrated Business Research and Education (CIBRE) in the School of Business Administration when the College eliminated its continuing education unit in response to budget reductions. The Political Science department has always maintained curricular control of the paralegal courses and program. Students who take paralegal courses for credit may apply up to 8 credits of paralegal coursework toward the major in integrative studies. Any additional paralegal credits may be used to count toward degree electives.

Political Science, BIS, CIBRE, paralegal students and various administrative offices have been unhappy with the way in which the program and credits operated for a number of years. Students interested in pursuing a paralegal certificate have two options. They can take the noncredit certificate program only and pay the continuing education tuition. This is a choice that many students make. Unfortunately, students also sometimes decide later, after completing or nearly completing the noncredit program that they would like to recapture the courses for credit. Since all paralegal students receive grades in the courses, they were allowed to pay the OU course tuition and capture the undergraduate credits. This is an anomaly and has created many problems over the years. In this case, the student pays the noncredit fee when they take the course, and pays OU tuition at some later point in time. Other students choose to take the courses for credit at the same time they are enrolled in the noncredit program. In this case, they must first apply and be admitted to the noncredit paralegal certificate program through the Center for Integrated Business, Research and Education (CIBRE) then, if they wish to achieve academic credit, they must also register and pay for the academic version of the course. The American Bar Association as well as North Central Association disapproves of this approach but, more importantly, so do the students, faculty, and administrators associated with the program. Students are naturally angry that they have to pay twice for one course. This creates problems in political science, BIS, CIBRE and the registrar's office at a minimum. The implementation of this credit certificate can help us eliminate the need for soliciting the double payment and recapturing credit.

Forcing students to pay twice at Oakland University for what they pay for once at a community college and can then transfer to Oakland University also puts the OU paralegal program at a comparative disadvantage compared to programs at OCC and MCC. The OU program is considered a high quality but very high cost program. For half the cost, a student can achieve a certificate at OCC or MCC but can also have the academic credit to transfer. It also allows students a way to finish a pathway leading to a variety of 4-year degrees at Oakland University.

Creating an undergraduate certificate program, will resolve many of the issues for students, faculty and staff and make the paralegal certificate more competitive in the region.

The political science department, in cooperation with CIBRE, propose to develop the certificate and operate it under the incentive program guidelines. This will allow CIBRE to capture the necessary revenue to operate the program and pay the instructors and will allow political science to benefit from the effort it takes to house and monitor the program through profit sharing. To meet the incentive program guidelines, students must meet in underutilized room usage times on the weekends or off-campus.

<i>Student Benefits</i>	<i>OU Benefits</i>
<ul style="list-style-type: none"> • New scheduling opportunities • Students interested in the paralegal profession can enroll in the certificate program while they complete their undergraduate degree and integrate this coursework into the overall degree plan. • Elimination of double payment • Students who are retooling can take advantage of retraining money through Michigan Works because of they will be able to finish the program in under 2 years which is a requirement of the Michigan Works program. 	<ul style="list-style-type: none"> • Increased enrollment opportunities • Increase revenues • Takes advantage of underutilized capacity • Elimination of double payment requirements out of NCA and ABA compliance • Maintain ABA accreditation • Strong connection to legal community • Increased satisfaction among paralegal students • Reduce complaints and paperwork associated with students recapturing credits.

<ul style="list-style-type: none"> The certificate program will be forwarded for Department of Education approval so that students enrolled only in the certificate can apply for financial aid. 	<ul style="list-style-type: none"> Reduce confusion that leads to increased advising/counseling. Simplify advising
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II.

ACADEMIC UNIT

a. How Program Enhances and Supports Goals of the Unit

The paralegal program helps the Department of Political Science and the School of Business Administration to maintain strong connections to the legal community while delivering a program that responds to student interest in legal careers. The ABA accredited program has significant support in the Detroit Metropolitan area and increases the visibility of the two units housing the program.

b. Staffing Needs

The program already exists. The purpose of creating the certificate is to allow students to obtain financial aid, to eliminate double fees, and to eliminate some of the problems the current structure has created. Staffing levels are directly tied to enrollment in this program and this will not change if the undergraduate certificate is approved. The program currently has a two administrative staff, one who holds a paralegal certificate, overseeing the program operations.

c. Faculty Qualifications

The program follows American Bar Association (ABA) and OU guidelines for hiring faculty for the Paralegal program. You will find the ABA accreditation letter in Appendix 1. The master's degree is the minimum qualification required to teach in the program but most paralegal faculty members hold a jurisdoctorate and are practicing attorneys. The resumes and vita for all paralegal instructors and are attached as Appendix 2. The Department of Political Science will review the vitae for prospective paralegal faculty members.

d. Impact on Current Programs

Creating the undergraduate certificate will improve student access to the current program. Students in the program will be able to apply for available financial aid if the program is approved by the Department of Education. The effect of the adoption of the certificate program should have no impact on the current program other than to make it more attractive and financially feasible for students.

III. PROGRAM PLAN

a. Overview of Curriculum

All students are required to take 10 core courses (19 credits) that provide a foundation for the profession and includes an internship as well as 6-8 credits of specialty courses for the certificate and are listed in the following table.

		Paralegal Core (19 credits)
Non- Credit Metric	Credit Metric	
PLS 2500	PS379	<i>Introduction to the Law</i>
PLS 2506	PS380	<i>Substantive Law - Contracts</i>
PLS 2507	PS381	<i>Substantive Law - Torts</i>
PLS 2510	PS382	<i>Legal Research and Writing I</i>
PLS 2511	PS383	<i>Legal Research and Writing II</i>
PLS 2516	PS (NEW Metric)	Ethics and <i>Law Practice Management</i>
PLS 2540	PS421	<i>Litigation I: Case Preparation Before Trial</i>
PLS 2541	PS422	<i>Litigation II: Case Preparation Before Trial</i>
PLS 2575	PS431	<i>Computer-Assisted Legal Research</i>
PLS 2599	PS492	<i>Internship</i>
		Specialty Courses (select 6-8 credits)
PLS 2547	PS423	<i>Litigation III: Anatomy of a Lawsuit</i>
PLS 2578	PS433	<i>Auto Accident Law and Cases</i>
PLS 2579	PS434	<i>Family Law</i>
PLS 2535	PS427	<i>Employment Law</i>
PLS 2521	PS424	<i>Criminal Law and Procedure</i>
PLS 2550	PS386	<i>Probate Administration</i>
PLS 2568	PS388	<i>Estate Planning and Documents</i>
PLS 2576	PS432	<i>Patent, Copyright, and Trademark Law</i>
PLS 2530	PS385	<i>Business Organizations</i>
PLS 2581	PS435	<i>Bankruptcy and Collections</i>
PLS 2520	PS384	<i>Real Property Transactions</i>
PLS 2532	PS429	<i>Immigration Law</i>

In addition, you will find an example of a plan of completion for a full-time paralegal student in the table listed below.

Term	Course Number	Course and Number	Meeting Day	Meeting Times	Academic Credits	Total Contact Hours per Term
First	PLS 2500	Intro. to Law	Fri.	3:00-6:00 pm	2.0	
	PLS 2506	Substantive Law -Contracts	Sat.	9:00-12:00 pm	2.0	
	PLS 2507	Substantive Law -Torts	Sat.	1:30-4:30 pm	2.0	90
Second	PLS 2510	Legal Research and Writing I	Fri.	1:00-4:00 pm	2.0	
	PLS 2540	Litigation I	Sat.	9:00-12:00 pm	2.0	
	PLS 2516	Legal Practice Management	Sat.	1:30-4:30 pm	2.0	90
Third	PLS 2511	Legal Research and Writing II	Fri.	3:00-6:00 pm	2.0	
	PLS 2541	Litigation II	Sat.	9:00-12:00 pm	2.0	
	TBA	Elective	Sat.	1:30-4:30 pm	2.0	90
Fourth	PLS 2575	Computer Assisted Legal Research CALR	Fri.	3:00-6:00 pm	1.0	
	TBA	Elective	Sat.	9:00-12:00 pm	2.0	
	TBA	Elective	Sat.	1:30-4:30 pm	2.0	75
Fifth	PLS 2599	Ethics/Internship	Sat./ internship as planned	8-5:00 pm	2.0	88.0
				PROGRAM TOTAL	25 Credits	433 Contact Hours

b. Support of Other Departments and Academic Units

The Department of Political Science is the academic home for the paralegal program. The Professional Development Unit of CIBRE handles day to day program operations and paralegal student advising. The Bachelor of Integrative Studies accepts a limited number of paralegal credits (8) for fulfillment of the Bachelor of Integrative Studies major.

c. Source of Students

Students attracted to this program are primarily those interested in a career in the legal field but not interested in becoming attorneys. This program will be attractive for students who want to enter a professional field prior to completing a bachelor's degree, for professionals seeking to retool, and for individuals currently employed in a legal setting who wish to increase their options and responsibility within the workplace. The relatively short timeframe for certificate program completion allows students to take advantage of Michigan Works funds for retooling the workforce here in Michigan.

d. Expected Enrollment

20-30 students enrolled for credit. Additional students may enroll in a noncredit equivalent. The future of the noncredit option is uncertain at this time. Following approval of the for credit certificate, students enrolling in the non-credit certificate will no longer be allowed to recapture courses for credit.

IV. ADDITIONAL NEEDS AND COSTS OF THE PROGRAM

a. New Resources Needed for the Program

None

b. Budget or Statement Indicating No Additional Costs

The certificate program will incur no new costs. The certificate already exists. The request is to recognize it as an undergraduate certificate program so that students will qualify for financial aid.

c. Classroom, Laboratory, Space Needs

No new resources will be needed. The program often is offered off campus and in an incentive model. In addition, we do not anticipate that the program will use Library resources. The ABA requires this program to use an approved Law Library as its reference source for Paralegal materials. In turn, the Oakland County Law Library is our approved site. When the Oakland County Law Library closes in the next year, arrangements have already been made with Cooley Law Library to be our approved library source to house Paralegal resources.

V. IMPLEMENTATION TIME LINE

This program already exists. The aid-eligible certificate will be offered following approval by the Department of Education.

VI. ASSESSMENT

Paralegal Program Assessment:

Paralegal Program Mission Statement:

The mission of the Paralegal Program is to develop the knowledge, skills, and ethical understanding needed to begin a paralegal career and to perform competently and ethically in their chosen area of specialization; to assist them in obtaining positions in which they have opportunities to utilize their training; to provide them with a foundation; to assist in their career development, law school or graduate school; to serve program graduates and the local legal community with continued paralegal education courses; and to promote public awareness of the role of paralegals in the efficient delivery of quality legal services.

