

SHELBY COUNTY  
BOARD OF COMMISSIONERS

JENNIFER J. MITCHELL

2016 AUG 31 AM 10:18

## ATTORNEY AT LAW

2400 Poplar Ave., Ste. 411

Memphis, TN 38112

901-249-9928

August 31, 2016

Dear Commissioners:

My name is Jennifer Johnson Mitchell and I am applying for the position of Judicial Commissioner. I am asking for your consideration for this position. I have been practicing the criminal law for 15 years. I practiced the criminal law solely during my employment with the Shelby County Public Defender's Office. I have tried numerous cases both misdemeanor and felony. I have negotiated and worked daily with prosecutors and worked with different law enforcement agencies during my career and through the State of Tennessee. You will see after reviewing the enclosed resume I have a vast array of experience with people. I have lived and worked in Shelby County most of my adult life and my allegiance is to this community.

Thank you for your consideration in this matter. I am enthusiastic about exploring this employment opportunity with you.

With professional regards I remain.

Sincerely,



Jennifer Johnson Mitchell

Jennifer Johnson Mitchell [jjmitchell1008@yahoo.com](mailto:jjmitchell1008@yahoo.com)

4521 Lockwood Cove • Memphis TN • 38128 • 901.359.3391

## Professional Summary

Over 15 years experience as a Criminal Defense Attorney. Assisting the public with the legal and business processes of the court system. Working with a diverse community and providing leadership, knowledge and legal expertise. The skills, education and experiences needed to be successful in this position as Judicial Commissioner, interacting with law enforcement and the public.

## Skills

Leadership | Education | Organizational Development | Employee Relations | Conflict Resolution  
| Negotiation | Mediation | Critical Thinking | Strategic Planning | Community Outreach | Litigation

## Education

<b>Cecil C. Humphreys School of Law, University of Memphis</b> , Juris Doctor	1998 - 2001
<b>University of Memphis</b> , Master's of Arts Criminal Justice	1992 - 1994
<b>University of Tennessee Martin</b> , Criminal Justice/ Sociology	1988 - 1992

## Experience

<b>The Law Office of Jennifer Johnson Mitchell, PLLC</b> , Principal	2014 - present
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- Managed the daily operations of the law practice, including budget and a small staff
- Litigate, negotiate and investigate criminal court cases
- Provide legal advice, leadership, guidance and professional services to clients
- Defend primarily criminal cases
- Develop marketing and advertising strategies
- Coach clients on professional appearance, demeanor and behavior

<b>Shelby County Public Defender's Office</b> , Assistant Public Defender	2001 – 2013
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- Negotiated, litigated and investigated criminal court cases and settlements for the indigent public
- Represented the indigent defendants in the criminal courts of Shelby County
- Worked with prosecuting attorneys, judges, law enforcement officers and other members of legal system
- Provided legal advice, leadership and guidance to clients
- Trained and advised new attorney's and interns
- Remained updated on new and updated changes to the law
- Maintained close relationships with clients, their friends and families

- Analyzed and examine evidence
- Coached clients on professional appearance, demeanor and behavior

**The Law Office of Jennifer E. Johnson, Principal**

2004 - 2006

- Managed the daily operations of the law practice, including budget and a small staff
- Litigate, negotiate and investigate criminal court cases
- Provide legal advice, leadership, guidance and professional services to clients
- Defend criminal, juvenile, family and civil law suits
- Developed marketing and advertising strategies
- Coached clients on professional appearance, demeanor and behavior

## **Other Experience**

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**Youth Villages, Clinic Manager**

- Managed a group of 8-10 foster care professional e.g. behavior specialist, counselors and nurse
- Managed billing, case loads and files
- Provide leadership, supervision and advice to the counselors
- Developed strategies to provide appropriate action plans for children in foster care

**Northwest Counseling Center/Pathways, Inc., Day Treatment Coordinator**

- Recreated the Day Treatment Program for chronic mentally ill patients
- Evaluated potential patients and developed the appropriate treatment program

