

Professional Legal Services Questionnaire

A. Person or Firm Name & Principal Address:

Transcendent Law Group
 3726 Canal Street
 Suite A
 New Orleans, LA 70119

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:

Michelle Craig, Managing Attorney
 504-459-4557
 mcraig@tlg.law

C. Location of the principal:

3726 Canal Street
 Suite A
 New Orleans, LA 70119



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.

<p><input type="checkbox"/> Bond Services (Years: _____)</p> <p><input type="checkbox"/> Elections (Years: _____)</p> <p><input checked="" type="checkbox"/> Administrative & Regulatory (Years: <u>23</u>)</p> <p><input type="checkbox"/> Antitrust Law (Years: _____)</p> <p><input checked="" type="checkbox"/> Business Law (Years: <u>23</u>)</p> <p><input type="checkbox"/> Criminal Justice (Years: _____)</p> <p><input checked="" type="checkbox"/> Dispute Resolution (Years: <u>23</u>)</p> <p><input type="checkbox"/> Environmental, Energy & Resources (Years: _____)</p> <p><input type="checkbox"/> Health Law (Years: _____)</p> <p><input checked="" type="checkbox"/> Intellectual Property (Years: <u>23</u>)</p> <p><input type="checkbox"/> International Law (Years: _____)</p> <p><input checked="" type="checkbox"/> Labor & Employment Law (Years: <u>23</u>)</p> <p><input checked="" type="checkbox"/> Public Contract Law (Years: <u>23</u>)</p>	<p><input type="checkbox"/> Science & Technology Law (Years: _____)</p> <p><input checked="" type="checkbox"/> State & Local Government Law (Years: <u>23</u>)</p> <p><input type="checkbox"/> Taxation (Years: _____)</p> <p><input type="checkbox"/> Tort Trial & Insurance Practices (Years: _____)</p> <p><input checked="" type="checkbox"/> Complex Litigation (including asbestos litigation) (Years: <u>23</u>)</p> <p><input type="checkbox"/> Securities (Years: _____)</p> <p><input type="checkbox"/> Ethics Law (Years: _____)</p> <p><input checked="" type="checkbox"/> Civil Service Matters (Years: <u>13</u>)</p> <p><input checked="" type="checkbox"/> Civil Rights & the Constitution (Years: <u>6</u>)</p> <p><input checked="" type="checkbox"/> Municipal Representation (including liability & intergovernmental conflicts) (Years: <u>12</u>)</p> <p><input checked="" type="checkbox"/> Code Enforcement Matters (Years: <u>11</u>)</p>
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Professional Legal Services Questionnaire

<input type="checkbox"/> Public Utilities Law (Years: _____) _____ Communications Law (Years: _____) <input checked="" type="checkbox"/> Transportation Law (Years: <u>22</u>) <input type="checkbox"/> Property (Years: _____) <input checked="" type="checkbox"/> Trust & Estate Law (Years: <u>5</u>) <input type="checkbox"/> Other/specific project as required by the advertisement (Years: _____)	<input type="checkbox"/> Oil Spill Litigation (Years: _____) <input type="checkbox"/> Public Finance (Years: _____) <input type="checkbox"/> Land Use, Planning & Zoning Law (Years: _____) <input checked="" type="checkbox"/> Economic Development (Years: <u>22</u>) <input type="checkbox"/> Construction Law (Years: _____)
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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. N/A		
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.

TLG currently provides legal services to clients throughout the Gulf South region—many of whom operate within highly regulated environments, such as public/private partnerships, public entities, public and private non-profits, public and private health care, financial services, transportation services, and others. We offer customized options for general counsel support that best suit a client's needs and budget. A large percentage of our clients, well over 70%, are subject to open meetings law, public bids laws, and public records law. We have extensive experience in navigating and advising on matters of public concern and matters that can be sensitive for public entities. It is our belief that the most important attribute of a firm representing a public entity is the firm's ability to understand the complexities involved in working in the public sector and the firm's ability to navigate the competing interests to achieve the organization's goals.

Transcendent is experienced in multiple areas of the law and provide the following, without limitation, general services to our clients:

General Counsel services
Contract review, drafting, and negotiation
Human Resources services and training
Executive Director and Board of Director Trainings
Municipal Representation
Economic Development
Community Development/Revitalization
Transactions
Labor and Employment
Civil Service
General Litigation

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

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.