<p>Outcomes Statements: What will students be able to do or know as a result of your program? What other impacts do you make on staff, faculty, community, or college functions as a result of your program?</p>	<p>Measures: You do not need to have a measure for each activity but an examination of the activities associated with each outcome will help you decide your measures. You should also consider whether there are institutional data/surveys that you could use.</p>
<p>Student Outcomes</p>	
<p>Outcome 1: Graduates will develop critical thinking skills to perform paralegal tasks.</p>	<ul style="list-style-type: none"> • Sample Legal Research and Writing assignments and Specialty course assignments
<p>Outcome 2: Students will develop organizational skills that allow them to sort through and manage information.</p>	<ul style="list-style-type: none"> • Portfolios: Sample Ethics and Law Office Management as well as Torts, Contracts and electives assignments • Student Exit Interviews • Employer Surveys • Alumni surveys •
<p>Outcome 3: Students will develop written and oral communication skills to communicate well with employers, peers, clients, and other entities in the legal community</p>	<ul style="list-style-type: none"> • Portfolios: Sample assignments from all courses • Student Exit Interviews • Focus Groups • Employer Surveys

	<ul style="list-style-type: none"> • Alumni surveys
<p>Outcome 4: Students will develop knowledge of legal ethics and develop their own statement of principles to guide their career.</p>	<ul style="list-style-type: none"> • Portfolio: Sample assignments from Ethics and Law Office Management and Professional Development • Student Exit Interview • Employer Surveys • Alumni Surveys
<p>Outcome 5: Students will develop the skills to obtain employment to work effectively and positively beginning on their first day of a new job.</p>	<ul style="list-style-type: none"> • Portfolio: Samples assignments from Law Office Management, Professional Development and Specialty Courses • Standardize technology curriculum– implementing and evaluating Office Skills Course to standardize student achievement • Student Exit Interviews • Employer Surveys • Alumni Surveys • Create internships with a variety of legal entities to assist students with real world opportunities
Program Outcomes	
<p>Outcome 6: The Paralegal Program curriculum will stay current in its curriculum offerings and develop in its graduates the necessary paralegal skills to meet the needs of the legal community.</p>	<ul style="list-style-type: none"> • Include more technology in classroom – offering technology courses for faculty • Standardize technology curriculum– implementing and evaluating Office Skills Course to standardize student achievement • Open the profession up to younger generations – Creating an undergraduate credit certificate to our undergraduate student population. This will hopefully create a career path for students and encourage them to continue their study in the legal community. • Attend educational legal conferences such as AAFPE.
<p>Outcome 7: The Paralegal Program will support students with the resources and skills to successfully complete the job search.</p>	<ul style="list-style-type: none"> • Alumni Surveys • Exit Interviews • Advisory Committee Meetings • Feedback from Job Postings • Internship
<p>Outcome 8: The Paralegal Program will increase awareness in the general public and enhance paralegal utilization in the legal community.</p>	<ul style="list-style-type: none"> • Advisory Committee Meetings • Alumni Surveys • Job postings-the nature of the posts being offered • Director/coordinator will gather anecdotal evidence from the appropriate meetings • Attend Various Seminars to promote OU Paralegals

Future Department Issues

None are anticipated. The Department of Political Science and CIBRE staff will meet as needed but will hold an annual meeting to discuss the administrative arrangements.

Appendix 1. America Bar Association Committee Paralegal Program Approval Letter

ABA Standing Committee on Paralegals Approval Commission

321 North Clark Street, Chicago, Illinois 60654-7598

Laura C. Barnard, Chair
Telephone: (312) 988-5618
FAX: (312) 988-5483

February 16, 2010

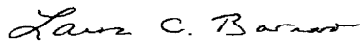
Lori L Crose, Director
Paralegal Program
Oakland University
332 Elliott Hall
Rochester, MI 48309

Dear Lori:

Please be advised that the ABA Standing Committee on Paralegals Approval Commission voted at its November 2009 meeting to extend the approval status of the Paralegal Program at Oakland University until the August 2010 Annual Meeting of the ABA House of Delegates. The action was approved by the Standing Committee on Paralegals in November 2009, and was then considered by the American Bar Association House of Delegates at its February 2010 Midyear Meeting. The recommendation for extension of approval was approved by the House of Delegates during the Midyear Meeting. The purpose of the extension is to allow sufficient time to complete the reapproval process.

If you have any questions concerning the status of your reapproval application, please contact Mattie Evans, Approval Process Manager, 312-988-5617, or evansm@staff.abanet.org.

Yours truly,



Laura C. Barnard, Chair
ABA Standing Committee on Paralegals Approval Commission

Paralegal Faculty Resumes

March 15, 2010

RESUME

Christian Allen
Immigration Law Attorney/Specialist
Greater Detroit Area

Contact: Chris.Allen@ellisporter.com

Current Managing Attorney at Ellis Porter PLC

Past

- Director at Miller Canfield Immigration Services
- Owner at Law Offices of Christian S. Allen, PC
- Immigration Attorney at Thomas A. Bassett & Associates

Education

- Tulane University Law School
- University of Detroit Mercy

Summary

Managing Attorney and Co-Founder of Ellis Porter with over fifteen years of experience practicing immigration law. Prior to forming Ellis Porter, managed a successful immigration practice specializing in corporate immigration law, and also directed the immigration department for one of the largest law firms in Michigan. Member of the American Immigration Lawyers Association (“AILA”) and served as the Department of Labor Liaison for the Michigan AILA Chapter. Previously served several years as the Michigan AILA Chapter Treasurer. Member of the State Bar of Michigan International Law Committee and the Oakland County Bar Association Immigration Law Committee. Also an Adjunct Professor at Oakland University, teaching Immigration Law for the Legal Assistant Program for nearly a decade. Named to the Best Lawyers in America list since 2006, in recognition of expertise in immigration law.

Christian Allen’s Experience

Managing Attorney, Ellis Porter PLC

March 2006 — Present

Director, Miller Canfield Immigration Services
March 2005 — March 2006 (1 year 1 month)

Owner, Law Offices of Christian S. Allen, PC
November 1996 — February 2005 (8 years 4 m)

Immigration Attorney, Thomas A. Bassett & Associates
May 1993 — October 1996 (3 years 6 months)

Student Attorney, Tulane University Immigration Law Clinic
September 1992 — April 1993 (8 months)

Christian Allen’s Education

Tulane University Law
J.D., International Law, 1990 — 1993
Cum Laude
Simultaneously awarded European Legal Practice certificate.
Tulane, Activities and Societies:
Selected to participate in Immigration Law Clinic program.

University of Detroit Mercy
B.A., Economics, 1985 — 1989
Magna Cum Laude.
Activities and Societies:
President, Phi Kappa Theta fraternity.

Christian Allen's Websites:

- <http://www.ellisporter.com/>



Christian Allen's Experience working with Paralegals:

During the past 15+ years, I have worked extensively and continuously with paralegals, on a regular, day-to-day basis. Paralegal support is absolutely critical to the successful management of any immigration law practice. Here at Ellis Porter, the majority of direct client contact is by attorneys. However, paralegals are involved in all aspects of each active file in our office. This includes file management; case strategy and timing development (under the supervision of an attorney); critical date tracking; document gathering and sorting; initial drafting of supporting letters and statements from clients; interacting with both corporate and individual clients to coordinate forms signatures and government filing fee payments; preparing/packaging/shipping immigration filings to the government, according to then-current government regulations and preferences; tracking pending applications and petitions with the various government agencies; and multiple other ancillary case management duties throughout the entire case life-cycle, from intake, through to billing, and to approval.

DEBORAH M. BARNO

660 Bolinger St., Rochester Hills, MI 48307

(248) 608-9713 Home / (248) 765-5330 Cell

EDUCATION

DETROIT COLLEGE OF LAW, Detroit, Michigan

J.D. - January 1991

Admitted State Bar of Michigan - May 1991

OAKLAND UNIVERSITY, Rochester, Michigan

Bachelor of Arts, Communication Arts - September 1984

LEGAL EXPERIENCE

April 2007 –

Present

Supervisory Trial Attorney, U.S. Equal Employment Opportunity Commission, Detroit, MI

Responsible for managing the Legal Unit in the Detroit Field Office. Duties include overseeing the Commission's litigation activities in Michigan and Northern Ohio, litigation development, providing legal advice to the Enforcement Unit, Legal Unit staff development, and generally implementing the Commission's programs, policies and procedures within the jurisdiction of the Detroit Field Office. Also responsible for conducting educational outreach to advocacy groups, employers, and unserved groups in the community.

June 2001 -

April 2007

Administrative Judge, U.S. Equal Employment Opportunity Commission, Detroit, MI

Adjudication of federal sector complaints of discrimination. Responsible for case management; overseeing development of the administrative record; issuing rulings on discovery and summary judgment motions; conducting pre-hearing conferences, settlement conferences and administrative hearings; and issuing decisions.

- January 1994 - **Senior Trial Attorney, U.S. Equal Employment Opportunity**
June 2001 **Commission, Detroit, MI (con't)**
Administrative development of case investigations; making litigation recommendations; serving as a legal advisor to Federal Investigators in the Detroit District Office; and conducting educational outreach to employers and unserved groups in the community.
- March 2000- **Acting Administrative Judge, U.S. Equal Employment Opportunity**
July 2000 **Commission, Detroit, MI**
Adjudicated federal sector complaints of discrimination. Responsible for overseeing development of the administrative record; conducting pre-hearing conferences, settlement conferences and administrative hearings; and issuing decisions.
- August 1993 - **Law Offices of Deborah M. Barno, Shelby Township, MI**
December 1993
General practice with emphasis on liability and real estate matters. Also handled various court appearances, motions and research and writing for outside counsel.
- January 1993 - **Judicial Attorney, Honorable Pamela R. Harwood**
July 1993 **Wayne County Circuit Court, Detroit, MI**
Managed the judge's individual docket; prepared judicial opinions and memorandums of law in various areas of law.
- August 1991 - **Associate Attorney, Cox & Hodgman, Troy, MI**
September 1992
Litigation with emphasis on employment, general liability insurance defense and worker's compensation. Responsible for handling all facets of pre-trial and trial preparation including drafting pleadings, motions, mediation summaries, trial, and appellate briefs; conducting depositions; oral arguments in trial and appellate courts; second chair trial responsibilities.
- May 1989 - **Law Clerk, Honorable Pamela R. Harwood,**
August 1991 **Wayne County Circuit Court, Detroit, MI**
Research and writing in various areas of law including issues unique to class asbestos litigation; preparation of judicial opinions and memoranda of law; managing the judge's individual civil docket.
- May 1989 - **Law Clerk, Honorable Marianne O. Battani**
March 1990 **Wayne County Circuit Court, Detroit, MI**
Appellate research and writing including preparation of memoranda of law and drafting appellate opinions.
- July 1988 - **Law Clerk, Barr and Arsenault, Detroit, MI**

May 1989 Research and writing including memoranda of law on various issues; motions and appellate briefs; extensive investigative research unique to DES litigation.

