

**To the Mayor and Members of the City Council****April 1, 2025**

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**SUBJECT: REAPPOINTMENT OF SUBSTITUTE JUDGES**

The purpose of this Informal Report is to share with the Mayor and Council the recommendations of Chief Judge Simón González for the reappointment of Municipal Court Substitute Judges. Fort Worth Municipal Court Substitute Judges are appointed to two-year terms with the current terms expiring on March 31, 2025.

Chapter 30 of the Texas Government Code (the Uniform Municipal Courts of Record Act) sets out the requirements for appointment of judges for Municipal Courts of Record. Section 30.00008 of the Texas Government Code (the Uniform Municipal Courts of Record Act) states that the governing body of a municipality may appoint one or more qualified persons to be available to serve for a Municipal Judge who is temporarily absent due to illness, family death, continuing legal or judicial education programs or any other reason. The presiding judge shall select one of the qualified persons appointed by the governing body to serve during the absence of a Municipal Judge. The Substitute Judge, while serving as a Municipal Judge, has all the powers and shall discharge all the duties of a Municipal Judge.

Section 10-3 of the City of Fort Worth Code of Ordinances provides in pertinent part that: The appointment or reappointment of substitute judges shall be for a term of two years from the date of their appointment or reappointment and shall be initiated upon the recommendations of the Chief Judge.

On March 4, 2025, the Legislative Affairs Committee approved the appointment recommendation of Kim Marie Catalano, Cindy Fitch, Faye R. Harden, Joseph Henderson, Leslie Lenckus, Terry Reeves, Joann Reyes, and Karen Boyd Williams as Substitute Municipal Judges for a two-year term commencing April 1, 2025.

Therefore, Chief Judge Simón González recommends the reappointment of Kim Marie Catalano, Cindy Fitch, Faye R. Harden, Joseph Henderson, Leslie Lenckus, Terry Reeves, Joann Reyes, and Karen Boyd Williams as Substitute Municipal Judges for a two-year term commencing April 1, 2025, and ending on March 31, 2027. Chief Judge González is also recommending that compensation for Substitute Municipal Judges be \$50.00 per hour.

Resumes for all the recommended Substitute Municipal Judges are attached.

For questions regarding this information, please contact Chief Judge Simón González, at 817.392.8671.

**Jesus “Jay” Chapa  
City Manager**

Attachment

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Faye Harden

3025 Willing Ave. Fort Worth, Texas 76110- Home 817 921-6549  
Work 817 715 4649- FHardenatty@aol.com

### LITIGATION

- Successfully conducted depositions and trials in a variety of Family Law cases with emphasis on child support enforcement and paternity establishment.
- Achieved favorable resolution of complex, difficult-to-win cases through meticulous work and deployment of group-supported strategies.
- Achieved notable results through expertise in negotiating pre trial agreements.
- Practiced before administrative boards and mediators.
- Attained numerous credits in all phases of civil litigation in state and federal courts.
- Obtained unit goals through successful management of litigation staff.

### EXPERIENCE HIGHLIGHTS

*Jan. 89 to Jan. 10*     **Senior Staff Attorney**, Office Of Attorney General, Fort Worth, Texas.  
Prepared motions and drafted pleadings for a high volume child support enforcement practice. Attended court hearings and trials in an assigned caseload. Retired January 31, 2010.

### EXPERIENCE

*Feb. 10 to Present*     **Solo Practitioner**, Law Office Of Faye R. Harden, 1201 E. Belknap, Fort Worth, Tx. 76102. General practice in family and probate law. Emphasis on divorce, child custody and child support cases. Also provide limited services in social security appeals.

*Jul. 00 to Present*     **Pro Tem Municipal Court Judge**, City Of Fort Worth, Fort Worth, Tx. Conduct jail magistrations, judicially manage regular and juvenile dockets composed of a variety of cases involving class C misdemeanors.

*Oct. 83 to Jan. 89*     **Senior Staff Attorney**, Bexar County Child Support Enforcement, San Antonio, TX. Primarily enforced by contempt of court child support and visitation orders. Managed the legal staff and developed office procedures.

### EDUCATION

*May 80*     **Juris Doctor**, Southern University School Of Law, Baton Rouge, La. .  
Activities: Editorial Staff, Law school Council: Moot Court Competition 1st place.

*May 77*     **Bachelor of Arts, Journalism**, Southern University, Baton Rouge, La. ,  
Major GPA: 3.8. Honors: Managing Editor of Award winning campus newspaper the weekly "DIGEST". Graduated in top 5% of class.

