



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**SOQ 23-030-Providing Various Supplemental Professional Legal Services  
when needed for Jefferson Parish**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
31-Oct-2023 08:10:43 AM

## **Professional Legal Services Questionnaire Instructions**

- The Professional Legal Services Questionnaire shall be used for outside legal services.
- **The Professional Legal Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the Professional Legal Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

## Professional Legal Services Questionnaire

**A. Person or Firm Name & Principal Address:**

**B. Name, Title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, who is licensed to practice law in the State of Louisiana with a minimum of five (5) years' experience:**

**C. Location of the principal:**

**D. Please check the legal field or fields in which Firm is qualified to perform services for Jefferson Parish and include the number of years of experience in that particular field.**

|   |  |
|---|--|
| <input type="checkbox"/> Bond Services (Years: _____)                     | <input type="checkbox"/> Science & Technology Law (Years: _____)   |
| <input type="checkbox"/> Elections (Years: _____)                         | <input type="checkbox"/> State & Local Government Law (Years: _____)   |
| <input type="checkbox"/> Administrative & Regulatory (Years: _____)       | <input type="checkbox"/> Taxation (Years: _____)   |
| <input type="checkbox"/> Antitrust Law (Years: _____)                     | <input type="checkbox"/> Tort Trial & Insurance Practices (Years: _____)   |
| <input type="checkbox"/> Business Law (Years: _____)                      | <input type="checkbox"/> Complex Litigation (including asbestos litigation) (Years: _____)                           |
| <input type="checkbox"/> Criminal Justice (Years: _____)                  | <input type="checkbox"/> Securities (Years: _____)   |
| <input type="checkbox"/> Dispute Resolution (Years: _____)                | <input type="checkbox"/> Ethics Law (Years: _____)   |
| <input type="checkbox"/> Environmental, Energy & Resources (Years: _____) | <input type="checkbox"/> Civil Service Matters (Years: _____)  |
| <input type="checkbox"/> Health Law (Years: _____)                        | <input type="checkbox"/> Civil Rights & the Constitution (Years: _____)  |
| <input type="checkbox"/> Intellectual Property (Years: _____)             | <input type="checkbox"/> Municipal Representation (including liability & intergovernmental conflicts) (Years: _____) |
| <input type="checkbox"/> International Law (Years: _____)                 | <input type="checkbox"/> Code Enforcement Matters (Years: _____)   |
| <input type="checkbox"/> Labor & Employment Law (Years: _____)            |  |
| <input type="checkbox"/> Public Contract Law (Years: _____)               |  |

## Professional Legal Services Questionnaire

|   |   |
|---|---|
| __ Public Utilities Law (Years: _____)<br>__ Communications Law (Years: _____)<br>__ Transportation Law (Years: _____)<br>__ Property (Years: _____)<br>__ Trust & Estate Law (Years: _____)<br>__ Other/specific project as required by the advertisement (Years: _____) | __ Oil Spill Litigation (Years: _____)<br>__ Public Finance (Years: _____)<br>__ Land Use, Planning & Zoning Law (Years: _____)<br>__ Economic Development (Years: _____)<br>__ Construction Law (Years: _____) |
|---|---|

**E. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.**

| Name & Address: | Specialty: | Worked with Firm Before (Yes or No): |
|-----------------|------------|--------------------------------------|
| 1.              |            |                                      |
| 2.              |            |                                      |
| 3.              |            |                                      |
| 4.              |            |                                      |

## Professional Legal Services Questionnaire

**F. Professional Training and experience in relation to the type of work required for the outside legal services.**



**G. Size of Firm and capacity for timely completion of newly assigned work considering the number of professional and support personnel required to perform the type of outside legal services tasks and the Firm's current unfinished workload.**

## Professional Legal Services Questionnaire

i. Please specify the total number of support staff that may assist in the completion of a matter for each area of the law selected above: \_\_\_\_\_

ii. List any attorneys that may assist in the completion of a matter for each area of the law selected above. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's attorneys that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.

| Name: | Legal Field: | Years of Experience in Legal Field: |
|-------|--------------|-------------------------------------|
| 1.    |              |                                     |
| 2.    |              |                                     |
| 3.    |              |                                     |
| 4.    |              |                                     |
| 5.    |              |                                     |