PROFESSIONAL ASSOCIATIONS State Bar of Michigan, Labor and Employment Section
Federal Bar Association

PROFESSIONAL TEACHING AND SPEAKING

January 2002 - present **Faculty, Oakland University Paralegal Program**, Rochester, MI
Instructor for Employment Law course.

July 24, 2008 “Legal Update”, EEOC Technical Assistance Program, Detroit, MI

January 8, 2008 “Supreme Court Update and Workers with Caregiving Responsibilities”, Mid- Michigan Chapter of the Labor and Employment Relations Association, Lansing, MI

May 2, 2007 “EEO Overview”, U.S. Department of Homeland Security, Citizenship and Immigration Services, Detroit, MI

November 9, 2006 “Overview of Disability Discrimination Law”, U.S. Department of the Army, TACOM, Warren, MI

April 2005 “The NO FEAR Act”, Federal Executive Board, Detroit, MI

February 25, 2005 “Legal Aspects of the ADA”, Southeastern Michigan Industry Liaison Group, Southfield, MI

February 2005 - present “The ADA and Kidney Impairments”, National Kidney Foundation of Michigan, RISE Program, Detroit, MI

April 30, 2003 “The ADA and Reasonable Accommodation”, President Bush’s New Freedom Initiative, Marquette, MI

April 29, 2003 “Workplace Harassment”, Northern Michigan Public Service Academy, Marquette, MI

December 9, 2002 “Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002”, U.S. Department of the Army, Corps of Engineers, Detroit, MI

September 2001 “Overview of Federal Sector EEO Process”, EEOC Lunch and Learn Program for Federal Employees, Detroit, MI

June 2000 - June 2001 “The ADA and Reasonable Accommodation”, EEOC Technical Assistance Program, Detroit, Grand Rapids, Muskegon and Troy, MI

- June 7, 2000 “The ADA and PWDCRA: Alphabet Soup of Disability Discrimination Law”, MERC 4th Annual Public Sector Labor Law Conference, Lansing, MI
- March 30, 2000 “Mandatory Arbitration after *Rembert*”, Institute of Continuing Legal Education, 25th Annual Labor and Employment Seminar, Troy, MI
- November 1, 1999 “The ADA and Reasonable Accommodation”, 1999 Michigan Rehabilitation Conference, Traverse City, MI
- June 1999,
August 1999 “The ADA and Reasonable Accommodation”, EEOC Technical Assistance Program, Detroit and Midland, MI
- November 3, 1998 “A Comedy of Errors: Achieving Quality Outcomes in the Face of Challenging Case Law”, 1998 Michigan Rehabilitation Conference, Traverse City, MI
- July 1998 -
May 2003 “EEOC Overview”, Guest Lecturer, Wayne State University, Employment Relations in North America graduate course, Detroit, MI
- August 13, 1998 “The ADA and Worker’s Compensation Laws”, Council on Education in Management, Workers’ Compensation Update 1998, Lansing, MI
- June 1998 “ADA Update”, EEOC Technical Assistance Program, Detroit, MI
- April 24, 1998 “EEOC Perspectives on Mandatory Arbitration Agreements”, State Bar of Michigan, Alternative Dispute Resolution Section, East Lansing, MI
- April 16, 1998 “Exhaustion of Administrative Remedies and Judicial Estoppel: Leaping the Hurdles”, Institute of Continuing Legal Education, 23rd Annual Labor and Employment Seminar, Troy, MI
- “ADA Update”, Institute of Continuing Legal Education, 23rd Annual Labor and Employment Seminar, Troy, MI
- October 1997 “EEOC Overview”, Central Michigan University, Troy, MI
- April 19, 1996 “Representing the HIV Positive Client in Employment Discrimination Suits”, Michigan Protection and Advocacy Services Seminar, Troy, MI
- June 1995,
August 1995 “Legal Update”, EEOC Technical Assistance Program, Detroit, MI

DEBRA BARNO EXPERIENCE WORKING WITH PARALEGALS:

I work with paralegals on a daily basis, and have extensive experience working with paralegals in all aspects of my work in the legal field.

My paralegal is typically given litigation related assignments, such as assisting with discovery, calculating wages and benefits due, document management, witness screening and interviewing, and summarizing depositions. My paralegal also assists with trial preparation and trial, i.e coordinating trial notebooks, exhibits and exhibit binders, witness coordination, and note taking.

LAW OFFICES

BIEBER & CZECHOWSKI, P.C.

26224 VAN DYKE AVENUE
CENTER LINE, MICHIGAN 48015-1292

WALTER BIEBER, CPCU
WALTER J. CZECHOWSKI

(586) 754-1450
FAX (586) 754-1630

BY Appointment Only
67 Walnut Street
Mt. Clemens, MI 48043

RESUME OF WALTER BIEBER

EMPLOYMENT EXPERIENCE:

Legal Bieber & Czechowski, P.C., 1993--present (Partner).
Specializations: Litigation, auto negligence, premises liability, worker's compensation, insurance law, subrogation, and collection.

Alternate Dispute Resolution: Frequent mediator and arbitrator in Wayne, Oakland and Macomb counties since 1980.

Non-Legal Experience Michigan National Bank of Detroit, 1970-1974
Branch front office - involving accounts, security agreements, loans, etc.

EDUCATION:

Legal Detroit College of Law
Degree: Juris Doctor, Cum Laude, 1976.
Honors: American Jurisprudence Book Award for Insurance Law
American Jurisprudence Book Award for Administrative Law
Invited to join Law Review.

College University of Michigan
Degree: Bachelor of Arts, With Distinction, 1973.
Honors: Honor roll every term
Student Teacher: Professor's assistant and instructor for 2 ½ years of psychology courses.

Other MCR 2.404 State Approved Trained Mediator, 2002.
Chartered Property Casualty Underwriter (CPCU), 1984.

CURRENT Instructor at Oakland University's (Paralegal Program) since 1990.

ACTIVITIES: Officer with Kiwanis Club of Warren since 1985.
Member of The Salvation Army Advisory Council since 1997.
Member of Macomb Circuit Drug Court Steering Committee.
Active with Community Living Centers for the mentally disabled.

PERSONAL:

Residence: Macomb County

Date of Birth: 11/15/51

Marital Status: Married with four children

WALLY BIEBER's EXPERIENCE WORKING WITH PARALEGALS:

I'm an attorney who's been in private practice for over 30 years. Almost all my experience is in litigation, with a specialty in personal injury. I supervised paralegals from 1976 - 1981 and then 1990 - 2003. Paralegal assignments included the preparation of Interrogatories and Requests to Produce Documents, Answers to Interrogatories and Replies to Requests to Produce, Settlement Brochures, Mediation Summaries and Motions. They outlined medical, work & other records. They outlined deposition transcripts and witness examinations. They communicated with clients and witnesses in preparation for hearings and trials. I work with paralegals on an as needed basis.

Eric Thomas Carver

DYKEMA GOSSETT

Eric Carver
313-568-6587
ecarver@dykema.com

Education: Wayne State University, B.S.
University of Detroit, M.B.A.
University of Detroit, J.D.
Wayne State University, LL.M.

Admitted to Practice

Florida
Illinois
Michigan
New York
U.S. Tax Court
U.S. District Court, Northern District of Florida
U.S. District Court, Northern District of Illinois
U.S. District Court, Eastern District of Michigan
U.S. District Court, Western District of Michigan
U.S. Court of Appeals, 2nd Circuit
U.S. Court of Appeals, 6th Circuit
U.S. Court of Appeals, 7th Circuit
U.S. Court of Appeals, 11th Circuit

Professional Associations

The Florida Bar

The Illinois Bar
State Bar of Michigan
State Bar of New York
The Illinois State Bar Association
The New York State Bar Association
The Chicago Bar Association
The Detroit Metropolitan Bar Association
The Wayne County Probate Bar Association
Director, The Financial and Estate Planning Council of
Metropolitan Detroit, Inc., 2005-2007

Mr. Carver's practice focuses on Taxation; Estate Planning; Business Entity Planning; Family Wealth Transfers; Business Entity Formations; Corporate Planning and Taxation; Limited Liability Company Planning and Taxation; Tax Controversies; Mergers, Acquisitions and Divestitures; Real Estate Acquisitions, Charitable Giving and Charitable Trusts; Contested Estate, Trust and Probate Matters; Probate Litigation; and Decedent Estates and Probate Administration.

Additionally, Mr. Carver also:

Works directly with individuals and families in the development of effective wealth transfer planning. This includes providing business and tax advice to family-owned businesses, as well as the development of overall estate planning documentation, including Wills, Revocable Living Trusts, Family Limited Partnerships, Irrevocable Life Insurance Trusts, Grantor Retained Annuity Trusts, and Charitable Trusts.

- Provides legal and business advice to individuals and business entities engaged in the formation and development of business ventures, including the use of corporate and pass through entities.
- Provides specific tax representation with respect to the structure of partnerships, limited liability companies and similar pass through entities, as well as corporate and subchapter S issues related to mergers and acquisitions, divestitures, and tax-free reorganizations.
- Represents both buyers and sellers in the purchase or sale of businesses, through tax-free mergers, stock purchase arrangements, and asset acquisitions.
- Provides general representation to mid-size companies, including day-to-day legal representation, as well as coordination and oversight of legal services for the client.
- Assists private companies in the development of effective compensation and long-term benefit plans through the use of equity incentive, stock bonus, "phantom stock," and related compensatory techniques.
- Represents private companies in connection with access to capital securities and markets, including private placement of securities, and continuing compliance with federal and state securities laws.

- Represents both business entities and individuals seeking venture capital financing, as well as representing venture capital companies and investors in funding early-stage and start-up business entities.
- Provides assistance in the formation of private charitable foundations, including representation in connection with obtaining private letter rulings and determination letters.
- Provides representation to individuals and business entities in connection with tax controversies before the Internal Revenue Service, including representation of clients before the United States Tax Court.
- Provides representation to estates, trusts, trustees, and beneficiaries in contested estate, trust and probate administration matters, including representation of clients before the Florida, Illinois, Michigan, and New York Probate Court Systems.
- Received a Certificate of Completion from Michigan's ICLE Probate and Estate Planning Program.

Prior to Dykema, Mr. Carver was a tax consultant for Ernst & Young's Entrepreneur Group, and served in multiple administrative and legislative capacities for United States Senator Carl Levin.