### PROFESSIONAL ORGANIZATIONS

Member of State Bar of Texas, Jul. 82

Member of State Bar of Louisiana, Nov. 80

# KIM MARIE CATALANO

## ATTORNEY AT LAW

3000 S. Hulen Suite 124 #174  
Fort Worth, Texas 76109

kimcatalanolaw@gmail.com  
Phone: 817-228-6073

**EXPERIENCE:** Fort Worth Municipal Court, *Judge*, Fort Worth, Texas (2006-Present)

- Preside over municipal trials and pre-trial dockets
- Warrants review and Magistration of prisoners at the Fort Worth City Jail

**Kim Marie Catalano, Attorney At Law**, Fort Worth, Texas (2006-Present)

- Guardian Ad Litem Appointments in Personal Injury Cases
- Attorney Ad Litem Appointments in Mortgage, Tax and Receivership Cases
- Local Counsel for Pulman, Cappuccio, & Pullen, LLP from San Antonio, Texas

**Texas Christian University, Adjunct Professor**, Fort Worth, Texas (2020-Present)

- Professor of Business Law (Entrepreneurial and Business Regulatory Environment)

**Brackett & Ellis, P.C., Director**, Fort Worth, Texas (2000-2006)

- Premises and Commercial Litigation, representing Lloyds of London
- Insurance Coverage Opinions, Subrogation and Personal Injury, representing BCBS of Texas

**Kirkley, Schmidt & Cotten, Associate Attorney**, Fort Worth, Texas (1998-2000)

- Products and Premises Litigation, representing E. I. du Pont de Nemours & Company
- Business and Contract Litigation with First Chair Trial Experience

**Paul Van Ness & Associates, Claims Litigation Attorney**, Dallas, Texas (1996-1998)

- First Chair Jury Trials, Minor Prove-Up Hearings, and Motion Practice for State Farm
- Subrogation, Coverage Opinions, Mediation, Arbitration, and Negotiation

**EDUCATION:** St. Mary's University School of Law, December 1995, San Antonio, Texas

- Board of Advocates Competitor, *Best Speaker Award*
- Elder Law Institute, *Student Coordinator*
- Phi Alpha Delta Legal Fraternity, *Service Activities Coordinator*
- Law Clerk for Probate Judge Sandee Bryan Marion
- Law Clerk for Professor Aloysius A. Leopold
  - Included in West's Texas Forms, Second Edition as a contributor (Kim Schirico)

**St. Mary's University, Magna Cum Laude, May 1993**, San Antonio, Texas

- Double B.A. in Speech Communications and Music Performance, May 1993

**AWARDS:**

- *Distinguished Law Graduate*, St. Mary's University Law Alumni Association, 2013
- *Forty Under Forty Award Recipient*, Fort Worth Business Press, 2009
- *Top Attorney Distinction*, Fort Worth Texas Magazine, Numerous Years

**PROFESSIONAL ASSOCIATIONS**

- Tarrant County Bar Association, 1998-Present, *Board of Directors*, 2001-2002  
*Bench Bar Committee*, 2010-2012, *Blackstone Award Committee & Many Others*
- St. Mary's University Law Alumni Association, 2008-Present, *Secretary*, 2010-2014
- Fort Worth-Tarrant County Young Lawyers Association, 1998-2007, *President*, 2001
- Eldon B. Mahon, Inn of Court, *Associate Member*, 1999-2001
- Texas Young Lawyers Association, *Vo-Texas Co-Chair*, 2000 and *Law Week Co-Chair*, 2001

# KIM MARIE CATALANO

ATTORNEY AT LAW

3000 S. Hulen Suite 124 #174  
Fort Worth, Texas 76109

kimcatalanolaw@gmail.com  
Phone: 817-228-6073

## COMMUNITY INVOLVEMENT:

- Young Men's Service League, 2016-Present, *President*, 2022-2023, *Vice President*, 2021-2022
  - *Banquet Coordinator*, 2019-2020; *Communication Director*, 2017-2019
- Cassata Catholic High School, *Auction Committee*, 2017
- Cook Children's Medical Center, *Seventh Avenue Member*, 2013-Present
- Colonial Ladies Tennis Association, *Member*, 2011-Present,
  - *Numerous Board Positions*, 2013-2014
  - *Colonial Golf Tournament Information Booth Coordinator* 2013-Present
- St. Andrew Catholic Church, *Cantor*, 2003-2020
- Fort Worth Republican Women, *Member*, 2010-Present
- Fort Worth ISD, PTA, *Numerous Board Positions*: 2008-2019
  - *Wizard of Oz Trial, Attorney Coordinator*, 2013-2016
  - *Legislative Chair*, 2014-2016
- Cook Children's Medical Center, *Pickin' for Preemies, Committee Member* 2014
- University Little League, *Auction Committee*, 2015-2017, *Donation Coordinator*, 2016
- Colonial Country Club, *Tennis Committee Board*, 2011-2014
- Republican Women of Arlington, 2010-2013, *Secretary* 2010
- Junior Women's Club, 2004-2010, *Secretary*, 2007, *Membership Chair*, 2008
- First United Methodist Church Preschool Program, *Auction Chair*, 2007
- Texas Girls Choir, *Board of Directors*, 2005-2008
- Young Professionals Advisory Counsel for Congresswoman, Kay Granger, 2003-2005
- Forum of Professional Young Women, 1998-2002, *Secretary*, 2001 *Programs Director*, 2000