**Shelby County Correctional Center, Counselor B**

- Provided advice and care to female inmates in the alcohol and drug treatment program

## **Licensure and Associations**

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State of Tennessee, License to Practice Law

**Tennessee Association of Criminal Defense Lawyers**

City University College Preparatory School/Boys Preparatory

**Board of Trustees (2007 -2009), Board President (2009-present)**

## **Volunteerism**

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North Haven Elementary School, 4<sup>th</sup> & 5<sup>th</sup> Grade Girl's Mentoring Program

# Shelby County Board of Commissioners Application For Appointment to Elected Office

## Applicant

### Application for Appointment to Elected Office

First Name	Jennifer
Last Name	Johnson Mitchell
Office Address	2400 Poplar, Ste. 411
City	Memphis
State	TN
Zip	38112
Office Phone	9012499928
Facsimile	9015288393
Email Address	<a href="mailto:jmitchell1008@yahoo.com">jmitchell1008@yahoo.com</a>
Home Address	
Street Number	████
Street Name	██████████
Street Type	████
Apt #	<i>Field not completed.</i>
City	Memphis
State	TN
Zip	████
Home Phone	██████████
Cellular Phone	██████████

## Professional Background & Experience

## Professional Background & Experience

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1. Indicate your Present Employment. What is the Principal business of the business? Attorney - Practice of Law
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2. List your prior professional or business employment since completion of high school and lasting more than twelve months with dates and names of employers. Crisis Counselor - Northwest Counselling Center - 1993-1994  
Day Treatment Coordinator - Pathways, Inc (formerly Northwest Counselling Center) - 1994-1996  
Clinical Manager - Youth Villages - 1996-1998  
Assistant Public Defender - Shelby County Public Defender - 2001-2013
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3. Describe any experience not stated above that you would like to bring to the attention of the Commission. NA
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## Personal Information

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4. How long have you lived continuously in Shelby County? 20 years
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5. State the county in which you are registered to vote. Shelby
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6. List all states in which you have lived in the past 20 years and the dates you lived in each state, including all periods in which you resided in a state more than 50% of the time for a period of at least 12 months. Lived in Tennessee all of my life.
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7. State your age, date and place of birth. 46 y.o. Born [REDACTED], Memphis, TN
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8. a) Drivers License No. [REDACTED]
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b) Election Commission  
Voter Registration No. [REDACTED]

9. Family Status

a) State the full name and  
present address of your  
spouse. [REDACTED]

b) State your spouse's  
occupation and place of  
employment. [REDACTED]

c) If you have children,  
state their name(s),  
age(s), address(es) and  
present occupation(s). [REDACTED]

10. Military Service

a) Branch of Service NA

b) Service Number NA

c) Dates of active duty NA

d) Rank/rate at separation NA

e) Decorations, honors, or  
achievements NA

f) Was your discharge  
other than honorable? If  
so, explain. NA

11. a) Have you ever pled  
guilty or been convicted  
or are you now on  
diversion for violation of  
any law, regulation or  
ordinance? No

12. To your knowledge,  
are you now under  
federal, state or local  
No

investigation for possible violation of a criminal statute? If so, give details.

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13. Have you ever been interviewed by any federal, state or local law enforcement agency for any reason other than minor traffic violation? If so, give details.

No

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14. If you have been disciplined or cited for breach of ethics or unprofessional conduct by a court, administrative agency, disciplinary committee, or other professional group, give details.

No

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15. Has within the last five years, has a tax lien or other collection procedure been instituted against you by federal, state or local authorities or creditors? If so, give details.

No

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16. a) Are you currently a party in any legal proceedings?

No

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17. a) Are you now an officer or director of any business organization, or are you otherwise engaged in the management of any business enterprise?

No

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c) Do you consider continuation of such

*Field not completed.*

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business involvement to be a conflict of interest?