## Professional Legal Services Questionnaire

**H. Past performance by person or Firm on Parish contracts. Please attach additional pages if necessary.**

**I. Adversarial legal proceedings between the Parish and the person or Firm performing professional services, in which the Parish prevailed, and excluding those instances or cases where the person or Firm was added as an indispensable party, or where the person or Firm participated in or assisted the public entity in prosecution of its claim. In the event that the person or Firm fails to provide accurate and detailed information regarding legal proceedings with the Parish, including the absence of legal proceedings, the person or firm shall be deemed unresponsive with regard to this category, and zero (0) points shall be awarded. Please attach additional pages if necessary.**

## Professional Legal Services Questionnaire

**J. Prior successful completion of projects of the type and nature of legal services, as defined, for which Firm has provided verifiable references. (List no more than 10 projects.)**

1.

2.

3.

4.

5.



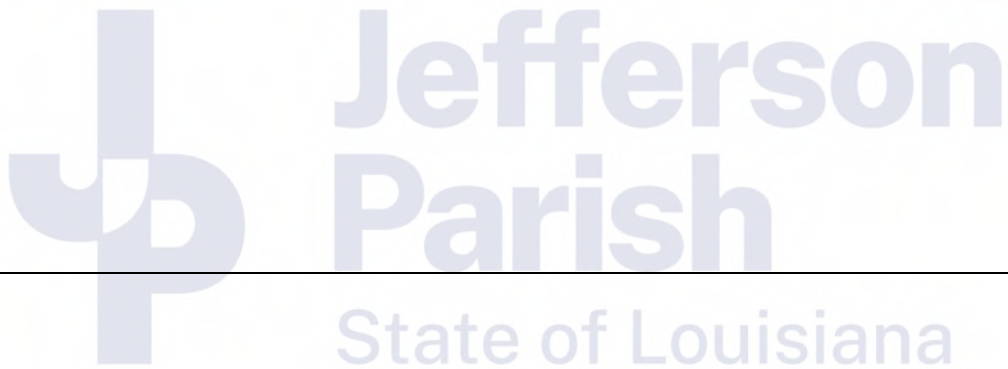


**Professional Legal Services Questionnaire**

6.

7.

8.



9.

10.

**Professional Legal Services Questionnaire**

**K. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.**

**L. To the best of my knowledge, the foregoing is an accurate statement of facts.**

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Chadwick J. Mollere**

Partner

Johnson Gray McNamara, LLC

650 Poydras Street, Suite 1201

New Orleans, Louisiana 70130

Telephone: (504) 525-4649

Fax: (504) 525-4653

cjm@JGMcLaw.com

Mediator

Environmental Law

Casualty, Toxic Tort & Products Liability Law

Energy & Natural Resources Law

Class Action Litigation

Appellate Practice

Patent Infringement Litigation

### **Practice Concentration & Experience Summary:**

Since beginning the practice of law in 1999, I have handled a wide range of civil litigation and appellate work in venues throughout Louisiana. I have successfully mediated first-party property damage cases filed in state court and federal court as both an appointed neutral and as a selected neutral. I have broad experience in the defense and management of complex litigation, including class action and mass joinder lawsuits. In particular, I have defended cases of alleged liability for environmental contamination to property; alleged exposure to various substances, including NORM, benzene, DBCP, and carbon monoxide; alleged liability for climate change; alleged liability for wetlands destruction; and alleged liability for physical property damage. My legal experience also includes the drafting of contracts and advising clients on environmental regulatory issues, including representation before regulatory agencies. Moreover, as a registered patent attorney who focuses entirely on litigation, I have been able to bring these skills together in patent infringement lawsuits. I take particular pride in participating in the successful resolution of lawsuits involving multiple parties and complex legal issues with favorable results.

### **Other Professional Experience:**

Liskow & Lewis, Associate Attorney, 2000-2005.

Louisiana State Supreme Court, Judicial Law Clerk to the Honorable Jeffrey P. Victory, Associate Justice, 1999-2000.

- I was responsible for analysis of writ applications to the Louisiana Supreme Court, and providing recommendations to the Court. I also drafted, revised, and edited proposed Opinions, Dissents, and Concurrences in cases under the direction of Justice Victory. I conducted necessary research and provided legal analysis.