## PRESENTATIONS:

Subrogation Issues and Tort Reform, 2003-2005  
Liens and Assignments, 1997-1998  
Legal Issues Addressing Teenagers, 2015-2018

## REFERENCES:

### **The Honorable Kay Granger**

U.S. Congresswoman  
1701 River Run Road, Suite 407  
Fort Worth, Texas 76107  
817-338-0909

Washington DC Office  
1026 Longworth HOB  
Washington, DC 20515  
202-225-5071

### **The Honorable Debra H. Lehrmann**

Justice of The Supreme Court of Texas, Place 3  
201 W. 14<sup>th</sup> Street, Room 104  
Austin, Texas 78701  
512-463-1320

### **The Honorable Tom Lowe**

Judge of the 236<sup>th</sup> Judicial District Court  
100 North Calhoun Street  
Fort Worth, Texas 76196  
817-884-1709

### **The Honorable Jennifer Rymell**

Judge of County Court at Law No. 2  
100 West Weatherford Street  
Fort Worth, Texas 76196  
817-884-1813

## Joseph Henderson

### EXPERIENCE

**City of Fort Worth**, Fort Worth, TX

2017 - Present

*Associate Judge (Pro Tem)*

- Preside over various courts within the Fort Worth Municipal Court in the roles of both Judge and Magistrate on a part time basis
- Process the Jail Arraignment Docket, review arrests for probable cause, recommend bail amounts and conditions for release, assess the need for possible mental health evaluation of defendants, issue emergency protective orders, advise the accused of their rights and their criminal charge(s) and otherwise perform magistrate duties pursuant to the laws of Texas
- Review and issue arrest and search warrants upon proper proof of probable cause and compliance with the applicable law
- Oversee bench trials, motions, various dockets and cases within the Court's jurisdiction including traffic citations, code violations, and other Class C misdemeanors; take pleas; advise counsel, litigants and/or Court personnel on Court procedures; and administer the justice system

**Texas Woman's University**, Denton, TX

2018 - Present

*Adjunct Professor*

- Responsible for developing and teaching courses covering criminal law, business law and ethics and women's issues in legal systems for undergraduate and graduate students for both the College of Business and the Department of Social Sciences and Historical Studies

**KU Leuven**, Leuven, Belgium

One Month Contract during 2014-15, 2015-16, and 2016-17

*Research Associate / Guest Lecturer*

- Researched, developed and presented a comparative law lecture that incorporated an interactive case study to third year law students during each academic year while living in Belgium
- Provided a general introduction to the United States common law legal system; explained the general civil court structure and discussed the Federal Rules of Civil Procedure and general ethical considerations under Texas law

**Macdonald Devin, P.C.**, Dallas, TX

2012 – 2014

*Attorney*

- Represented and advised national and regional companies in civil litigation for matters including construction defect, personal injury, and business disputes; developed, planned and executed litigation strategy from initial stages of investigation and legal research through resolution for federal and state civil cases; and responsible for day-to-day case management
- Researched and analyzed pertinent laws and regulations; drafted contracts; drafted motions, responses and objections to pleadings and discovery; obtained and defended witness testimony in depositions and court; argued all manner of motions before numerous courts; and successfully represented clients at mediation and other settlement conferences
- Successfully served as second chair counsel for a personal injury case through defense verdict issued by jury; assisted in developing and executing litigation and potential appellate strategy; prepared and assisted in the argument of pre-trial motions and objections, questioned witnesses, preserved points of error for possible appeal; and drafted and assisted in arguments regarding the jury charge
- Researched and analyzed contracts to identify issues, educated and advised clients on recommended revisions to reduce future potential litigation
- Supervised paralegals and legal secretaries to ensure client and case needs were satisfactorily met

**Grau Koen, P.C.**, Dallas, TX

2009 – 2012

*Attorney*

- Represented national and regional companies in civil litigation matters; researched pertinent laws and regulations to provide advice to clients as requested; planned and conducted pre-suit claim

investigations; drafted contracts; drafted and responded to pleadings and discovery; prepared and presented witnesses in depositions; drafted and argued a wide range of motions before various courts; negotiated the settlement, or obtained the dismissal, of claims; and coordinated with corporate counsel in formulating litigation strategy

