

**DANIELLE MITCHELL SIMS**  
3080 Walnut Grove Road, No. 505 ♦ Memphis, Tennessee 38111  
202-321-7603 ♦ daniellemitchell@hotmail.com

August 30, 2016

Shelby County Board of Commissioners  
Attention: Qur'an N. Folsom, Chief Administrator  
160 North Main Street, Suite 600  
Memphis, Tennessee 38103

Re: Judicial Commissioner Appointment

Dear Commissioners:

I am writing to express my interest in the Judicial Commissioner position available in the Shelby County General Sessions Courts. Throughout my legal career, I have had a wealth of experiences that make me imminently qualified for this position.

Born in Memphis, I am a graduate of Howard University and the Georgetown University Law Center. As a Judicial Clerk for the Honorable Bernice B. Donald, then-United States District Judge for the Western District of Tennessee, I honed my research and writing skills and familiarized myself with the complexity of federal practice.

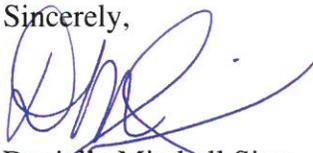
From September 2009 to December 2015, I worked in private practice representing clients in most areas of law, including criminal. As an associate in a small firm, I apprenticed under two experienced and seasoned attorneys. From them, I learned both the business of law and the practice of law before opening my own office. My criminal practice was extensive. I handled cases from arraignment or indictment to disposition, including motions for bond reductions, motions to suppress, criminal trials and post-dispositional hearing.

Most recently, I joined the legal department with the Tennessee Department of Children's Services. As an Assistant General Counsel, I continue to gain invaluable courtroom experience, further develop my litigation skills and better understand members of our community by dealing with their most personal issues on a daily basis.

Throughout my career, I have appeared before the judges of Shelby County on a nearly daily basis. I am well-versed in the law and the procedures of the Shelby County General Sessions Criminal Court. I have practiced before this Court extensively and am fully capable of fulfilling the requirements of this position.

I have enclosed my resume for your consideration. I am confident that my experience and qualifications align with your needs. I look forward to the opportunity to interview with you.

Sincerely,



Danielle Mitchell Sims

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## PROFESSIONAL EXPERIENCE

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### **State of Tennessee Department of Children's Services**

*Assistant General Counsel*

**Memphis, TN**

January 2016 to Present

Represent the Department in judicial proceedings in Juvenile Court. Provide legal counsel and support to Department staff to determine appropriate legal action and prepare for pending litigation. Draft legal pleadings to advance the goals of the Department. Managed three separate case dockets.

### **The Law Office of Danielle N. Mitchell, PLLC**

*Solo Practitioner*

**Memphis, TN**

May 2013 to December 2015

Primary areas of focus include criminal, juvenile and family, civil litigation and probate. Substantial experience in representing criminal defendants in misdemeanor and felony matters from arraignment to disposition including, but not limited to, bond and suppression hearings and hearings on Orders of Protection. Represented clients in all Shelby County Courts, including General Sessions, Criminal, Juvenile, Circuit, Chancery and Probate.

### **Sims and Sims, Attorneys at Law**

*Associate Attorney*

**Memphis, TN**

September 2009 to April 2013

Associate in a small-firm apprenticing under two seasoned attorneys. Significant experience in representing clients in civil and criminal matters from intake to disposition. Practice areas included criminal, family and civil litigation.

### **Judge Bernice Donald, Western District Tennessee**

*United States District Court Judicial Clerk*

**Memphis, TN**

August 2008 to August 2009

Researched and drafted memoranda. Wrote draft opinions and orders. Prepared trial memoranda. Drafted and edited jury instructions. Attended oral arguments, hearings and trials. Assisted in management of chambers.

### **United States Senate Judiciary Committee**

*Law Clerk for Senator Patrick Leahy (VT)*

**Washington, DC**

January 2006 to May 2006

Drafted memoranda regarding judicial nominees for use in the confirmation process. Researched legislative history and proposed revisions, prepared materials and documents regarding reauthorization of the Voting Rights Act.

### **Butler Snow, LLP**

*Summer Associate*

**Memphis, TN**

Summer 2005 & May 2006

Reviewed contracts. Researched and drafted memoranda in various areas of law, including family, estate planning, civil litigation and corporate law. Drafted discovery requests, demand letters and case briefs.

### **Congressional Office of Harold Ford (TN – Ninth District)**

*Legislative Correspondent*

**Washington, DC**

June 2003 to August 2004

Prepared briefing materials for legislative meetings and special events. Responded to constituent inquiries. Facilitated meetings with constituents and lobbyists on education, human rights and other related issue areas.