Tiger Shipyards, Inc., a subsidiary of National Marine, Environmental Manager, 1995-1996.

- I was responsible for all aspects of environmental regulatory compliance for a shipyard.

Avondale Shipyards, Inc., Environmental Compliance Specialist, 1994-1995.

- I was responsible for certain aspects of environmental regulatory compliance for a large shipyard. Specifically, I developed a waste minimization program and obtained several grants for environmental projects.

Environmental Industrial Research Associates, Inc., a subsidiary of Chemfix Technologies, Inc., Environmental Chemist, 1991-1994.

- I was responsible for sample intake, preparation, and analysis of various media for environmental testing.

### **Military Experience:**

United States Coast Guard Reserve, Port Security, Second Class Petty Officer, 1988-1998, Honorable Discharge.

- I was responsible for regulatory inspections of vessels (barges and foreign cargo ships) and facilities, and for the investigation of pollution incidents.

**Year Admitted to Practice:** 1999 (Louisiana); 2000 (U.S. Patent and Trademark Office).

### **Education:**

- Louisiana State University (J.D. 1999);
- Loyola University (B.S., Biology/Chemistry, 1994).

### **Law School Honors:**

- Order of the Coif;
- Member and Executive Senior Editor, *Louisiana Law Review*, 1997-1999;
- LSU Law School Hall of Fame;
- Vinson & Elkins Scholarship;
- Awards for having the highest grade in several courses.

### **Honors and Affiliations:**

- Selected for inclusion in *The Best Lawyers in America* for Mass Tort Litigation/Class Actions-Defendants since 2012 and for Environmental Law since 2020;
- AV Preeminent® Peer Review Rated by Martindale-Hubbell;
- *New Orleans Magazine's* List of "Top Lawyers"
- Louisiana State Bar Association – House of Delegates, 2017 – present;
  - Unauthorized Practice of Law Committee (2017 – present);
  - Legislation Committee (2021).
- New Orleans Bar Association, Federal Bar Association – Member.

### **Articles and Lectures:**

- Note, *Saratoga Fishing Co. v. J.M. Martinac & Co.*: Charting the Course of "Other Property" in Products Liability Law, 58 Louisiana Law Review 1281 (1998);
- Lectures on environmental topics.

### **Community Involvement:**

- LSBA Lawyers in Libraries volunteer
- SOLACE: the community action committee of the Louisiana State Bar Association
- St. Catherine of Siena Men's Club Member

**NICHOLE MART GRAY**  
**JOHNSON GRAY MCNAMARA, LLC**  
[NMG@JGMCLAW.COM](mailto:NMG@JGMCLAW.COM)

**LEGAL EXPERIENCE**

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**Johnson Gray McNamara, L.L.C., New Orleans, Louisiana**  
**Partner, January 1, 2017 to Present**  
**Associate, October 2009 to December 31, 2016**

- Represent companies in various matters and manage extensive litigation practice specializing in the defense of complex and consolidated class action cases, including environmental, mass toxic tort and personal injury, landfill, sinkhole, occupational disease/chemical exposure, asbestos, and naturally occurring radioactive material (NORM) exposure claims, and insurance defense
- Manage pre-trial preparation including formulation and execution all defense strategies through all phases of litigation, developed and implemented defense discovery and trial strategies, expert witness development and retention, engaged in fact and complicated expert discovery, conducted extensive legal research and writing on complex legal issues, prepared substantive and procedural motions and briefs, complex document review, preparation of appellate briefs, attended and participated in depositions of plaintiffs, fact and expert witnesses, and argued various motions before courts throughout Louisiana
- Practice includes all aspects of civil litigation, both state and federal, at the trial and appellate levels
- Representing clients in a wide range of pre-trial, trial, and settlement matters in Louisiana state and Federal courts
- Recruiting Attorney for firm; active mentor for summer associates

**Johnson Gray McNamara, L.L.C., New Orleans, Louisiana**  
**Law Clerk, June 2008 to July 2008**

- Prepared legal research memorandum
- Prepared pleadings
- Attended depositions and prepared deposition summaries
- Prepared supporting memorandum for cases