- Successfully second chaired a personal injury fatality case through defense verdict issued by jury; responsible for case evaluation and litigation strategy; deposed witnesses; prepared and assisted in the argument of pre-trial motions and objections; assisted in drafting and arguing the proposed jury charge
- Defended a national restaurant chain in a premises liability suit; successfully researched, drafted and argued a motion for summary judgment resulting in changes to the client's litigation strategy in the State of Texas for similar cases

**Forman Perry Watkins Krutz & Tardy, L.L.P., Dallas, TX**

2003 – 2009

*Attorney*

- Defended numerous clients (including Fortune 500 companies) in premise and product liability lawsuits; deposed witnesses; researched, prepared and argued motions and responses including summary judgments and other pre-trial motions; represented clients through the mediation process; negotiated the settlement, or obtained the dismissal, of claims; researched and drafted reports addressing pertinent issues for national trial counsel, prepared litigation reports and various research memorandums
- Responsible for the creation and implementation of a litigation case management system that monitored and evaluated a significant volume of cases after they were transferred to the Texas Multi-District Litigation Court for asbestos cases with respect to all of the Texas clients of the firm

**Brown Pruitt Peterson & Wambsganss, P.C., Fort Worth, TX**

2001 – 2003

*Attorney, Legal Clerk*

- Responsible for work on a range of civil cases and litigation including insurance defense, real estate foreclosure, probate, and creditor litigation; prepared and argued pre-trial motions including motions for summary judgment, discovery-related motions and motions for sanctions and dismissal
- Represented clients engaged in business development and acquisition; responsible for drafting documents to form companies; drafting complex contracts; and yearly corporate documents
- Prosecuted a breach of contract case for an improper termination under an employment contract; analyzed and evaluated an employment contract; planned and conducted pre-suit claim investigation; drafted pertinent pleadings, documents and agreements

**United States Attorney's Office for the Northern District of Texas**

2001 – 2002

*Legal Clerk*

- Assisted in pre-trial and witness preparation in an employment discrimination case
- Drafted preliminary responses to various motions filed in federal criminal cases

**EDUCATION**

**KU Leuven University**

*LL.M. – Cum Laude, September 2015*

*Concentration: European Union and Financial Law*

*Thesis was a comparative analysis of retail financial product regulation between the EU and the USA*

**Southern Methodist University, Dedman School of Law**

*Juris Doctor, May 2002*

*Admitted to Texas State Bar, November 2002*

*Admitted to the Federal District Courts for the Northern and Eastern Districts of Texas*

**Texas Christian University, M.J. Neeley School of Business**

*Bachelor of Business Administration (Accounting), December 1998*

# TERRY D. REEVES

Fort Worth, Texas 76133

Phone: (713) 542-2737 • Email: [treeveslaw@gmail.com](mailto:treeveslaw@gmail.com)

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## **SUMMARY OF SKILLS & EXPERIENCE**

- Nearly 30 years of legal experience working in both large national and smaller boutique litigation firms, federal court of appeals and solo practice (practice areas include: criminal defense, appellate, insurance defense, personal injury, probate and estate planning, and family law)
- Excellent organization and time management skills
- Ability to analyze, interpret and apply legal principles to complex legal issues to effectively solve problems and identify alternative outcomes

## **EXPERIENCE**

**CITY OF FORT WORTH MUNICIPAL COURT**, Fort Worth, Texas  
*Municipal Court Judge (Part-Time)*, December 2022 – Present

**FOSTER GARVEY PC**, Seattle, Washington  
*Investment Management Project Manager*, February 2021-November 2022

Manage administrative process for active deals; Assist investment management law attorneys with preparing RFPs, investment summaries, subscription booklets and other documents; Compile executed documents for closings; and Correspond with clients and opposing counsel

**LAW OFFICE OF TERRY D. REEVES**, Houston, Texas  
*Attorney*, January 2019-February 2021

Represented clients in Family Law matters (including divorce, child custody and support); and probate and estate planning matters (including drafting wills, powers of attorney and advance directives; and filing applications for heirship and administration)

**UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT**, Houston, Texas  
*Judicial Law Clerk to the Honorable Thomas M. Reavley*, January 2014-December 2018

Researched and evaluated complex legal issues; Reviewed appellate briefs; Drafted bench memoranda and judicial opinions; Attended oral arguments; Kept abreast of changing laws; Administered daily operations of the chambers

**LAW OFFICE OF CHARLES D. ADAMS**, Pearland, Texas  
*Attorney*, August 2013-January 2014

Represented clients in matters involving criminal defense, family law, probate, and various areas of general law

