

SHEILA B. RENFROE
ATTORNEY AT LAW
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MEMPHIS, TN 38177-0095
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August 31, 2016

Shelby County Board of Commissioners
Attention: Qur'an N. Folsom, Chief Administrator
160 N. Main, Suite 600
MEMPHIS, TN 38103

VIA FACSIMILE TRANSMISSION (901) 222-1002

Dear Commissioners,

I write regarding the full-time vacancy in the office of the Shelby County Judicial Commissioner. With this letter, and attached resume'; it is my intent to submit my name as a candidate for the position.

As you know, through service and my desire to serve, and run for a judicial position; I care about Shelby County and its citizens. I will follow the law, and do what is right. I am qualified for this position, and am ready to serve.

Should you need more information, please contact me. Your serious consideration is appreciated. I humbly tender myself to serve.

Sincerely,



Sheila B. Renfroe

Attachment: Resume'

Sheila B. Renfroe

ATTORNEY AT LAW

P. O. Box 770095 u Memphis, TN 38177 u (901) 461-7236 u sbrenfroe.law@gmail.com

Profile

Juris Doctorate. Admitted to TN Bar 2000. (in good standing) Highly effective in working with others at all levels. Routinely handle sensitive and confidential records. Proficient with technology. Proven ability to produce accurate, timely documents, while implementing effective litigation and negotiation strategies.

Able to work well under pressure. Experienced in conflict resolution, arbitration and mediation. Proven ability to effectively transcend cultural and social barriers to effective communication; Excellent team-building skills.

Employment

SHEILA B. RENFROE, ATTORNEY AT LAW

2000 – Present: General Practitioner in both Civil and Criminal matters. Regularly appointed as Attorney, Guardian *ad Litem*, and Attorney *ad Litem* in various Courts. Maintain a regularly practice in Shelby County; General Sessions Court (also a member of Mental Health Defender Panel), Chancery Court, Juvenile Court (Lead Attorney, Juvenile Defender Panel), Circuit Court and Probate Court. Represented clients in Class Actions in Federal and State Court. Represented the City of Memphis in Bankruptcy (Creditor) and Memphis Light, Gas & Water in Collections matters.

Special Judge, Shelby County General Sessions Civil and Criminal Courts. Youth Court Volunteer Judge and Mentor.

**SHELBY COUNTY GOVERNMENT. LAW CLERK,
FOR THE HONORABLE JAMES SWEARENGEN, CIRCUIT COURT DIVISION IV.**
1998-1999. Researched, prepared opinions and memoranda of law for the Court. Prepared the docket.

STATE FARM INSURANCE COMPANY. AUTO, BI CLAIM SPECIALIST.

1987-1996. Handled high exposure liability claims for the assureds of this Fortune 500 company. Worked with defense counsel to develop and execute litigation strategies. Maintained lowest pending, most conservatively paid claim load in region while accommodating the highest volume agency assignment in the Memphis area. Effectively pursued subrogation interest. Recognized in national publication for outstanding investigative ability, instinct, and aggressive execution in recovery efforts to mitigate loss.

Education

Cecil C. Humphrey School of Law, University of Memphis - Memphis, TN
Juris Doctorate 1999. Amjur – Elder Law Clinic.

Rust College, Holly Springs, MS B.S. Computer Science/Business
Administration, 1987. Cum Laude, Alpha Kappa Mu Honor Society, Chi Beta Phi
Honorary Scientific Society. Delta Sigma Theta Sorority, Inc. (1985).