**Gordon, Arata, McCollam, Duplantis, & Eagan, L.L.P., New Orleans, Louisiana**  
**Law Clerk, May 2008 to June 2008**

- Prepared legal research memorandum
- Prepared supporting memorandum for cases

**United States Attorney's Office for the Eastern District of Louisiana, U.S. Department of Justice, New Orleans, Louisiana**

**Law Clerk, June 2007 to July 2007**

- Prepared legal research memorandum and supporting memorandum of law for criminal and civil cases
- Aided in trial preparation by researching legal issues related to case
- Regularly attended and observed court hearings for criminal and civil cases

**PROFESSIONAL LICENSES**

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**State Bar of Louisiana (2009)**  
**Notary Public**

## **BAR ADMISSIONS**

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- Admitted to practice before all Louisiana state courts
- Admitted to practice before the Eastern, Middle, and Western Districts of the Louisiana United States District Courts
- Admitted to practice before the United States Fifth Circuit Court of Appeals

## **HONORS AND PROFESSIONAL, BUSINESS, AND CIVIC AFFILIATIONS**

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- Louisiana State Bar Association
  - Member of the LSBA House of Delegates representing the 41st Judicial District, June 2023-present
- New Orleans Bar Association
- Federal Bar Association
- United States Fifth Circuit Court of Appeals Bar Association
- Louisiana Association of Defense Counsel
  - Environmental and Energy Law Practice Group Chair, 2021-present
- Board of Directors for the Boys and Girls Club of Southeast Louisiana, 2010-2021
- Selected to the *Super Lawyers* 2021 Louisiana Rising Stars list in Environmental Litigation, 2018-2021
- Recognized in Best Lawyers in Mass Tort Litigation / Class Actions, Defendants 2023

## **SPEECHES/PRESENTATIONS**

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“Tips for Your Best Defense”, Louisiana Association of Defense Counsel, Winter Seminar, Beaver Creek, Colorado, January 26, 2023

“Tips for Your Best Defense”, Louisiana Association of Defense Counsel, Winter Seminar, Snowmass, Colorado, March 4, 2022

“Trending Legal Topics of High Importance”, Louisiana Association of Defense Counsel, Winter Seminar, Mt. Crested Butte, Colorado, February 8, 2020

## **EDUCATION**

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### **Loyola University New Orleans College of Law, New Orleans, Louisiana**

Juris Doctorate, May 2009

Civil Law Division

G.P.A.: 3.382

Honors and Activities:

Law Review, Member

Provosty Sadler Scholarship and LaNasa-Greco Providence Law Scholarship, Recipient

Loyola Real Estate Society, Member

### **Louisiana State University, Baton Rouge, Louisiana**

Bachelor of Science in Business Administration, December 2004

Major: Marketing

G.P.A.: 3.62

Honors:

Dean's List

Chancellor's List

Recipient - TOPS Scholarship

Recipient - Valedictorian Scholarship

Activities:

National Society of Collegiate Scholars

Gamma Beta Phi, Honor and Service Society

Pi Sigma Epsilon, Professional Fraternity

Delta Gamma Sorority

LSU Student Government

Freshman Executive Committee

Volunteer for LA School for the Visually Impaired

Volunteer for Service for Sight

## **OTHER PROFESSIONAL EXPERIENCE**

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### **Executive Office, Office of Governor Kathleen Babineaux Blanco, Baton Rouge, Louisiana Administrative Assistant, December 2004 to July 2006**

- Assisted with the preparation of Governor's schedule
- Prepared Governor for Executive Level meetings
- Assisted with meeting planning and preparation for Governor
- Assisted with incoming and outgoing correspondence for Governor

### **Kathleen Babineaux Blanco Transition Team, Baton Rouge, Louisiana November 2003 to January 2004**

- Assisted with the preparation of Governor-Elect's schedule
- Assisted with meeting planning and preparation for Governor-Elect
- Prepared Governor-Elect for Executive Level meetings

### **Kathleen Babineaux Blanco Campaign for Governor, Baton Rouge and Lafayette, Louisiana January 2003 to November 2003**

- Maintained database of over one thousand donors and coordinated and performed mass mail-outs
- Assisted with organization of fundraisers and events
- Coordinated volunteers for the Baton Rouge office and provided training