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18. If your income is not wholly derived from your present employment as noted in #1 above, specify in detail the other sources of your income and the approximate percentage of your total income each source represents.

NA

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19. List all organizations to which you have belonged within the last ten years, including professional associations, civic, charitable, religious, educational, social and fraternal organizations. Give the titles and dates of any offices which you have held in such organizations.

Tennessee Association of Criminal Defense Attorneys City University Schools, Board of Trustees, Preseident (2010-present)

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20. a) Have you within the past ten years belonged to any organization, association, club or society which limits its membership to those of any particular race, religion or gender? Do not include in your answer those organizations specifically formed for a religious purpose, such as churches or synagogues.

No

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b) If so, list such organizations and describe the basis of the

NA

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membership limitation.

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c) If it is not your intention to resign from such organization(s) and withdraw from any participation in their activities should you be selected for the position for which you are applying, state your reasons.

NA

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**Education**

21. List each college, law school, and other graduate school which you have attended, including dates of attendance, degree awarded and major.

Cecil C. Humphrey School of Law, 1998-2001, J. D. University of Memphis, 1993-1994, Master of Art, Criminal Justice University of Tennessee, Martin, TN 1988-1992

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**Achievements**

22. List honors, prizes, awards, or other forms of recognition which you have received since your graduation or college which are directly related to professional accomplishments.

NA

23. List presentations you have made to groups and organizations within the past five years.

NA

24. List any public office you have held or for which you have been candidate or applicant. Include the date, the position, and whether the position was elective or

NA

appointive.

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25. Describe any experience you have had with legislative or executive branches of government other than as an elected or appointed official.

NA

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26. Describe life experiences, personal involvements, or talents that you have that you feel will be of assistance to the Commission in evaluating and understanding your candidacy for this elected position. (150 words or less).

I have been serving the public of Shelby County in my practice of law for over 15 years. I practiced the criminal law solely for the first 13 years. I believe I bring to the position a unique perspective. I have worked with criminal defendants, prosecutors, and law enforcement and I have a working understanding of the system.

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27. Read, and if you agree to the provisions, sign the following:

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I have read the foregoing questions and have answered them in good faith and as completely as my records and recollections permit. I hereby agree to be considered for appointment to the office of

Judicial Commissioner

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, and if appointed by the Shelby County Board of Commissioners, agree to serve that office.

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In the event any material changes occur between the time this application is filed and the public hearing, I hereby agree to file an amended application with the Board of Commissioners for distribution to the commission members.

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I understand that the information provided in this application shall be open to inspection upon filing with the office of the Shelby County Board of Commissioners and that the Commission may publicize the names of persons who apply for appointment and the names of those persons the Commission considers for the

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vacancy in question.

Printed Name Jennifer Johnson Mitchell

Date \* 8/31/2016

**Authorization for Release of Information**

I, Jennifer Johnson Mitchell

, do hereby authorize the Shelby County Sheriff and/or the Shelby County Attorney and any and all agents or persons authorized by it, to conduct a full review and disclosure of all records concerning myself, whether said records are public, private, or confidential in nature. The intent of this authorization is to give my consent for full and complete disclosure of records of all criminal charges, with the exception of minor traffic offenses, whether disposed of or pending, and any outstanding warrants in accordance with Rule 34 or the Shelby County Board of Commissioners' Permanent Rules of Order.

I also certify that any persons who may furnish such information concerning me shall not be held accountable for giving this information, and I do hereby release said persons from any and all liability which may be incurred as a result of furnishing such information. I further specifically release the Shelby County Sheriff and/or the Shelby County Attorney and/or the Shelby County Board of Commissioners from any and all liability which might otherwise be incurred as a result of collecting or receiving such information.

I have read and fully understand the contents of this Authorization for Release of Information.

Print Full Name of Applicant (include maiden) Jennifer Johnson Mitchell

Address

Phone

Date of Birth \*

Drivers License #

Date \* 8/31/2016