## EDUCATION

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### **Georgetown University Law Center, Washington, DC**

*Juris Doctor* May 2007

Clinical: Domestic Violence Clinic, Fall 2006

### **Howard University, Washington, DC**

*Bachelor of Arts, summa cum laude, in Journalism with a Concentration in Public Relations, May 2003*

Honors: Howard University Laureate Scholar; National Achievement Finalist

Activities: Delta Sigma Theta Sorority, Inc.; Howard University Concert and Marching Bands

## BAR ADMISSIONS AND LICENSURES

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Admitted to practice in Tennessee and United States District Court for the Western District of Tennessee.  
General Civil and Family Mediator.

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General Civil and Family Mediator.

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

## Applicant

### Application for Appointment to Elected Office

First Name	Danielle
Last Name	Sims
Office Address	P.O. Box 3121
City	Memphis
State	TN
Zip	38173
Office Phone	9013632448
Facsimile	9013630563
Email Address	<a href="mailto:daniellemitchell@hotmail.com">daniellemitchell@hotmail.com</a>
Home Address	
Street Number	████
Street Name	██████████
Street Type	████
Apt #	████
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?	I am Assistant General Counsel for the Tennessee Department of Children's Services. I represent the Department in judicial proceedings where it is alleged that children are dependent and neglected.
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.	1. The Law Office of Danielle N. Mitchell, PLLC, May 2013 - December 2015 2. Associate, Sims and Sims Attorneys at Law, September 2009 - April 2013 3. Judicial Clerk for Judge Bernice Donald, then-United States District Court Judge, August 2008 - August 2009 4. Legislative Correspondent, The Congressional Office of Harold Ford, Jr., June 2003 - August 2004
3. Describe any experience not stated above that you would like to bring to the attention of the Commission.	I have a varied and wide range of experience. While in law school, I was selected for the Domestic Violence Clinic where students, under the supervision of their professors, represented victims of domestic violence in order of protection hearings. From that experience, I learned specifically how domestic violence is different - and should be treated differently - than other types of violence. I also have experience working in all levels of government. I have worked in the United States House of Representatives, the United States Senate, for a federal district court judge and practiced law in the state courts of Tennessee.

## Personal Information

4. How long have you lived continuously in Shelby County?	9 years
5. State the county in which you are registered to vote.	Shelby
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	Washington, DC Metropolitan area, August 1999 to 2007

least 12 months.

7. State your age, date and place of birth. 35; [REDACTED]; Memphis, TN

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. [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). n/a

10. Military Service

a) Branch of Service n/a

b) Service Number n/a

c) Dates of active duty n/a

d) Rank/rate at separation n/a

e) Decorations, honors, or achievements n/a

f) Was your discharge other than honorable? If so, explain. n/a

11. a) Have you ever pled guilty or been convicted or are you now on diversion for violation of No

any law, regulation or ordinance?

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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

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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? Yes

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b) If so, give details including the date, court and docket number, and disposition. Provide a A pending divorce in Tipton County Chancery Court.

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brief description of the case.

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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 business involvement to be a conflict of interest? n/a

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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. n/a

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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. 1. Mt. Moriah-East Baptist Church, Church Administrator (2007 to Present) 2. Delta Sigma Theta Sorority, Inc. 3. Memphis Bar Association

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20. a) Have you within the past ten years belonged to any organization, association, club or society which No

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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.

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.*

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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.

Georgetown University Law Center, Juris Doctor, August 2004  
- May 2007 Howard University, Bachelor of Arts Degree in Journalism, August 2009 - May 2003

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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

*Field not completed.*

accomplishments.

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

*Field not completed.*

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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.

*Field not completed.*

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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.

During law school, I interned with Senator Patrick Leahy on the U.S. Senate Judiciary Committee. My assignments while there included preparing materials to prepare the Senator for the confirmation process of judicial nominees. I also worked on reauthorization of the Voting Rights Act, including researching past legislative history and proposed revisions. I also interned during my senior year in college, and was later hired full-time, but then-Congressman Harold Ford, Jr. As a Legislative Correspondent, I worked directly with constituents to address their needs.

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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 a wealth of knowledge and experience that make me well qualified for the position of Judicial Commissioner. I have practiced law in the General Sessions Criminal Court for a number of years and know the law and the landscape of the Court. As a practicing lawyer, I have litigated Order of Protection hearings, drafted and argued bond motions and motions to suppress and appeared before each General Sessions Judge. I believe I have the experience and temperament to to perform the job well.

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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

Judicial Commissioner

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Print Full Name of Applicant (include maiden)	Danielle Nicole Mitchell Sims
Address	[REDACTED]
Phone	[REDACTED]
Date of Birth *	[REDACTED]
Drivers License #	[REDACTED]
Date *	8/30/2016

Email not displaying correctly? [View it in your browser.](#)