# Mary S. Johnson, Esq.

*Managing Partner*  
*Member*

Johnson Gray McNamara, LLC  
21357 Marion Lane, Ste. 300  
Mandeville, LA 70471  
Telephone: (985) 246-6544  
Fax: (985) 246-6549  
msj@JGMcLaw.com

## **Practice Areas:**

- Casualty, Class Actions, Toxic Tort & Products Liability Defense
- Environmental Law
- Insurance Coverage
- Appellate Practice

## **Practice Concentration & Experience Summary:**

Ms. Johnson has been actively involved in complex toxic tort, class actions, casualty, premises liability, occupational exposure, CERCLA cost recovery and environmental insurance coverage litigation for over three decades. She has substantial experience in both the trial and appellate levels in litigating mass joinder and class action cases involving allegations of exposure to chemicals, environmental contaminants, asbestos and naturally occurring radioactive materials (NORM), and has been involved in numerous *Daubert* hearings in state and federal courts. Ms. Johnson successfully handled multiple property damage cases filed after Hurricane Katrina alleging damage from flooding due to oil spills and other discharges. She is currently handling a number of significant sinkhole, pipeline, chemical exposure, radiation, “fear of cancer”, and other property damage cases. Ms. Johnson has particular expertise in defending “executive officers” from a variety of companies in asbestos litigation throughout Louisiana, and she also represents numerous employers, refineries, chemical plants, oil companies, papermills, shipyards, and other industrial facilities in matters involving alleged injuries to both workers and nearby residents. She has authored numerous papers on toxic tort, expert witnesses, environmental, insurance, and other issues, including Chapter 23 in the Louisiana Environmental Handbook, “*Insurance Coverage for Pollution Damage Claims*,” with G.B. Hall (1992-2001).

**Year Admitted to Practice:** 1986

## **Education:**

- Loyola University School of Law, J.D., *cum laude*, 1986
  - *Loyola Law Review*, Member
  - *Loyola Moot Court Board*, Intramural Coordinator



- Tulane University, B.A., 1983

**Honors and Affiliations:**

- Covington Bar Association, New Orleans Bar Association, Louisiana State Bar Association, American Bar Association and Federal Bar Association-Member
- Selected for inclusion in *The Best Lawyers in America* in **Environmental Litigation, Mass Tort Litigation/Class Action and Personal Injury Litigation** (2006-2018)
- Selected for inclusion in Louisiana *Super Lawyers* in **Environmental Litigation, Class Action/Mass Torts, and Appellate practice** (2015-2018)

**Other Professional Experience:**

- Managing and Founding Member, Johnson Gray McNamara, LLC, 2005-current
- Liskow & Lewis, 1988-2005
- Louisiana First Circuit Court of Appeal, 1986-1988, Judicial Clerk for the Honorable Wallace A. Edwards

**KIMBERLY W. JONES**  
**JOHNSON GRAY MCNAMARA, LLC**  
[KWJ@JGMCLAW.COM](mailto:KWJ@JGMCLAW.COM)

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**EMPLOYMENT**

|                 |  |
|-----------------|--|
| 2009 to Present | <p>JOHNSON GRAY MCNAMARA, LLC<br/>Mandeville, Louisiana<br/><i>Attorney</i></p> <p>Extensive litigation practice specializing in the defense of complex consolidated and class action cases, including environmental, toxic tort, landfill, sinkhole, chemical exposure, occupational exposure, asbestos, and naturally occurring radioactive material (NORM) exposure claims. Representing clients in a wide range of pre-trial, trial, and settlement matters in Louisiana state and Federal courts.</p> |
| 1999 to 2008    | <p>BORDENAVE BOYKIN &amp; EHRET<br/>New Orleans, Louisiana<br/><i>Partner</i></p> <p>Extensive trial experience including class action, mass tort and toxic tort litigation, including NORM, butadiene and benzene, and medical malpractice litigation. Also experienced in commercial and general business litigation including employment law and insurance law.</p>   |
| 1998 to 1999    | <p>DAVIS &amp; CERIANI<br/>Denver, Colorado<br/><i>Attorney</i></p> <p>Experience included development of trial tactics, drafting of pleadings and memoranda for various areas of litigation and arbitration, including cases involving municipal bonds, banks and banking, state and federal securities laws, trade secrets, real estate and medical malpractice. Also experienced in drafting and structuring various commercial, real estate and construction contracts.</p>                            |
| 1996 - 1998     | <p>SOLE PRACTITIONER<br/>Baton Rouge, Louisiana</p> <p>Experience included civil litigation and transactional work, including personal injury, workers compensation and personal finance matters. Also experienced in drafting and structuring various construction and employment contracts and agreements.</p>   |
| 1995 - 1996     | <p>DUE, CABALLERO, PERRY, PRICE, AND GUIDRY<br/>Baton Rouge, Louisiana<br/><i>Law Clerk</i></p> <p>Experience included legal research on pending toxic tort and railroad cases, preparation of settlement packages and trial preparation.</p>  |