Publications

- 2006 *Michigan Tax Lawyer*, "Pet Trusts: Estate and Tax Planning Considerations Under Michigan Law," State Bar of Michigan
- 2000 *Michigan Probate and Estate Planning Journal*, "EPIC's Prudent Investor Rule: What Every Practitioner Should Know," State Bar of Michigan
- 1998 *Michigan Bar Journal*, "A Valuation Primer: Trends and Techniques for Estate Planners," State Bar of Michigan
- 1998 *Michigan Tax Lawyer*, "Is There a 'QSSS' In Your Future? An Examination of the Proposed Regulations for Qualified Subchapter S Subsidiaries," State Bar of Michigan

- *ICLE Michigan Basic Handbook - Sixth Edition,*
"Closely Held Businesses"

Civic and Cultural Involvements:

Senior Lecturer for Oakland University's ABA Approved
Paralegal Program

Adjunct Professor for the University of Detroit Mercy School of
Law, and

Adjunct Professor for the Thomas M Cooley Law School.

MICHAEL DI LAURA

Office (586) 468.5600
95 Hart Fax (586) 465.9113
Troy, MI 48098
miked@mikedlaw.com

EXPERIENCE

Mike DiLaura & Associates, P.C., Mount Clemens, Michigan
Founding Partner 2005-2007

- Drafted and filed Chapter 7 & 11 bankruptcy petitions
- Prepared and presented Chapter 11 'first day motions'
- Responsible for over 50 active Chapter 7 Bankruptcy Trustee files

Jaffe, Raitt, Heuer & Weiss, P.C., Southfield, Michigan **Associate** 2004-05

- Commenced and defended multiple adversary proceedings
- Drafted adversarial motions for U.S. District and Bankruptcy Courts

Nathan, Neuman & Nathan, P.C., Southfield, Michigan
Associate, 2002-04

- Argued successful evidentiary proceeding in U.S. Bankruptcy Court
- Participated in Rule 2004 creditor examinations
- Drafted several Chapter 11 reorganization plans and disclosure statements

Carson Fischer P.L.C., Birmingham, Michigan
Bankruptcy Associate, 2002

- Oversaw the filing of twenty-two Chapter 11 preference actions on behalf of an Official Committee of Unsecured Creditors
- Prepared employment and fee applications in bankruptcy proceedings

Altheimer & Gray, Chicago, Illinois
Associate, 2000-2001; **Summer Associate**, 1999

- Researched feasibility of a litigation trust provision in reorganization plan for Chapter 11 litigation
- Drafted a successful motion to modify the automatic stay in a Chapter 7 Bankruptcy proceeding

State of Michigan 14-A-2 District Court, Judge Kirk W. Tabbey, Ypsilanti, Michigan Summer Intern, 1998

EDUCATION

University of Notre Dame Law School, Notre Dame, Indiana Juris Doctor, May, 2000

Eastern Michigan University, Ypsilanti, Michigan Bachelor of Science, April, 1997

PUBLICATIONS

Co-author: *“The Ultimate Garage Sale – Disposing of a Troubled Company”*, Business Law Today, Sept./Oct. 2004.

Co-author: *“Tenancy by the Entireties”* ABI Winter Conference 2004.

Author: *“Case Analysis: Vendors’ Reclamation Claims Not Entitled to Administrative Expense Priority”* Commercial Law League of America – Bankruptcy Section Newsletter, November

MICHAEL DI LAURA EXPERIENCE WORKING WITH PARALEGALS

I have an extensive history of working with and supervising paralegals. I work with paralegals on a daily basis, and find that paralegals fit well in the Bankruptcy area of law.

MARK L. GANTZ

8283 N. TELEGRAPH ROAD
DEARBORN HEIGHTS, MI 48127
(313) 278-7030
e-mail: mgantz@hkwwglaw.com

EDUCATION:

WAYNE STATE UNIVERSITY LAW SCHOOL, JURIS DOCTOR, JUNE, 1971
Member, Law School Board of Governors
Chancellor, Tau Epsilon Rho Law Fraternity
Student Attorney, Free Legal Aid Clinic

WAYNE STATE UNIVERSITY, BACHELOR OF ARTS, JUNE 1968
Member, Alpha Kappa Delta Honor Society

BAR ADMISSIONS:

STATE BAR OF MICHIGAN (1971)
UNITED STATES COURT OF APPEALS, SIXTH CIRCUIT (1972)

PROFESSIONAL EXPERIENCE:

ATTORNEY-PARTNER, HURWITZ & GANTZ, P.C., 1988 TO PRESENT.
RATED "AV" by *Martindale Hubbell Law Directory*

ASSISTANT NATIONAL PARTNER, HYATT LEGAL SERVICES, 1986 TO 1988
Duties included direct responsibility for overall operation of seven offices of national law firm, including supervision of 19 attorneys and 22 support staff; recruiting, hiring and firing authority over all staff; conducting training and continuing education seminars; resolution of client complaints; monitoring of staff to assure acceptable levels of performance; and weekly contact with senior company management.

ATTORNEY, PRIVATE PRACTICE, 1974 TO 1976
Duties included representing clients in a variety of legal matters including Real Estate transactions, Probate, Commercial Litigation, Family Law, Negligence, Taxation and Criminal Law; administrative management of small law firm and space sharing arrangement with other attorneys and a C.P.A.

ASSOCIATE, GOTLIEB AND GOREN, 1971 TO 1974

OTHER RELEVANT EXPERIENCE:

INSTRUCTOR, OAKLAND UNIVERSITY ABA APPROVED PARALEGAL PROGRAM
(1975 to PRESENT) Courses in Litigation and Legal Research and Writing

INSTRUCTOR, HENRY FORD COMMUNITY COLLEGE LEGAL ASSISTANT PROGRAM
(1978 to 1999) Courses in Corporations and Real Estate Law

INSTRUCTOR, SOUTHFIELD ADULT EDUCATION (1974 to 1975)
Courses in Real Estate Law for persons contemplating the State Licensing Exam

ADVISOR, WAYNE STATE UNIVERSITY FREE LEGAL AID CLINIC (1972 to 1974)

PROFESSIONAL SERVICE:

INVESTIGATOR, ATTORNEY GRIEVANCE COMMISSION (1976 to PRESENT)

MARK GANTZ EXPERIENCE WORKING WITH PARALEGALS:

My law firm has hired several paralegals in the past (usually one at a time), and I was given the task of supervising them. The job assignments given to the paralegal depended upon the skills of the particular paralegal, and the jobs that needed to be performed. One individual had exceptional writing skills (she finished first in the *Detroit Legal News* spelling bee). That person was assigned the task of writing Case Evaluation (Mediation) Summaries for use at court mandated Case Evaluation sessions. The paralegal would gather information (medical reports, accident reports, etc.) summarize them, and then write an extensive brief, calculated to persuade a three person panel to make a favorable settlement recommendation for our client. The attorney would review each of several drafts, making suggestions along the way as to information/documents to be included/excluded. The attorney would then appear at the Case Evaluation session, and answer questions from the case evaluators, based upon the brief authored by the paralegal. Another paralegal had great people skills, and was used to file documents in the Circuit and Probate Courts. I initially took the paralegal to court, introduced her to the various clerks, and her job was to enter court orders, open probate estates, file accountings, etc. Much of her job relied on knowing how to treat clerks and court personnel, as well as learning how to get things done. Another paralegal had good organizational and analytical skills. This person was used to prepare probate documents, and financial accountings. She would sit alongside the attorney at the initial intake hearing, meet with the clients, and prepare the necessary documents.

Probate is an exceptionally good area for paralegals since much of probate work is done by consent of the interested parties, and court hearings, requiring the appearance of the attorney are few.

J. Scot Garrison
24542 Rosalind
Eastpointe, MI 48021
(586) 498-7929

Education

- June, 1995 Michigan State University College of Law, East Lansing, Michigan.
Juris Doctor, cum laude, International Law concentration. Top quarter of class. Evening Class President. Student Senate for two years, and appointed as the College's Representative to the American Bar Association – Law Student Division. Chosen to represent the College in the Jessup International Law Moot Court Competition, the Niagara International Law Moot Court Competition, the ABA Negotiation Competition, and the ABA Client Counseling and Interviewing Competition.
- December, 1995 Central Michigan University, Mount Pleasant, Michigan.
Bachelor of Science in Sociology, Criminal Justice concentration. Minors in Political Science and Psychology. Served two years on the Judicial Review Board. Also served on the President's Academic Advisory Committee and the Student Government Association.

Professional Experience

- 2/01 – Present Sixth Circuit Court, Pontiac, Michigan.
Judicial Staff Attorney for the Honorable Rae Lee Chabot. Duties include conducting legal research on issues presented to the court for determination, drafting opinions, managing appellate docket, and facilitating cases to resolution. Areas of research and writing include business, civil, real property (including mortgages, zoning, and easements), premises liability, domestic/family law, criminal law, and school law. Also supervise interns as part of the Court's summer internship program with local law schools and paralegal programs.
- 1/05 – Present Oakland University, Rochester, Michigan.
Instructor at the University's American Bar Association approved paralegal program, teaching Legal Research and Writing II as well as Constitutional Law. Focus is on preparing students to recognize legal issues, and to accurately research and present arguments surrounding those issues. For the Constitutional Law students, focus is on presenting relevant background and case law regarding the history of the Supreme Court and constitutional case law, as well as the varied approaches to constitutional cases taken by the various Justices.
- 3/95 – 2/01 Private practice of law.
Served as an attorney representing individuals, small businesses and large corporations in a variety of legal settings. Conducted numerous negotiation, mediation, and litigation sessions on behalf of clients. Areas of practice included employment, premises liability, domestic relations, probate, criminal defense, insurance coverage disputes, insurance liability issues, and mass tort liability. Supervised law clerks and secretarial staff in an office of four to six attorneys.

Community and Professional Involvement

- Michigan Board of Law Examiners: Proctor and grader for the State of Michigan Bar Examination since 2001. Authored the real property, personal property, and wills and trusts essay questions for the July 2004 through February 2006 Bar Examinations. Authored the criminal law and criminal procedure essay questions beginning with July 2006 Bar Examination.
- East Detroit Public Schools Board of Education: Appointed in August 2002, and elected by the public in November 2003. Elected Secretary (2003) and Vice-President (2004).
- Michigan State University – Detroit College of Law National Alumni Association: Board of Directors, 2003 – 2004.
- Central Michigan University Metro Detroit Alumni Association: Executive

Board member since 1998, Secretary, 2001-2003.

- American Inns of Court: Member (1997-2004), Executive Committee, 2000-2002.
- State Bar of Michigan: Elected to the Representative Assembly (2001-2007).
- Oakland County Bar Association: Criminal Law Committee (Chair, 1999-2000, Vice-Chair, 1998-1999, Legislative Liaison, 2001-2004).
- Oakland County Community Corrections Advisory Board: Appointed as a member by the Oakland County Board of Commissioners 1996-2001.
- Volunteer for the ABA National Moot Court Competition. Served as brief-grader 2005.
- Volunteer judge for the Michigan High School Mock Trial Competition since 1991.