**LAW OFFICE OF TERRY D. REEVES**, Houston, Texas  
*Attorney*, June 2011-August 2013

Represented clients in matters involving criminal defense, family law, probate, personal injury, and various areas of general law

**SEDGWICK LLP**, Houston, Texas – *Legal Secretary/Law Clerk* (2010- 2011)

**VINSON & ELKINS LLP**, Houston, Texas – *Executive Legal Secretary* (2007-2009 & 2000-2002)

**ROEBUCK & THOMAS**, Beaumont, Texas – *Paralegal/Legal Assistant* (2003-2006)

**ADAMS & COFFEY PC**, Beaumont, Texas – *Legal Secretary* (1996-1997 & 2002-2003)

**JENKINS, GROVE & MARTIN LLP**, Beaumont, Texas – *Legal Secretary* (1993-1995)

## **LICENSURE & EDUCATION**

Admitted to the Texas State Bar on May 2011 (Currently Active)

*South Texas College of Law*, Houston, Texas – Juris Doctor, 2010

*Lamar University*, Beaumont, Texas – Bachelor of General Studies, 2006

Disciplines: Business Law, Criminal Justice, and Communication

Awards/Honors: President's List; Dean's List

## CV

**Judge Jo Ann Salazar Reyes**

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(817) 614-1676  
4204 Fairway Crossing Drive  
Fort Worth, Texas 76137

### SUMMARY OF QUALIFICATIONS

I am presently working as a Part-Time Associate Municipal Court Judge for the City of Arlington since January, 2022.

I retired from the City of Fort Worth as the Deputy Chief Judge in October, 2018. I supervised 10 judges and handled administrative matters for the Municipal Court. I worked as a Municipal Court Judge for approx. 21 years. Prior to serving as a Municipal Court Judge, I owned and managed my law practice. I practiced in the areas of criminal, civil, family, and immigration law.

As a Municipal Court Judge I presided over Class C misdemeanors, heard evidence for Bench and Jury trials. I also oversaw the Deferred Disposition cases and Probation Revocation cases. I reviewed and signed Felony Arrest Warrants. I also served as a Magistrate for Felony and Misdemeanor cases, reviewed and signed Blood warrants and reviewed EPO's (Emergency Protective Orders) and ordered Mental Health observations at the Tarrant County Jail on a rotating basis until the City of Fort Worth and Tarrant County ended their contract. I also presided over Code Compliance cases and Truancy Juvenile cases.

- I was trained as a certified instructor for the City of Fort Worth's Cultural Diversity Program and taught diversity classes to city of Fort Worth employees on a rotating basis.
- I am a past Board Member of the State Bar of Texas which oversees 100,000 attorneys practicing law in Texas and have served on several State Bar committees including Committee on Legal Services to the Poor in Criminal matters.
- I also served as chairman of the Committee for Client Community Funds for the State Bar of Texas where monetary settlements were awarded to persons who lost money being represented by their own attorneys .
- I previously served as Vice-Chair of the State Bar Municipal Court Judges section through the State Bar of Texas 2010-2011.
- I was an Adjunct Professor at Texas Woman's University teaching Legal Ethics in the Business Environment from 2008 through 2018.
- I was also an Adjunct Professor teaching an undergraduate course entitled Law for Women at TWU 2017 & 2018. This class covered Women, Discrimination and the Law.
- I am involved in the community and professional organizations and frequently speak and mentor students in the Dallas/Fort Worth area elementary, middle, and high schools and colleges and universities in the area.
- I am a member of the Hispanic Women's Network of Texas which mentors and offer scholarships and direction to young Latinas pursuing a college education.
- I am a past member of the Downtown Rotary Club of Fort Worth which is a service club involved in helping with community projects. I was also a past chair of the Youth Exchange committee and also served on the Education and Community Committees.
- I am a past board member of the Longhorn Council Boy Scouts of America and served as the VP of Strategy.



## EDUCATION

- 1975 University of Texas at Arlington - BA (History)
- 1978 University of Houston – J.D. (Doctorate of Jurisprudence)
- 2006 Texas Woman’s University – MBA (Masters in Business Administration)

## PROFESSIONAL DEVELOPMENT

- 1985 Leadership Fort Worth Program
- 2007 City of Fort Worth Executive Leadership & Development Graduate
- 2011 Fort Worth Hispanic Chamber of Commerce Leadership Program