1992 – 1993

MMR-RADON CORPORATION  
Baton Rouge, Louisiana  
***Paralegal***

Experience included assisting in-house legal counsel with construction claims and multinational joint ventures.

## **EDUCATION**

### **Legal:**

**Tulane School of Law** New Orleans, Louisiana  
Masters of Comparative Law Received 1997 G.P.A.: 3.487  
Thesis:  
International Construction Joint Ventures: Practical Problems & Issues.

### Honors:

Certificate of Advanced Study and Training in Commercial Arbitration,  
CALI Award for excellent achievement in the study of International  
Business Transactions.

**Southern University Law Center** Baton Rouge, Louisiana  
J.D. Received 1996, *Magna Cum Laude* Rank: 2/97 G.P.A.: 3.831  
Activities:

Associate Editor of the Southern University Law Review,  
Student Bar Association Grade Appeal Committee.

**L.S.U. Paralegal Institute** Baton Rouge, Louisiana  
Certificate of Paralegal Studies Received 1992

### **College:**

**Louisiana State University** Baton Rouge, Louisiana  
1988 - 1992  
*Degree: B.S., Business Administration*

## **REFERENCES:**

Available upon request

**Matthew C. Holman**  
417 Hooper Drive  
Kenner, Louisiana 70065  
[mch@jgmclaw.com](mailto:mch@jgmclaw.com) (318) 614-2045

## **EDUCATION**

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**Loyola University New Orleans College of Law, New Orleans, Louisiana**

**Juris Doctor, *summa cum laude*, May 2022      Civil Law Division**

G.P.A.: 3.871      Overall Class Rank: 5/151 (Top 3%)

### **Honors and Activities:**

Asterisks earned in Torts II, Civil Procedure II, Civil Law Property I, Civil Law Property II, Lawyering III, Seminar in Scholarly Writing: Law Review, Sales and Leases, Intellectual Property, Administrative Law, Natural Resources, Property Seminar: Property, Land Use, and Justice

Law Review, Member

Phi Delta Phi, Member

Published, Comment, *Let's Dive In: The Problem with Louisiana's Current Pool of Water Law*, 68 Loy. L. Rev. 343 (2022).

**Louisiana Tech University, Ruston, Louisiana**

**Bachelor of Arts in English (Minors: Spanish and History), *cum laude*, May 2008**

G.P.A.: 3.62

### **Honors and Activities:**

Writing Fellowship, First Undergraduate Recipient

## **PROFESSIONAL EXPERIENCE**

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**Johnson Gray McNamara, New Orleans, Louisiana**

**Attorney (present), Law Clerk (October 2022 - April 2023), Summer Associate (June 2021)**

Draft pleadings and written motions. Conduct legal research tasks and prepare memoranda summarizing relevant results. Confer with members of the litigation team to develop strategy and argument for use in legal disputes, with a focus on insurance defense, premises defense, and personal injury defense.

**United States District Court for the Eastern District of Louisiana**

**Extern (August 2021 - May 2022)**

Worked closely with the support staff for Chief Judge Nanette Jolivet Brown to analyze dispositive motions, research controlling law, and prepare judgments for the Court.

**Loyola University New Orleans College of Law, New Orleans, Louisiana**

**Lawyering I Teaching Assistant, August 2020 - December 2020**

Assisted Professor Emily Bishop with various aspects of the Lawyering I program, including preparing sample writing assignments, evaluating student performance on citation assignments, and meeting one-on-one with students to develop their legal writing skills including analysis, organization, and citation.