Publications

- 12/04 Garrison, J. Scot: "Michigan Sentence Guideline Issues: Intermediate, Straddle, and Prison Cells." *Laches*, Journal of the Oakland County Bar Association, December, 2004, Number 467.
- 12/03 Garrison, J. Scot: "Michigan Rule of Evidence 803(24): The Abolition of the Hearsay Rule." *Laches*, Journal of the Oakland County Bar Association, December, 2003, Number 455.
- 3/03 Garrison, J. Scot: "Is an Evidentiary Hearing Really Necessary For All Motions to Suppress?" *Laches*, Journal of the Oakland County Bar Association, February, 2003, Number 433.
- 12/99 Garin, M. Sheila & J. Scot Garrison: "Drug Dealer Profile Evidence: The Fine Line Between Probative and Prejudicial." *Laches*, Journal of the Oakland County Bar Association, December, 1999, Number 407.
- 10/97 Aud, Kenneth J. & J. Scot Garrison: "Sentence Alternatives in Oakland County." *Laches*, Journal of the Oakland County Bar Association, October, 1997, Number 381.

Speaking engagements

- 6/07 "Sentencing: Advocacy and Downward Departures, Case Law."
Presented analysis of case law and statutes regarding effective sentencing advocacy for criminal cases in Michigan.
- 10/06 "Subpoenas, Custody Orders, and Parenting time Orders: Effective Tips for Child Care Providers."
Presented seminar to Macomb County Directors' Exchange relating to various concerns emanating from custody and parenting time orders, as well as the proper processing and compliance with subpoenas, while maintaining compliance with applicable laws.
- 1/06 "Introduction to Practice: Circuit Court Criminal Practice" seminar.
Presented to new lawyers regarding circuit court criminal law practice and various aspects of writing, briefing, filing, and arguing motions in criminal matters.
- 12/05 "Recent Changes to the Michigan Court Rules."
Presented at the Oakland County Bar Association's State of The Law Day regarding recent and newly implemented changes to the rules governing criminal procedure.
- 11/04 "Recent Developments in Criminal Law and Evidentiary Issues."
Presented to criminal lawyers regarding recent developments in criminal law including cases from the Michigan Supreme Court and the United States Supreme Court.
- 1/04 "Introduction to Practice: Family Court" seminar.
Presented to new lawyers regarding the various means to reach resolution of domestic cases and the entry of judgments upon resolution.
- 1/04 "Introduction to Practice: Circuit Court Criminal Practice" seminar.
Presented to new lawyers regarding circuit court criminal law practice and various aspects of writing,

- briefing, filing, and arguing motions in criminal matters.
- 10/03 “Defending Criminal Sexual Conduct Charges” seminar.
Presented on the topic of the newly amended Michigan Rules of Evidence 702 and 703. Also arranged and moderated this seminar designed for the experienced attorney.
- 3/03 “Search and Seizure Issues” seminar.
Arranged and moderated a seminar on this very important issue for new and experienced attorneys.
- 1/03 “Introduction to Practice: Family Court” seminar.
Presented to new lawyers regarding the various means to reach resolution of domestic cases and the entry of judgments upon resolution.
- 1/03 “Introduction to Practice: Circuit Court Criminal Practice” seminar.
Presented to new lawyers regarding circuit court criminal law practice and various aspects of writing, briefing, filing, and arguing motions in criminal matters.
- 1/02 “Introduction to Practice: Circuit Court Criminal Practice” seminar.
Presented to new lawyers regarding circuit court criminal law practice and procedures, including sentencing issues and trial practice.
- 5/01 “Community Corrections and Alternative Sentences” seminar.
Arranged and moderated a seminar for practicing attorneys regarding on behalf of the Circuit Court Assignment Committee.
- 12/00 “Introduction to Practice: Circuit Court Criminal Practice” seminar.
Presented to new lawyers regarding circuit court criminal law practice and procedures.
- 10/00 “Community Corrections in Oakland County” seminar.
Arranged and moderated seminar for criminal defense attorneys and prosecuting attorneys on behalf of the Oakland County Bar Association.
- 2/00 “Due Process” television appearance on WDIV, NBC affiliate.
Topic of discussion was community corrections and the savings of tax dollars to the public as a result of numerous alternative programs.

J. Scot Garrison’s Experience Working with Paralegals:

I have worked at a medium law and a small law firm, as well as working as a sole practitioner. In that time, I have used paralegals almost daily at the various firms. While working as insurance defense counsel, I supervised paralegals in the collection, retention and use of discovery materials during mass tort litigation. I also supervised paralegals to perform legal research, prepare discovery requests and responses, deposition summaries, and assist the trial lawyers during depositions and other court proceedings. While working at the small firm and as a sole practitioner, I supervised paralegals while performing client interviews, witness interviews, the various stages of estate planning, and domestic relations actions. I have also used paralegal students to perform legal research and writing, including the preparation and review of motions and briefs, and various pleadings. For the last seven years, I have worked as a judicial staff attorney, performing research, writing, and case management duties for trial court judge. During this time, I have had several paralegals as either interns or clerks. The paralegals perform research and writing duties, as well as general clerk duties to the judge to whom I am assigned. I also work several times each week with various paralegals positioned throughout the court administration office. Those paralegals perform administrative and support services for the entire bench in the court where I am employed.

ERNEST I. GIFFORD
280 N Old Woodward Ave Ste 400
Birmingham, MI 48009
Phone: (941) 485-7749



Mr. Gifford has a long and distinguished career as an intellectual property law practitioner. He has chaired the Patent, Copyright and Trademark Section of the State Bar of Michigan, served as Arbitrator, American Arbitration Association. Since 1981, Mr. Gifford has been an instructor in the Paralegal Program at Oakland University. He is has been an Adjunct Professor at Stetson Law School in St. Petersburg, Florida teaching a class in patent and copyright law. He has also taught a graduate course in Patent Law at the Thomas Cooley School of Law. He presently practices Patent Trademark and Copyright law at the Troy offices of Gifford, Krass, Sprinkle, Anderson & Citkowski P.C. The firm's website is www.patlaw.com.

**CURRICULUM VITAE
ALLAN GORDON**

**6051 Wellesley Ct
West Bloomfield, MI 48322
(248) 737-0200
email: a2gordon@oakland.edu**

EDUCATION: Juris Doctor- 1973
Michigan State University College of Law

Bachelor of Science- 1970
Eastern Michigan University
Political Science Major, Business Minor

Continuing Legal Education Programs: various 1973-present
State Bar of Michigan, Michigan Trial Lawyers Assoc- Michigan Association
for Justice; Institute of Continuing Legal Education; Faculty Development-
International Academy of Design & Technology, Northwood University,
University of Phoenix, Oakland University

Current Faculty Development:
Certificates of Training- Ethics, The Role We Play; Are You Talking To Me?
Microsoft Outlook Faculty Portal Training;
Blackboard Web Computer Training Seminar 2007
Online Ethics Training; Faculty Orientation; Setting the Vision 2006

EXPERIENCE:

1976-Present Allan Gordon, PC
PO Box 251363, West Bloomfield, MI 48325-1363
Trial Attorney, Office Administrator. Attorney at Law

1972-3 Philo, Atkinson et al, 2920 E Jefferson Detroit, MI 48027
Trial Attorney with administrative responsibilities at mid-size firm
Attorney at Law, Partner 1973-5, Law Clerk

2005-Present International Academy of Design & Technology- Professor/Facilitator
Undergraduate Department of General Education
Courses: Politics, Law and Society; Critical Thinking

2000-Present Northwood University- Instructor
University College- Undergraduate
Courses: Introduction to American Government PSC 201, Law 201/300

1996-2006 University of Phoenix- Professor/Facilitator
Graduate and Undergraduate School of Business and Management

Courses: Graduate- Legal Environment of Business, Legal Issues in the Workplace, Regulation & Conflict Management in the Workplace, Enterprise Risk, Intellectual Property Management; Undergraduate- Business Law, Employment Law, Legal Aspects of Supervision, United States Constitution, State & Local Political Processes

1980-Present Oakland University- Instructor
School of Business Administration, Paralegal Program
Courses: Substantive Law- Contracts, Torts, Auto Law, Litigation I, II, III

IADT Constitution Day Activities, Presenter, Judge 2007
IADT Grade Appeal Committee 2006

1998-99 Faculty Curriculum Chair- Graduate Law & Ethics, Univ. of Phoenix

1973-Present Seminar Instructor/Facilitator: No-Fault Law and other legal areas for legal associations and various groups

1970s-Present Freelance writer for journals, newsletters, Detroit Free Press and other newspapers, legal seminars, and book reviews

1993-1999 NewsLtrs Inc, PO Box 251363, West Bloomfield, MI 48325-1363
Founder and Director of newsletter service for professionals

Computer experience: hardware, software installation, extensive use of computer applications; windows, word processing, spreadsheet, desktop publishing, graphics, accounting and finance software 1985-Present

Governor election campaign: Co-Chair in City of Lathrup Village 1984

Various political campaigns as volunteer; including Detroit City Council, Oakland County Circuit and Probate Judges 1980s

City Council Candidate 1980

Licensed to practice law in State of Michigan and Federal Courts 1973

Former Researcher- Detroit Charter Revision Commission

Teaching Assistant- Legal Research, Detroit College of Law 1972

Columnist and writer- College newspaper 1969

SCHOLARSHIP:

No-Fault Auto Accident Law, Allan Gordon,
Rochester, MI: Oakland University 1984. Revised Editions 1985,1986-7,
1989,1990,1991,1992,1993,1995-6,1997,1998,1999,2001,

West Bloomfield, MI: NLI Publishing 2002,2004,2005

Trial Handbook for Michigan Lawyers, Harry M. Philo,
Rochester, NY: Lawyers Co-Operative Publishing Co, 1973
Contributing writer and researcher

Presently preparing text Auto Accident Law, Insurance & You. Primarily a text for those interested in how auto insurance works; an analysis of the No-Fault Law and its insurance consequences

West Publishing Company, New Text Reviewer-
Critique potential legal publications. Reviews of The Litigation Paralegal, James W.H McCord; The Compact Guide to Tort Law, Jefferson Hane Weaver; Paralegal's Litigation Handbook, Carole A. Bruno 1989-90

Developed Auto Law course for Oakland University Paralegal Program 1979

Constitutional challenge to No-Fault Motor Vehicle Laws,
Michigan Trial Lawyers Association trial team member,
Researcher, brief writer and document drafter 1973

Michigan Trial Lawyers Association Executive Board
Liaison concerning No-Fault Constitutional challenge 1973

Independent Study- Democratic Socialism, Eastern Michigan University 1970

Member of student organizational committee and negotiation team regarding University student strike; negotiated student and faculty rights, prepared articles, dialogue and speeches 1969

Student Co-Director of University Folk Music Coffee House 1968

Organized college fraternity- 3 term President 1967-8

Author of various articles for journals, newsletters, Detroit Free Press, college newspaper, legal seminars, and West Publishing Book Reviews; topics include No-Fault Auto Law, Business Law, Monopolies, Elections, Constitutional Rights, Folk Music 1969-Present

SERVICE: Recipient of IADT Instructor "Above and Beyond Service Award"- 2007
Certificates of Appreciation- Oakland University 1999, 1992, 1979
Redford Counseling Center 1983
Community Free Legal Aid Services Program to 1999
Faculty Advisory Council for Oakland University 1986-2004
Oakland University- Task Force Two 1995
Curriculum Review of Courses in Business Organizations and Accounting

Associations: American Trial Lawyers Association; Michigan Trial Lawyers Association;

State Bar of Michigan; Oakland County Bar Association

Allan Gordon's Experience Working With Paralegals:

I have been with the Oakland University Paralegal program since December, 1979 as an instructor teaching law related courses. My current and prior law firms have used paralegals in their practices for many years, having these skilled employees participating in case workup, legal research, document drafting, preparing settlement packages, investigation and court filings. As I am no longer practicing full time, I do not have any paralegals in my direct employ.