Shelby County Board of Commissioners Application For Appointment to Elected Office

Applicant

Application for Appointment to Elected Office

First Name	Sheila
Last Name	Renfro
Office Address	P.O. Box 770095
City	Memphis
State	TN
Zip	38177-0095
Office Phone	9014617236
Facsimile	9017671712
Email Address	sbrenfroelaw@gmail.com
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

- | | |
|---|---|
| 1. Indicate your Present Employment. What is the Principal business of the business? | Attorney at Law |
| 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. | State Farm Insurance Co. 1987-1996 Renfroe Law Firm, PLLC 1999-2007 Sheila B. Renfroe, Attorney at Law, 2007- present |
| 3. Describe any experience not stated above that you would like to bring to the attention of the Commission. | Law Clerk, Honorable James Swearngen, Circuit Court, Div. 4
Lead Attorney, Juvenile Defender Panel Volunteer Attorney for the Day Memphis Area Legal Services Volunteer Judge and Mentor, Juvenile Court Special Judge, General Sessions Criminal and Civil Courts |

Personal Information

- | | |
|--|--|
| 4. How long have you lived continuously in Shelby County? | 26 years |
| 5. State the county in which you are registered to vote. | 26 years |
| 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. | Tennessee |
| 7. State your age, date and place of birth. | 50 years, [REDACTED] Holly Springs, MS |
| 8. a) Drivers License No. | [REDACTED] |
| b) Election Commission Voter Registration No. | [REDACTED] |

9. Family Status

a) State the full name and present address of your spouse. NA

b) State your spouse's occupation and place of employment. NA

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



10. Military Service

a) Branch of Service *Field not completed.*

b) Service Number *Field not completed.*

c) Dates of active duty *Field not completed.*

d) Rank/rate at separation *Field not completed.*

e) Decorations, honors, or achievements *Field not completed.*

f) Was your discharge other than honorable? If so, explain. *Field not completed.*

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 investigation for possible violation of a criminal statute? If so, give details. No.

13. Have you ever been interviewed by any federal, state or local law enforcement agency for any reason other than No.

minor traffic violation? If so, give details.

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.

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.

16. a) Are you currently a party in any legal proceedings? No

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

c) Do you consider continuation of such business involvement to be a conflict of interest? *Field not completed.*

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. No.

19. List all organizations Tennessee Bar Association National Bar Association Memphis

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.

Bar Association Kiwanis Delta Sigma Theta Sorority, Inc.
Balmoral Neighborhood Association Ridgeway High School
PTO Coats for Jokes Sponsor Rust College Alumni Club

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.

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

Field not completed.

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.

Field not completed.

Education

21. List each college, law school, and other graduate school which you have attended,

University of Memphis, Cecil C. Humphrey School of Law, 1996-1999, Juris Doctorate. Rust College, 1985-1987.
Bachelor of Science Degree, Computer Sciences Mississippi State University, 1983-1985.

including dates of attendance, degree awarded and major.

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.

Volunteer recognition at Juvenile Court Volunteer recognition from Memphis Area Legal Clinic Lead Attorney Juvenile Court

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

Multiple presentation at community clinics countywide. A year long run for General Sessions Judge Civil Division One.

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 appointive.

Candidate, General Sessions Judge, 2014 County Election. Division One. Elected position.

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

Often in position to communicate with legislators about their work to create or change existing law based on community impact. As a lawyer who has practiced both civil and criminal law, and sat on the bench in both areas, I see the law of the land carried out on daily bases, and its significance.

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 practiced civil and criminal law, and have had the privilege of being asked to sit as Special Judge in both areas. I have practiced extensively in Juvenile Court for the past five years and I am fifty year old, divorced mother of two in private practice. I was law clerk to a well respected former judge. This community is a reflection of its citizens who will come before this judge seeking justice, protection, or an initial answer for harm to another. It is the responsibility of the person in this office to see that justice is dispensed equally, yet to have the life experiences to protect this community without waiver.

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

I have read the foregoing Sheila Renfroe
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

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

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.

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 vacancy in question.

Printed Name Sheila Renfroe

Date * 8/31/2016

Authorization for Release of Information

I, Sheila Renfroe

, 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)

Sheila Bruce Renfroe

Address

[REDACTED]

Phone

[REDACTED]

Date of Birth *

[REDACTED]

Drivers License #

[REDACTED]

Date *

[REDACTED]

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