Transcendent's staff currently consists of three (4) attorneys, one(2) paralegals, and three (3) legal assistants. Our attorneys bring knowledge and in-depth experience in each of the Firm's practice areas. Our smaller size enables us to carry out engagements in a responsive, efficient manner. Although we staff projects with small, dedicated teams of lawyers, we readily call upon colleagues from additional practices to provide insight into issues as they arise. Our goal is to provide high-quality, results-oriented legal services to our clients in a cost-effective manner. To do this, we believe that we must remain focused on the business objectives of our clients and work closely with them to develop and deliver legal solutions that will achieve their objectives.

At Transcendent, we believe that the careful staffing of matters plays a key role in each of our client's success. Each project is staffed based on which lawyers within our firm have the experience and skills most likely to meet the client's objectives in a meaningful and efficient manner. We also understand and appreciate that time is of the essence in Jefferson Parish's matters and therefore, your projects will be given the utmost attention and appropriately prioritized. Our response times will always be within forty-eight (48) hours or less.

Professional Legal Services Questionnaire

<p>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: ____4____</p>		
<p>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.</p>		
Name:	Legal Field:	Years of Experience in Legal Field:
<p>1.</p> <p style="text-align: center;">Michelle D. Craig</p>	<p>Labor & Employment Civil Service Education Business Law Intellectual property Public Bid, Meeting/Records Law Complex Litigation</p>	<p>23</p>
<p>2.</p> <p style="text-align: center;">Richard Montgomery II</p>	<p>Labor & Employment Civil Service Education Business Law Intellectual property Public Bid, Meeting/Records Law Complex Litigation Transactions</p>	<p>8</p>
<p>3.</p> <p style="text-align: center;">Margaret Guidry</p>	<p>Business Law Complex Litigation Transactions Single Plaintiff Litigation</p>	<p>17</p>
<p>4.</p> <p style="text-align: center;">Jovontee Curlee</p>	<p>Business Law Complex Litigation Transactions Single Plaintiff Litigation</p>	<p>4</p>
<p>5.</p>		

Professional Legal Services Questionnaire

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

Transcendent has successfully worked with various city governments, entities, public boards and elected officials since its inception. Prior to that, our managing attorney performed this work.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualification for Legal Services" for additional specific information on this work.



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.

There have been no adversarial proceeding between the Parish and our Firm Transcendent Law Group or any members of the Firm.

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.

Prepared, reviewed, and approved pleadings on behalf of client including but not limited to temporary restraining orders, motions, dis-positive motions and summary judgments; attended court hearings for clients and attend administrative proceedings.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

2.

Negotiated and executed complicated cooperative endeavor agreements with city governments and worked on zoning and permitting issues to resolve possible conflicts.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

3.

Led client through complex litigation strategies, including motion practice, complex and hotly contested discovery issues and resolution of difficult matters.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

4.

Led client through negotiation of complex employment and employee discipline issues, terminations, EEOC charges, EEOC mediations, internal investigations, and Wage & Hour disputes.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

5.

Provided extensive training on a variety of matters including but not limited to open meeting laws, sexual harassment discrimination, economic development, communication, ethics, workplace conduct, conflict resolution, Gig economy workers, human resources, Board Governance, and effective hiring.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

Professional Legal Services Questionnaire

6.

Provided Diversity and Inclusion training, including cultural competency training, unconscious bias training, sensitivity training, microaggression training, and training on creating an inclusive environment.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

7.

Reviewed and drafted commercial lease agreements and other pertinent vendor to vendor contracts including but not limited to professional service agreements, non-disclosure agreements, artist agreements, joint venture agreements, and consulting agreements.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

8.

Conducted internal investigations into employee misconduct and guided clients through proper processes and responses in light of legal responsibility.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

9.

Successfully trained Boards of Directors in public meeting laws, public bid laws, and public records requests, as well as on their fiduciary duties related to their services and provided legal advice regarding the same.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

10.

Reviewed and successfully negotiated Union Contracts, advised on grievance issues, avoided union strikes and arbitration matters, and worked closely with Union Stewards to resolve issues.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

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.