THOMAS J. LYNCH
Attorney-at-Law

2360 Hester Court
Keego Harbor, Michigan 48320

Residence: (248) 683-7073
Business: (313) 665-6114

Professional Qualifications and Experience:

Summary:

- Juris Doctor –Michigan State University College of Law
- 15 years experience as an Attorney and Counselor at Law
- 6 years experience -- Private Practice - attorney and litigator – Assistant city attorney
- 9 years corporate experience – Leading contract negotiations, including over twenty \$25 million plus deals, Intellectual Property issues and licensing agreements, supplier service agreements, mergers, teaming agreements, non-disclosure agreements and acquisition initiatives.
- Adjunct University faculty –Michigan State University College of Law and Oakland University
- Published author of legal articles, university and corporate courseware
- Experienced in the execution of business and technical processes, including process re-engineering, business operations planning, contract administration, staffing, and people development. Selected to assist in creating new GM direction for IT services.

WORK HISTORY

2007 to Present – GMAC LLC, IT Counsel

- Responsible for negotiation of IT Services and outsourcing contracts for GMAC LLC
- Responsible for negotiation of Procurement related contracts for GMAC LLC
- Liaison and advisor between GMAC LLC business units and GMAC LLC Legal
- Negotiation of contracts, resolution of disputes and consultation on contract and other legal issues for GMAC LLC business units
- Responsible for centralizing and coordinating IT and Purchasing functions among multiple GMAC LLC units

1998 to 2007 – EDS, Negotiation Support Tower Lead

Electronic Data Systems Corporation, Detroit, Michigan

- Manager of twelve person international team providing global Negotiation Support services to General Motors
- Led the negotiation of Software, Hardware, Professional Services and Maintenance contracts on behalf of GM and EDS
- Part of a two person team involved in the creation of GM's IT Licensing Agreements
- Led the negotiation of various Telecommunications contracts to

implement GM Online, Remote Access and Global WebHosting Services

- Negotiation of contracts, resolution of disputes and consultation on contract and other legal issues for GM and EDS business units
- Responsible for negotiation of multiple Service Agreements between EDS and GM
- Led Supplier Collaboration Effort to bring additional sales opportunities to EDS business units
- Liaison and advisor between EDS business units and Legal Affairs
- Training of EDS contract negotiators and business representatives

July 2005 to Present – Michigan Board of Law Examiners

- Assist in Writing Essay Questions for and Grading the Michigan Bar Examination
- Proctoring the Michigan Bar Examination

August 2001 to Present -- Michigan State University College of Law – Adjunct Faculty

East Lansing, Michigan

- Teaching Upper Level Law Classes in the areas of Intellectual Property and Licensing

August 2001 to Present -- Oakland University – Associate Professor

Rochester, Michigan

- Teaching Undergraduate Legal Classes for the Paralegal Program

1992 to 1998 -- Thomas J. Lynch, Attorney and Counselor at Law

Southfield, Michigan

- Sole practitioner specializing in general practice matters, including client interviews, criminal proceedings, mediations, motions, negotiations, and trials. Former Assistant City Attorney for the Township of Royal Oak, handling criminal misdemeanor and traffic dockets. Represented various clients in lease negotiation. Contract negotiation, contract collection, and breach of contract.
- Representation of small business operations for a variety of clients
- Represented independent contractors selling services to various Fortune 100 companies

1989 to 1992 -- Sixth Judicial Circuit Court for the County of Oakland

Oakland County, Michigan

Senior Law Clerk to the Honorable Edward Sosnick

- Organization and preparation of the Court's docket.
- Extensive legal research in both civil and criminal litigation.
- Analysis and revision of speedy trial reports, review and approval of documents, and preparation of jury instructions.
- Supervised the video system and computer log for all court activity and utilization of system and county specific software in a network environment.
- Training of new law clerks and interns.

EDUCATION

Juris Doctor 1992 -- Michigan State University College of Law -- East Lansing, Michigan

- Instructor for *Research, Writing, and Advocacy* for Winter and

- Fall Semesters, 1991
- Certificate in International Legal Studies from the University of Salzburg in conjunction with McGeorge School of Law, 1991
 - Founding Member of the *Journal of International Law and Practice*
 - Member, Board of Directors of *Journal of International Law and Practice*
 - Honorable Mention Best Brief, Philip C. Jessup Competition, 1991
 - Oralist Philip C. Jessup Competition 1991
 - Vice President, International Law Students Association, 1991
 - Oralist DCL's Negotiation Team, 1991

Bachelor of Arts 1988 -- John Carroll University -- Cleveland, Ohio

- Major in Political Science, specializing in Foreign Affairs; Dean's List, *Carroll News* Staff Reporter, *Carrillon* Editor and Staff Reporter.

PUBLICATIONS (incomplete listing)

Lynch, Thomas J., "*International Law and Service Outsourcing*," Inside Supply Management, Scheduled September 2004.

Lynch, Thomas J., "*Established Methods to Control Price Fluctuations in Contracts*," Inside Supply Management, March 2004.

Lynch, Thomas J., "*Contract Administration to Mitigate Risk*," Inside Supply Management, January 2004.

Lynch, Thomas J., "*Contracting the Electronic Way*," Inside Supply Management, May 2003.

Lynch, Thomas J., "*Drafting Confidentiality Agreements*," Inside Supply Management, March 2002.

THOMAS LYNCH EXPERIENCE WORKING WITH PARALEGALS:

I have worked around paralegals in my past eight years at EDS and GMAC. I do not directly supervise nor have I ever directly supervised paralegals. There were a number of paralegals on the EDS Legal Staff and there are several paralegals on the GMAC Legal Staff. I did not work directly with the paralegals at EDS nor in the same office or group. While I do not work directly with the paralegals on the GMAC Legal Staff as they are employed in the Litigation area and the Regulatory area, we are part of the same team and I am familiar with them and their work.

CURRICULUM VITAE

FRED M. MESTER

Home:
210 S. Berkshire
Bloomfield Hills, MI 48302
(248) 334-4096

Office:
1200 North Telegraph Road
Pontiac, MI 48341
(248) 858-0357

EDUCATION

May 1983 NATIONAL JUDICIAL COLLEGE
June 1967 WAYNE STATE UNIVERSITY LAW SCHOOL, Juris Doctorate Degree
June 1959 CENTRAL MICHIGAN UNIVERSITY, Bachelor of Arts Degree

PROFESSIONAL HISTORY

1982 - Present CIRCUIT JUDGE, Sixth Judicial Circuit of Michigan

1975 - 1982 COURT ADMINISTRATOR/JUDICIAL ASSISTANT,
Sixth Judicial Circuit of Michigan Lawyer for Judges and
Court; administered Court operations employing over
200 people; represented Court and its operations before
legislative and administrative agencies

1973 - 1975 CHIEF OF THE CIVIL DIVISION OF THE
UNITED STATES ATTORNEY'S OFFICE

1969 - 1973 ASSISTANT UNITED STATES ATTORNEY,
Criminal and Civil Trials and Appeals

1967 - 1969 ATTORNEY, CHRYSLER CORPORATION

PROFESSIONAL ORGANIZATIONS AND ACTIVITIES

- PAST PRESIDENT (1979-80) Federal Bar Association, Detroit Chapter
- NATIONAL FIRST VICE PRESIDENT (1982-83) Federal Bar Association
- NATIONAL DELEGATE (1983-84) Federal Bar Association, Detroit Chapter
- PAST CHAIRMAN, ADVISORY COMMITTEE TO THE PROFESSIONAL ASSISTANCE COMMITTEE, U.S. District Court for the Eastern District of Michigan
- PAST CHAIRMAN, STATE TRIAL COURTS ADMINISTRATION, State Bar of Michigan, special appointment by State Bar President.
- MEMBER: American Judges Association, Federal Bar Association, Michigan Judges Association, Oakland County Bar Association, State Bar of Michigan

HONORS

- Recipient of the 2006 Michigan Bar Association's prestigious Champion of Justice Award

- Recipient of the 2006 Women's Bar Association Award for outstanding leadership within the legal community and commitment to the furtherance of diversity, both in the community and in the legal profession
- One of top three civil and criminal judges in Michigan for 2005, 2006, according to readers of the Detroit News; the only circuit court judge in the top three.
- Recipient, Central Michigan University's Centennial Award - Awarded to CMU's outstanding graduates in its 100 year history
- Recipient, Earl W. Kinter Award, 1980, for outstanding leadership and service to the Federal Bar Association presented in Washington, D.C., August, 1980
- Recipient, Michigan Corrections Association Judicial Award, for extraordinary contributions to the enhancement of the judicial system
- Recipient, Oakland County Bar Association Frances R. Avadenka Memorial Award, 2005, given to an individual who made significant contributions to the community outside of the legal community.
- Recipient, Oakland County Bar Association Diversity Committee Leon Hubbard Award, 2005, for being the top most individual who had achieved an outstanding record of community service, had promoted cultural diversity and social equality, and worked to improve the life for all people.
- Recipient, 13th Annual Oakland County Quality People, Quality County Award, event hosted by County Executive L. Brooks Patterson, for appreciation to those individuals who have singularly given of their time and talents above and beyond their regular responsibilities to serve the community.
- Recipient, John N. O'Brien Award, for outstanding volunteer service to the people of Oakland County
- Recipient of the American Legion's Americanism Award from Post 24
- Honorary Doctor of Laws, Central Michigan University, 1995
- Hall of Fame, Central Michigan University Military Science Department , Admitted 2001
- Hall of Fame, Royal Oak Dondero High School , Admitted 1995