## PROFESSIONAL AFFILIATIONS

- State Bar of Texas – Appointed as a Minority Board Member in 2011 (term ended in 2014)
- State Bar of Texas – Previously served on the committee for Legal Services to the Poor
- State Bar of Texas – Previously served on the Community for Client funds (2013-14)
- State Bar of Texas – Municipal Court Judges section Vice-Chair (2010-11)
- American Bar Association past member
- Tarrant County Bar Association
- Tarrant County Criminal Defense Bar Association
- Women’s Bar Association of Tarrant County
- Mexican American Bar Association of Tarrant County
- Texas Municipal Court Association ( past member)
- Past President for the State Mexican American Bar Association of Texas (1985-1986)

## PROFESSIONAL EXPERIENCE

1/22/2022 to present

### **City of Arlington Municipal Court**

I work for the City of Arlington as a Part-Time Municipal Court Judge. I handle the Jail arraignment at the City of Arlington on a part-Time basis. My duties include informing defendants who have Class C Misdemeanors of the rights. I also have covered the Community Court, and have covered the Walk-In dockets for the Full Time Judges. I also preside over bench and jury trials.

09/97 to 10/18

### **Deputy Chief Judge for the Municipal Court for the City of Fort Worth, Texas**

As the Deputy Chief Judge, I supervised 10 municipal court judges. When the Chief Judge was not available. I handled administrative duties and matters. I also presided over class C criminal misdemeanor cases and Bench and Jury trials. I reviewed and signed Felony Arrest Warrants, reviewed and signed Blood warrants, did Juvenile Warnings and Mental Health Orders. I also presided as a magistrate for Felony and Misdemeanor cases at the Tarrant County until the City of Fort Worth and Tarrant County ended their contract.

09/08 to 05/18	<p><b>Texas Woman's University, Adjunct Professor</b> I taught a graduate class for the EMBA program titled Law &amp; Ethics in the Business Environment since 2008-2018.</p>
8/17 to 05/18	<p><b>Texas Woman's University, Adjunct Professor</b> I taught an undergraduate class titled Law for Women, a hybrid Class taught in class and on-line since 2017- 2018.</p>
04/83 to 09/97	<p><b>Jo Ann Reyes, Attorney at Law</b> I represented clients in the areas of criminal, civil, family, personal injury and immigration matters.</p>
07/82 to 03/83	<p><b>Law Firm of Sepulveda &amp; Garcia, Fort Worth, Texas</b> I represented clients of the firm in criminal and civil matters.</p>
09/79 to 09/82	<p><b>City of Fort Worth, Human Relations Commission. Fort Worth, Texas</b> I reviewed and investigated Title VII discrimination cases.</p>
09/78 to 08/79	<p><b>Allstate Insurance Company, Irving, Texas</b> I investigated and processed insurance claims.</p>
01/78 to 04/78	<p><b>Harris County District Attorney's Office, Houston. Texas</b> I was an intern for the Houston DA's office in Harris County prosecuting class C misdemeanor cases.</p>
05/77 to 08/77	<p><b>Shell Oil Company, Houston, Texas</b> As an intern for Shell Oil Co. I reviewed and analyzed Foreign oil and gas leases.</p>

**COMMUNITY AND CIVIC AFFILIATIONS**

- Hispanic Women's Network of Texas
- Founding member for the City of Fort Worth Hispanic Leadership Organization
- LULAC (Past member)
- Hispanic Debutante Association (Past member)
- Past member of the Downtown Fort Worth Rotary Club (Youth Exchange Officer)
- Past member of the Mansfield and Horizon Rotary clubs
- Rotary District 5790 past coordinator for Youth Exchange Program
- Boy Scouts of America, Longhorn council,( past board member)
- YWCA,( past board member)
- North Texas Legal Aid, (past board member)

# Leslie Lenckus

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(210) 315-2886 ♦ leslie@lenckuslawfirm.com

## EMPLOYMENT HISTORY

### **Lenckus Law Firm, PLLC**

*Owner/Attorney*

Roanoke, TX

May 2024-present

- Draft documents for LLC formation, estate planning, and probate; meet with clients, conduct initial consults and estate planning signings
- Serve as court-appointed Attorney Ad Litem on Denton County Mental Health docket
- Represent clients in probate matters

### **Doster Law Group, PLLC**

*Associate Attorney*

Denton, TX

Aug. 2023-May 2024

- Draft documents for LLC formation, estate planning, and probate; meet with clients, conduct initial consults and estate planning signings
- Serve as court-appointed Attorney Ad Litem on Denton County Mental Health docket
- Represent clients in probate and guardianship matters

### **Stokes Law Office**

*Associate Attorney*

Lewisville, TX

Dec 2021-Aug. 2023

- Draft documents for LLC formation, estate planning, and probate; meet with clients, conduct initial consults and estate planning signings
- Serve as court-appointed Attorney Ad Litem on Denton County Mental Health docket
- Conduct real estate closings and review documents prepared for title office
- Represent clients in probate matters