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

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

Signature: Michelle Craig Print Name: Michelle Craig

Title: Managing Attorney Date: June 5, 2024

ATTACHMENT A



TRANSCENDENT
— LAW GROUP —

**TRANSCENDENT LAW GROUP'S
RESPONSE TO THE PARISH OF
JEFFERSON'S REQUEST FOR STATEMENTS
OF QUALIFICATIONS FOR LEGAL SERVICES**

Submitted by: Transcendent Law Group
3726 Canal Street, Ste. A
New Orleans, LA 70119
Office: 504-459-4557
Fax: 504-814-4502



TRANSCENDENT
— LAW GROUP —

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TRANSCENDENT
— LAW GROUP —

October 26, 2023

Via Electronic Upload: www.jeffparishbids.net

Jefferson Parish
e-Procurement Team

RE: Response to Parish of Jefferson's Request for Statements of Qualifications for Professional Legal Services

To the Procurement Team:

Transcendent Law Group ("TLG", the "Firm, and/or "Transcendent") is pleased to submit the attached Response to the Parish of Jefferson's ("JP") Request for Statements of Qualifications for Legal Services ("SOQ"). Thank you for giving us the opportunity to submit this proposal to provide legal services to JP. We firmly believe that Transcendent has the experience and qualifications to provide you with high-quality legal services at a reasonable cost that is much less than the fees that you would typically be billed by mid-to-large size law firms.

Transcendent is a Disadvantaged Business Enterprise ("DBE") Certified, Woman and Minority-Owned Full-Service Law Firm headquartered in the Southern Region of the United States that offers a new and innovative model for the practice of law in the Gulf South. Transcendent's focus is to provide superior services at an unprecedented level of efficiency, quality, and collaboration between client and attorney.

We are proud of our past work, which has demonstrated our trustworthiness and reliability since our inception six years ago. We are also proud of our clients, both large and small institutions, who have allowed us to continue this work in this region.

Our team of professionals, headed by our Managing Attorney, Michelle D. Craig, has a proven track record in the region that exemplifies our ability to successfully partner with public, private, and public/private organizations to provide effective legal service that addresses the various legal needs of the organization. JP can be assured that we will manage its legal work closely and carefully and work diligently for the best possible outcome in each and every matter. We also understand and appreciate that time is of the essence in JP's matters, and therefore, JP's projects will be given the utmost attention and appropriately prioritized. Our response times to JP will always be within forty-eight (48) hours or less.

Detailed within our response is an overview of the partnership that we envision. You can also visit us at www.tlg.law. We believe that our proposal more than meets the requirements as listed in JP's SOQ and

confirm that no TLG attorney has been involved with any legal proceedings against any parish as a named party. This response will be valid for 90 days from the date of submission. If it is determined that this response is deficient, Transcendent Law Group respectfully requests to be promptly notified via any of the outlets provided in the signature block below. We also respectfully request that we be allowed to correct/amend any such deficiency. Additionally, we respectfully request notification should a public records request for the materials provided in this response be made.

TLG proposes to provide services in the following areas:

- Administrative & Regulatory
- State & Local Government Law
- Business Law
- Complex Litigation
- Civil Service Matters
- Intellectual Property Law
- Code Enforcement Matters
- Labor & Employment Law
- Municipal Representation
- Public Contract Law
- Transportation Law
- Economic Development

Further, pursuant to the guidelines in the SOQ, TLG confirms that by submitting this Response, TLG agrees to the terms of JP's SOQ.

Thank you,

Michelle Craig

Michelle D. Craig
Managing Attorney
Transcendent Law Group, LLC
3726 Canal Street Suite A
New Orleans, LA
P: 504.459.4557
F: 504.814.4502
D: 832.797.8576
mcraig@tlg.law

Our Firm History and Operations

Transcendent Law Group, LLC (Federal Tax ID: 47-2095296) was established on October 1, 2014, is headquartered in New Orleans, and located at 3726 Canal Street. The office direct line is (504) 459-4557. It is owned and operated by Michelle D. Craig, the Managing Attorney. The Firm continues to be one of the most innovative models for the practice of law in the Gulf South Region. Transcendent is the first law firm in the region to combine legal services with technology for the benefit of the client. TLG strives to provide efficiency, quality, and collaboration between client and attorney.

Our attorneys bring to the table knowledge and in-depth experience in each of the Firm's practice areas, and our smaller size enables us to carry out engagements in a responsive and efficient manner. Although we staff projects with small, dedicated teams of lawyers, we readily call upon colleagues from additional practices to provide insight into issues as they arise. Our goal is to provide high-quality, result-oriented legal services to our clients in a cost-effective manner. To accomplish this, we believe that we must remain focused on the business objectives of our clients and work closely with them to develop and deliver legal solutions that will achieve their individual objectives.