PUBLIC SERVICE

- PAST PRESIDENT, Central Michigan University Alumni Association
- PRESIDENT, Pontiac Alumni Foundation, whose mission is Certainty of Opportunity for all children of Pontiac, 1999 to present
- FOUNDER and PRESIDENT, Board of Directors, Reading to Reduce Recidivism
- PRESIDENT, Board of Directors, William Booth Legal Aid Clinic
- ADJUNCT ASSISTANT PROFESSOR, Political Science Department, Oakland University
- ADJUNCT INSTRUCTOR: Oakland Community College, Oakland University, Madonna University
- Master, Inns of Court
- Chair, Central Michigan University Centennial Dinner, 1993
- Chair, Oakland County Community Corrections Advisory Board
- Chair, NAACP Freedom Fund Dinner, October 1984
- Charter Member, Executive Board, Center for the Study of Citizenship, Wayne State University

- Elder, Royal Oak First Presbyterian Church
- Judge, The Thomas M. Cooley Law School Trial Advocacy Program
- Member: Board of Directors, Boys/Girls Club of Royal Oak, Board of Directors, Multiple Sclerosis Society, Michigan Chapter, Member, Board of Directors, SoSAD (Save Our Sons and Daughters), Central Michigan University Business Advisory Council, Committee on Alcohol/Substance Abuse Advisory Council, St. Joseph Mercy Hospital,
- Common Ground Sanctuary, Common Cause
- Member, Board of Visitors, College of Nursing, Wayne State University
- Member, Mayor Clarence Phillips Transition Committee, City of Pontiac 2005-2006
- Member, Oakland County Community Trust Executive and Distribution Committee
- Public Speaker - American Justice System; Law and Order; Alcoholism and Responsibility;
- Freedom and Individual Responsibility; Community Corrections; December 7, 1941 - A Day that Shall Live in Infamy.

FRED MESTER'S EXPERIENCE WORKING WITH PARALEGALS:

As a circuit court judge, I do not directly work with paralegals. Our offices do maintain paralegals on staff, and I have taught paralegals for over twenty years.

Armando Ozuna
21727 Francis St
Dearborn, MI 48124
E-mail: Ozunafamily@MSN.com

Employer:

UAW Ford Legal Services Plan
36129 E. Michigan Ave., Wayne, MI 48184
734/721-5483, Ext. 228

Education:

Saginaw Valley State University; received BA, double majors in English and History
Wayne State University School of Law; received JD

Professional licenses:

State Bar of Michigan License No. P37136, current member in good standing;
State of Michigan Real Estate Broker license, I allowed this license to lapse because I did not use or need it my practice

Employment: September 1985 to present, staff attorney at UAW Ford Legal Services Plan; practice in areas of probate, consumer law, residential real estate transactions/litigation and bankruptcy

Training seminars in 2007: March, probate training Re: conservatorships, guardianships and decedents estates; March, real estate seminar Re: black mold litigation; October, Michigan no-fault auto insurance claims and litigation; November, UCC seminar

Armando Ozuna's Experience Working with Paralegals:

Our office does not have paralegals, we use legal secretaries. The legal secretaries are supervised by the office manager not the attorneys. Major areas of law are put into work systems, such as real estate system, guardian/conservator system, bankruptcy system, etc. The attorney and secretary assigned to a particular system work as a team. For example, the real estate secretary takes the initial call from the client and determines the type of transaction, status of the transaction and answers general questions. Direct contact by client and attorney is always necessary when legal advice is required. A major premise of the real estate "system" is that the secretary will do much of information gathering and documentation preparation as possible, subject to the attorney's review and approval.

P. David Palmiere, Esq.

Experience

2006-present	Law Office of P. David Palmiere, •Sole practitioner, general practice in litigational and transactional law, office administration (works with paralegals)	Bloomfield Hills, MI
2002 - 2006	Secrest, Wardle, Lynch, Hampton Truex & Morley, P.C., Farmington Hills, MI, Partner • General litigation practice • Corporate, employment and real estate transactions	
1992 - 2001	McConnell & Palmiere, P.C. Attorney/Shareholder • General litigation practice • Corporate, employment and real estate transactions	Bloomfield Hills, MI
1986 – 1992	Hardig, McConnell, Goetz & Palmiere, P.C. Attorney/Shareholder • Corporate, employment and real estate transactions	Bloomfield Hills, MI
1981 – 1986	Beier, Howlett, McConnell, McCann & Shea, P.C. Associate Attorney, 1981 – 1985, Partner 1985 – 1986 • Insurance defense litigation practice • Real estate transactions	Bloomfield Hills, MI
1980 – 1981	Kaufman and Friedman, P.C. Associate Attorney • Insurance defense litigation practice	Southfield, MI
1979 – 1980	Canner & Bohnenstiehl, P.C. Associate Attorney • Personal injury litigation practice	Detroit, MI
1976 – 1979	Bonisteel, Bailey and Sikorski Associate Attorney • Commercial and personal injury defense litigation practice	Ann Arbor, MI
1973 – 1975	Investigative Associates, Inc. • Private investigator for various legal matters	Ann Arbor, MI

Education

1985 – 1986	Wayne State University • Pre-med courses in chemistry, anatomy, genetics 4.0 GPA	Detroit, MI
1972 – 1975	University of Michigan Law School	Ann Arbor, MI

- Juris Doctor received 1975

1970 – 1972	University of Michigan	Ann Arbor, MI
	<ul style="list-style-type: none">• B.A. magna cum laude in economics and philosophy received 1972• Senior honors thesis in economics	
1968 – 1969	Antioch College	Yellow Springs, OH
1965 – 1968	Ann Arbor High School	Ann Arbor, MI
	Diploma with high honors received 1968	
Other Activities		
1979 – present	Oakland University	Rochester, MI
	<ul style="list-style-type: none">• Instructor, paralegal program• 60 - 120 student contact hours per year• Assisted in designing litigation curriculum for paralegal students	
2001	Oakland University	Rochester, MI
	<ul style="list-style-type: none">• Member, Advisory Committee, Legal Nurse Consultant Program	
1995 – 2000	Wayne State University Law School	Detroit, MI
	<ul style="list-style-type: none">• Guest lecturer, tort law	
2006	Half Moon Seminars	Livonia, MI
	<ul style="list-style-type: none">• Featured Seminar Speaker, "Presuit Investigations"	

Publication

Text, West's Paralegal Today, 3rd. ed.,

Featured Guest Article, "Ten Tips for Drafting Interrogatories", pub. 2003

P. David Palmiere, Esq. Experience Working with Paralegals:

I have been an attorney for 32 years, and have worked with paralegals during most of that time, in large firms (75+ lawyers), medium-sized firms (15+ lawyers), and small firms (3 lawyers), and as a sole practitioner. Virtually all of this experience involved litigation, although I had some paralegal interactions in transactional work as well. In each setting, I was responsible, first, for defining the paralegal assignments that could be helpful and cost-effective for my clients. This included an assessment as to the general qualifications and abilities of the paralegals involved. I would then define the precise nature and scope of each paralegal assignment; directly supervise the activities of each paralegal in carrying out that assignment, and evaluate the final result.

I have directly worked with paralegals in most aspects of litigation, especially regarding the various discovery tools and in motion practice. In addition, I have had at least two dozen jury and bench trials in which my "second chair" was a paralegal instead of another attorney.

As an Oakland University instructor, I attempt to share with the students my own practical experiences working with paralegals. I believe these illustrations of the actual workplace world are both interesting and enlightening to students, who report back that this approach reminds them that even dry academic material will someday be applied to

real people in real-life situations, giving the material an importance and interest that might otherwise be lacking.

SUZANNE K. SCHULTZ

734/668-8909 Direct
schultz@millercanfield.com
Miller Canfield
101 N. Main Street , 7th Floor
Ann Arbor, MI 48104

EDUCATION

B.A., 2007 University of Michigan- Dearborn, College of Arts, Science and Letters, General Studies (Communications, Organizational Behavior/Human Resources and Political Science)
A.A.S., 1985 Oakland Community College, Business Administration
Certificate: ABA Approved Paralegal Program, 1983, Oakland University

EMPLOYMENT

Miller, Canfield, Paddock and Stone, P.L.C., Paralegal, 1990-present (Commercial Litigation and Intellectual Property and Office Manager in the Ann Arbor Office)

TEACHING EXPERIENCE

Henry Ford Community College, (ABA approved program) 2001-present

Associate Degree Legal Assistant Program

I have taught legal research & writing for several years and now do administrative consulting. My projects include developing the content for the program, counseling troubled students, recruiting and training new instructors, conducting student/parent program orientations.

Oakland University (ABA approved program), 2001-present

Legal Assistant Certificate Program

Computer Assisted Legal Research

PROFESSIONAL ACTIVITIES

State Bar of Michigan Legal Assistant Section

Chairperson, 1998

Ex-Officio Chairperson, 1999

Education Chairperson, 1993-95

Treasurer, 1989

Legal Assistant Section Organizational Committee Member, 1988-89

Chairperson, 1999-2001, Lobbying Committee for Court Rule Amendments (MCR 2.626 Eff. 1/1/01 Paralegal Fees Permitted in Award of Attorney Fees)

Legal Assistants' Association of Michigan, Vice President & Education Chairperson, 1987-90

National Association of Legal Assistants, 1997-present

Attended national convention in 1998 as representative of State Bar of Michigan

National Federation of Paralegal Associations, 1997-present

Attended national conventions in 1999 and 2000 as representative of State Bar of Michigan

Detroit Metropolitan Bar Association, Founding Committee Member, 2002-present

Received the Paralegal Mentor Award for 2005 (November 2005)

Oakland University, Advisory Board Member, Paralegal Certificate Program, 2000-2005

American Bar Association

Site Visit Committee Member for approval of paralegal education programs since 1994

PUBLICATIONS AND PRESENTATIONS

SPEECHES (1993-99) Presented "Practical Techniques for Legal Assistants (6 CEUs) on more than 100 occasions throughout the United States as featured speaker in continuing education programs sponsored by the National Association of Legal Assistants, National Federation of Paralegal Associations, Lexis-Nexis, and the State Bar of Michigan.

HANDBOOKS AUTHORED

"Practical Techniques for Legal Assistants" (1993, 1994, 1996, 1998 and 1999)

"Practical Techniques for Legal Assistants- Trial Skills (1995, 1997, 1999)

"Practical Techniques for Legal Assistants- Torts" (1996 and 1998)

"Litigation Skills for Legal Assistants" (1997)

SUZANNE SCHULTZ EXPERIENCE WORKING WITH PARALEGALS:

Suzanne Schultz is an experienced paralegal, who works with and supervises paralegals, and has experience in all aspects of working with paralegals.