### **Hammerle Finley Law Firm**

*Attorney*

Lewisville, TX

May 2019-November 2021

- Represent clients in variety of guardianship, probate, and civil litigation cases
- Draft motions, conduct legal research, draft briefs on range of legal issues, conduct discovery
- Serve as court-appointed Attorney Ad Litem, Guardian Ad Litem in guardianship, probate, and mental health cases

### **Warmbrodt & Associates, PLLC**

*Associate Attorney*

Allen, TX

July 2018 – May

2019

- Represent clients in a variety of family law cases; draft motions and briefs, conduct legal research, conduct discovery; participate in mediations
- Communicate with current and prospective clients on court process, case progress, and legal strategies

### **Denton County District Attorney's Office**

*Assistant District Attorney*

Denton, TX

February 2016 – July 2018

- Legal research; try cases; draft legal documents; interview and assist witnesses; negotiate plea bargains
- Review incoming cases; prepare and present felony cases to Grand Jury
- Represent the State of Texas in mental health hearings and in various Justice of the Peace courts

**EDUCATION AND CREDENTIALS**

<b>SuperLawyers Texas Rising Star</b>	2021-2024
<b>State Bar of Texas</b>	Licensed 2015
<b>Pepperdine University School of Law</b> <i>Juris Doctor</i>	Malibu, CA May 2015
<b>Pepperdine University School of Law Straus Institute</b> <i>Master of Dispute Resolution</i>	Malibu, CA May 2015
<b>Texas A&amp;M University</b> <i>Bachelor of Arts, magna cum laude, in Sociology; Minor in Italian</i>	College Station, TX May 2012

# KAREN BOYD WILLIAMS

P.O. Box 2115

Mansfield, TX 76063

(847) 815-8602

karenboydwilliams@yahoo.com

## SUMMARY

Experienced Hearing Officer, Arbitrator, and Attorney with 17+ years of experience: presiding over more than 300 cases, including municipal law; practicing healthcare, personal injury, real estate, contract, family, financial, and insurance law matters. Adept at research, drafting, review, negotiation, communication, case preparation, case presentation, and case decisions. Proficient in managing corporate and individual clients, in creating and managing workflow and processes, and in supervising other professionals. Excellent writing and analytical skills. Strong sense of accountability and work ethic; act with a high level of professionalism and confidentiality. Personable; work well in a team environment and independently. Proficient in Microsoft Office, Teams, WebEx, Zoom, Tyler Technologies, G Suite, and Adobe.

## EXPERIENCE

**Hearing Officer**, Fort Worth, Texas

12/2023 - present

*City of Fort Worth Municipal Court*

- Serve as the Municipal Hearing Officer in the temporary absence of the plenary Hearing Officer
- Hear and resolve various administrative appeals as provided in the City Code, including, but not limited to, parking citations, junked vehicle removals, solid waste violations, game room permits, multifamily dwelling complex registrations, and vehicle immobilizations
- Review citations, contests, and evidence prior to determining liability
- Accept and enter pleas from contestants charged with City Code violations
- Manage Parking Bureau dockets to efficiently handle cases and ensure timely resolutions
- Exercise independent judgment within specific legal guidelines; assure Parking Bureau activities are compliant with municipal ordinances and City policies and goals
- Uphold ethical standards and integrity in all adjudicatory activities
- Follow City policies, procedures, and safety guidelines
- Do any act and take any measure necessary and proper for the efficient performance of the duties required by City Code
- Attend meetings and training as required
- Perform all other related duties as required

**Arbitrator**, United States

06/2020 - present

*Texas Department of Insurance*

*Texas Comptroller, Property Tax Division*

*Financial Industry Regulatory Authority (FINRA)*

*American Health Law Association*

*State Corporation Commission, Balance Billing Virginia*

*Colorado Department of Insurance – Division of Insurance Arbitration Program*

*Washington State Office of the Insurance Commissioner*

*Michigan Department of Insurance and Financial Services*

- Conduct and oversee hearings and resolve various disputes regarding property taxes, medical billing, and securities violations
- Apply laws, procedures, and industry knowledge and formulate conclusions of law to settle disputes
- Compel, review, and analyze documentation, records, and other evidence presented by parties in dispute
- Make findings of fact based on evidence and write and communicate decisions
- Swear in and examine witnesses
- Regulate proceedings

**Attorney**, Texas and Illinois

05/2007 – present

*Law Office of Karen Boyd Williams*

- Research and analyze, provide legal advice and recommendations, draft orders, memos, and letters, regarding personal injury, contracts, real estate, financial services, and corporate matters
- Review and analyze medical records and itemized billing

- Negotiate with claims adjusters and attorneys
- Draft, prepare, and file petitions, motions, discovery, and other legal documents
- Analyze, draft, review, negotiate, and modify purchase and sale contracts, licensing and vendor agreements, and financial and settlement documents
- Draft, review, and modify notes, deeds, deeds of trust, UCC-1s, guaranties, and other commercial lending documents
- Propound and answer discovery requests
- Act as a client representative in judicial proceedings
- Act as Corporate and Contracts Counsel and advisor for various business organizations

**Attorney, eDiscovery and PreLitigation, Texas**

02/2016 – present

*Consilio*

*Legility LLC*

*Clark Hill Strasburger*

*Redgrave LLP*

*DTI/Epiq*

*Tower Legal*

- Led teams of up to 39 attorneys across multiple States
- Assisted various counsel during investigations and in preparation for litigation involving healthcare, insurance, contracts, and financial services law matters
- Answered and propounded discovery for personal injury matters
- Analyzed, researched, and applied pertinent laws to documents being produced during discovery
- Managed workflow, quality control processes, and production schedules and deadlines, and ensured all assignments were complete and in compliance with client specifications
- Performed quality control activities
- Evaluated the performance of team members; provided advice and guidance to team members on work and administrative matters
- Created and timely delivered daily, weekly, ad hoc, and closing reports, as well as individual attorney evaluations, including metrics tracking, substantive summaries, and project narratives, pursuant to communicated specifications and schedules of client and agency

**PROFESSIONAL LICENSES & CERTIFICATIONS**

- ❖ Member of State Bar of Texas since November 2015
- ❖ Member of Illinois State Bar since May 2007
- ❖ Member of United States District Court for the Northern District of Texas since May 2016
- ❖ Member of United States District Court for the Northern District of Illinois General and Trial Bars since June 2009

**EDUCATION**

**DePaul University College of Law**, Chicago, Illinois

Juris Doctor (part-time evening student)

*Honors:* Recipient, CALI Award (highest grade in class) for Health Policy and the Law

*Activities:* Journal of Art and Entertainment Law (Assistant Editor), Intellectual Property Law Society, Student Bar Association

**American InterContinental University**, Hoffman Estates, Illinois

Masters of Business Administration in Global Technology and E-Commerce

*Honors:* Honor Student

**Truman State University**, Kirksville, Missouri

Bachelor of Arts in Mass Communication

*Honors:* Dean's List

**PROFESSIONAL ASSOCIATIONS and COMMUNITY SERVICE**

- ❖ National Association of Hearing Officers
- ❖ Association of Women Attorneys of Lake County, Board of Directors, Bylaws Committee Co-

Chairperson

- ❖ U.S. Bankruptcy Court, Volunteer Panel Attorney
- ❖ Prairie State Legal Services, Volunteer Attorney
- ❖ NAACP Lake County, Executive Board, Legal Redress Committee Chairperson
- ❖ Salvation Army, Board of Advisors
- ❖ Ms. Glades School of Chaplaincy, Board of Directors
- ❖ Daisy's Resource Optional School, Board of Directors
- ❖ MISD Leadership Committee
- ❖ DJMS PTA, Executive Board, Vice President Volunteers and Media
- ❖ MLIS PTA, Executive Board, Treasurer

1833 N BEACH STREET, FORT WORTH, TEXAS 76111

817 510 7631 \* LAW OFFICE OF CINDY FITCH

# CYNTHIA A. FITCH

## SUMMARY OF EXPERIENCE

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January 2011 – Present: *Law Office of Cindy Fitch*

### Attorney

As a solo practitioner I represent clients in the following types of cases:

- Divorce
- Adoption
- Child Custody
- Child Support
- Cases involving Child Protective Services – I have spent the last twelve years zealously representing parents and children involved in the Texas foster care system. I have litigated hundreds of cases and have also experienced privatization in Tarrant County. I have worked closely with DFPS, OCOK, and various foster care agencies to achieve positive outcomes for families and children in crisis.
- Estate Planning/Uncontested Probate
- Traffic tickets and municipal violations

## EDUCATION

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2007 - 2010 *Texas Wesleyan School of Law*, Fort Worth, Texas

Major: Law

Degree: Juris Doctor

2006 - 2007 *Texas Tech University*, Lubbock Texas

Major: General Studies

Minor: English, History & Psychology

Degree: Bachelor

2004 - 2006 *Tarrant County College*, Fort Worth, Texas

Degree: Associate in Paralegal Studies

1993 – 1995 *Tarrant County College*, Fort Worth, Texas

Degree: Associate in Liberal Arts

\*Member of the State Bar of Texas

\*Licensed to practice in the State of Texas