JOHN NORRIS STONE

875 Ivy Lane, Bloomfield Hills, MI 48304

Office: (248) 267-3225 Cell: (248) 670-8793

stone@millercanfield.com

EXPERIENCE

MILLER, CANFIELD, PADDOCK & STONE, P.L.C.

Manager of Trust and Estate Services – 2003 to Present

Oversee and Coordinate Daily Administration of Trust Accounts. Work with Trustees, Beneficiaries, Attorneys and Other Advisors regarding Trust Administration. Prepare Estate, Gift, Individual and Fiduciary Tax Returns. Administer Probate Proceedings for Estates, Trusts, Guardianships and Conservatorships. Draft and File Probate Court Pleadings, including Probate Litigation and Florida Probate Administration. Prepare Annual Trust Accountings and Related Pleadings. Monitor Status of Estate and Trust Administration. Extensive Client Contact.

VARNUM, RIDDERING, SCHMIDT & HOWLETT, L.L.P.

Trust Services Director - Varnum Consulting L.L.C. - 2001 to 2003

Coordinated and Implemented Filing and Time-keeping System for Trust Accounts. Supervised Daily Administration of Trust Accounts. Worked with Trustees, Beneficiaries, Attorneys and Other Advisors of Trust Accounts.

Probate Paralegal - 1996 to 2003

Prepared Fiduciary, Estate and Gift Tax Returns. Prepared Estate Inventories and Accountings. Administered Probate Proceedings for Estates and Trusts. Drafted Probate Court Pleadings. Developed Systems to Monitor Status of Estate and Trust Administration. Prepared Annual Trust Accountings and Related Pleadings. Extensive Client Contact.

DAVENPORT UNIVERSITY

Adjunct Professor - 1997 to 2003

Taught Introduction to Law and Probate Courses.

MASON, STEINHARDT, JACOBS & PERLMAN, P.C.

Estate Planning/Probate Paralegal - 1995 to 1996

Drafted Estate Planning Documents. Prepared Individual and Fiduciary Income Tax Returns. Administered Probate, Guardianship and Conservatorship Proceedings. Corporate and Litigation Experience.

BUTZEL LONG

Probate Paralegal - 1991 to 1995

Prepared Individual, Fiduciary and Estate Tax Returns. Prepared Estate and Trust Inventories and Accountings. Supervised Estate and Trust Proceedings. Drafted Estate Planning Documents. Monitored Status of Estate and Trust Administrations.

CLARK HILL

Probate Paralegal - 1989 to 1991

Commenced Probate Proceedings. Drafted Various Court Pleadings. Prepared Estate Inventories and Accountings.

EDUCATION

Wayne State University
School of Business Administration

Bachelor of Science in Management
Graduated Cum Laude

PROFESSIONAL ACTIVITIES

Founding Member and Past Chair of the Legal Assistant Section of the Grand Rapids Bar Association, Past Chair of the State Bar of Michigan Legal Assistants Section, Former Member of Paralegal Advisory Board, Davenport University.

JOHN N. STONE'S EXPERIENCE WORKING WITH PARALEGALS:

I started working as a paralegal in 1988 in the probate/estate-planning practice area. Over the past 20 years my position has evolved to managing the Personal Services Group for the largest law firm in Michigan. My official title is "Manager of Trust & Estate Services." Essentially, I project manage the estate and trust matters within the group for the attorneys. I have an administrative assistant and a billable technician assisting me with these duties. I am responsible for all living and death probate matters as well as the pre and post death trust administration for the firm's clients. These responsibilities include: preparation of estate, gift, individual and fiduciary tax returns, administration of probate proceedings for estates, trusts, guardianships and conservatorships, drafting and filing probate court pleadings including probate litigation and Florida probate administration, preparation of annual estate and trust accountings and related pleadings and monitoring the status of estate and trust administration. I have a great deal of client contact as well as interaction with other professionals retained by clients, such as investment advisors. I have supervised other paralegals working in our practice group who have been responsible for tasks that do not require my level of expertise or my higher hourly rate.

32709 McCONNELL CT.
WARREN, MI 48092
248-351-5421 (OFFICE)
586-268-5827 (HOME)

CYNTHIA S. WHITCOMB, PHR

EDUCATION AND TECHNICAL SKILLS

- Rochester College, Bachelor's Degree in Business Administration, Management major.
- University of Phoenix, Graduate of Human Resources Certification Program (1 year). Certificate earned.
- Eastern Michigan University, Graduate of Professional in Human Resources (PHR) training course. Passed exam for PHR designation.
- Oakland University, Graduate of Paralegal Program. Diploma earned.
- New Detroit, Graduate of Multi-Cultural Immersion Program (1 year).
- Member of SHRM (Society of Human Resource Management) and ALA (Association of Legal Administrators).
- Technical Training: Abra (HRIS), ADP Payroll Processing, Excel, PowerPoint, PerfectLaw (document management, accounting, legal billing software), Microsoft Word, CMS Legal billing software.
- Lexis, Westlaw and Internet Research Skills.

PROFESSIONAL EXPERIENCE

10/2006 To Present: Collins, Einhorn, Farrell & Ulanoff, P.C., mid-sized law firm located in Southfield, MI

Firm Administrator

Primary Responsibilities Include:

- Managing all Human Resource Functions including recruitment, hiring, performance management, appraisals, and compensation for all support staff (non-exempt employees), benefits, new hire orientation, training, and FMLA leaves of absence.
- Main point of contact for IT provider handling all hardware and software and troubleshooting.
- Ultimate responsibility for management of Accounting & Billing department; Accounting Manager is one of my direct reports.
- Coordinate all firm insurances, including auto, general liability, and EPL and LPL policies.
- Negotiate with and retain firm vendors including IT, Phones, etc.
- Attend quarterly Partner's meetings, preparation of agendas, report to partners on areas of responsibility.
- Work closely with firm management to implement strategic goals.
- Manage facilities including repairs to suite, improvements, reconfiguration of office space, replacing furniture, etc.
- Special projects.

9/2007 to Present: Oakland University, state university located in Rochester, Michigan

Paralegal Program Instructor

Primary Responsibilities Include:

- Preparation of materials/curriculum for class instruction
- Teach 12 week course on Ethics and Law Practice Management.
- Attend program faculty meetings as scheduled.

6/2001 to 10/2006: Plunkett & Cooney, P.C. Michigan's Sixth Largest Law Firm (10 Branch offices)

Human Resources – Staffing Manager (2003-2006)

Primary Responsibilities Included:

- Recruitment, interviewing and selection of exempt and non-exempt staff, including managers, support staff, on-campus recruitment of summer associate candidates.
- Maintained staffing for 10 branch offices (350 employees), assessed needs, developed staffing plans.

- Performance management for all non-exempt staff, including coaching/counseling, performance appraisals, performance plans, terminations.
- Compensation: Made recommendations for salary increases for all non-exempt staff.
- Drafted internal policies, procedures and job descriptions, as needed.
- Preparation for and attendance at quarterly paralegal meetings. Monitored monthly paralegal billing goals with Paralegal Coordinator.
- Direct supervision of 8 team leaders (each with approximately 10 non-exempt employees in their groups). Conducted monthly meetings with direct reports.
- Special projects.

Paralegal (2001-2003)

Primary Responsibilities Included:

- Filing corporate and LLC documents with State of Michigan
- Maintenance of Corporate Board Minute Books. Obtained and reviewed UCC searches.
- Preparation of commercial real estate documents, performed due diligence for commercial real estate transactions and handled commercial real estate closings.
- Drafted litigation documents, including discovery as well as correspondence.
- Assisted with Trust administration.
- Handled mortgage foreclosures both by advertisement and judicially.

10/1982 to 6/2001: Michigan National Corporation *holding company for Michigan National Bank – 11 billion dollar national banking association*

Assistant Vice President – Paralegal Analyst

Primary Responsibilities Included:

- Worked with Human Resources department, researched and updated HR policies/procedures.
- Investigated claims and prepared responses to investigations by EEOC and MDCR.
- Worked with attorneys to develop strategies for defense of wrongful discharge claims, including Title VII, Elliott Larson Civil Rights claims and constructive discharge.
- Acted as liaison to Telephone Banking Department, Financial Centers, Loss Prevention by responding to questions of a legal nature involving deposit accounts, trusts, and IRA's.
- Worked with Financial Center expansion team in reviewing branch opening and closing letters sent to customers, acted as point of contact with Office of Comptroller of the Currency with respect to compliance with UCC guidelines.
- Reviewed and monitored work of outside legal counsel hired by the bank, approved outside counsel billings for fairness and accuracy.
- Defense litigation support: drafted discovery documents (interrogatories, requests to admit, subpoenas, notices to produce, notices of taking deposition), preparation of deposition documents and attendance at depositions, briefs, motions, performed legal research on both Lexis and Westlaw, conducted witness interviews, assisted at counsel table during trial.

REFERENCES

Excellent references will be furnished upon request.

CYNTHIS WHITCOMBS EXPERIENCE WORKING WITH PARALEGALS

In furtherance of the above, my name is Cynthia Whitcomb, I currently teach Ethics and Law Practice Management in Oakland University's paralegal program. I was a practicing paralegal from 1982 until 2003. My experience as a paralegal spanned many different areas including: Litigation (mostly defense but a couple years' of plaintiff work as well). Real Estate, and Corporate work. The majority of my tenure as a paralegal was "in-house" for Michigan National Corporation's (holding company for Michigan National Bank) Legal Department. My last three years as a paralegal was with a major Detroit law firm, Plunkett & Cooney.

Working in Employment Defense litigation for many years gave me exposure to the Human Resources Department of Michigan National Bank and I became interested in moving into HR. To prepare myself for this change, I expanded my education to include a certification in HR; this supplemented my Bachelor of Science degree in Business Administration and my Paralegal Diploma from Oakland University's paralegal program.

In 2003, I joined the HR department at Plunkett & Cooney as Staffing Manager. In that capacity I recruited all support staff for the firm, among other responsibilities. Duties for that position included working with the paralegal coordinator to recruit hire the paralegal staff. Because of my background, I also attended the quarterly paralegal meetings and brainstormed with the paralegal coordinator regarding topics of interest for the meetings. Additionally, I was responsible for all performance management regarding paralegals from the HR perspective, i.e., gathered performance feedback and initiated performance plans when necessary.

From 2006 to the present I have been the Firm Administrator at Collins, Einhorn, Farrell & Ulanoff , a mid-sized firm located in Southfield, Michigan. In my role as Administrator (as it pertains to paralegals) I recruit and hire paralegals, handle performance management, and insure that they have the technology and resources needed to properly perform their daily tasks. Further, we had the opportunity to have a paralegal intern here at Collins, Einhorn; I coordinated her assignments during her time at the firm and evaluated her performance.

As seen by the foregoing, I have experience both practicing as a paralegal and managing paralegals as well as managing a law firm. Should any further information be needed please do not hesitate to contact me.