TLG has handled a myriad of commercial transactions and, when necessary, commercial litigation. As a result of our broad client base, we have drafted, reviewed, revised, and negotiated a wide array of commercial transactions, including, without limitation, SaaS agreements, software licenses, master service agreements, vendor agreements, contract manufacturing agreements, lease agreements, capital equipment purchase agreements, warehousing agreements, and transportation agreements.

Our transactions team works closely with litigators to draft, review, and/or revise contracts, strengthening the language to make the agreement more enforceable and to help clients avoid future legal disputes resulting from ambiguously written agreements. We work hard to anticipate the upcoming challenges in the respective industries and insert language to avoid problems as the companies grow or change. We have negotiated on behalf of large private companies, including some of the largest retailers in the world, smaller companies, public/private partnerships, and public entities. Our understanding of negotiations from both sides of a transaction often helps facilitate an efficient, effective negotiation process.

General Counsel Experience

TLG currently provides general counsel services to clients throughout the region—many of whom operate within highly regulated environments, such as public/private partnerships, public entities, public and private non-profits, public and private health care, financial services, transportation services, etc. We offer customized options for general counsel support that best suits a client's needs and budget. A large percentage of our clients, well over 70%, are subject to open meetings law, public bids laws, and public records law. We have extensive experience in navigating and advising on matters of public concern and matters that can be sensitive for public entities. It is our belief that the most important attributes of a firm representing a public entity are the firm's ability to understand the complexities involved in working in the public sector and the firm's ability to navigate competing interests to achieve the organization's goals.

Our team performs outside general counsel services for local and regional public entities, public and private non-profits, insured clients, and regional financial companies, among others. Utilizing our well-rounded experience and our industry know-how in several areas, including corporate governance,

Employment, Labor and Workforce Management, and Litigation and Business Disputes, we effectively provide advice and counsel to (and, if necessary, defend) organizations that need outside general counsel support.

Upon engagement, we work hard to obtain an in-depth understanding of our organization's clients' priorities, business needs, and strategic plans. Our goal is to take a proactive approach to 1) providing the client with the best and most cost-effective solutions to its legal matters and 2) mitigating the client's risks of unnecessary claims or lawsuits.

OUR SERVICES

TLG attorneys provide general counsel services to a variety of public entities. We pride ourselves on tailoring our services to fit the client's needs. We understand the varied projects, the budgetary concerns, and the organizational concerns that inform business decisions. As outside general counsel, we can coordinate and oversee, among other things:

- General day-to-day business, legal, and compliance matters:
 - Corporate governance matters include but are not limited to Participation in board meetings and drafting minutes, Advice on an officer and director fiduciary duties and exposure to claims, Drafting and administration of strategic plans and initiatives, and Preparation of corporate governance documents.
- Contract drafting, review, and negotiations include but are not limited to:
 - Vendor and services agreements, non-compete, trade secret, non-disclosure, and non-solicitation agreements, Employment agreements, Software, technology, and license agreements, Contract research and development agreements, Professional services agreements, Development or outsourcing agreements, Leases, Contract negotiations between JP and non-profits, public-private partnerships, and other public entities, Other commercial contracts
- Employment and human resource matters include but are not limited to:
 - Advice on employee hiring, retention, and termination, Drafting and review of employee handbooks and Annual/Biannual workplace training.
- Executive issues and compensation
- Regulatory counseling and advising
- Privacy and data security (including emergency response and preparedness)
- Advice regarding risk management, arbitration, mediation, and litigation
- Supervision or evaluation of local or special counsel
- Special projects
- Board of Directors governance and training

Our Experience in Detail

Our Managing Partner is an experienced, Am200 law trained attorney who is familiar with the local, state, and federal courtroom procedures. Our team makes regular appearances before various state agencies to advocate for our clients. We have an intimate knowledge of the various legal processes and understand the styles and preferences of judges as well as of opposing counsel. This active advocacy provides us with a comprehensive perspective on litigation. With experience and expert service, we understand the interconnected nature between the branches of government, and we use that knowledge to counsel, direct, and obtain our client's objectives.

Our attorneys have represented clients in numerous areas including without limitation the public sector, the technology sector, the hospitality industry, the transportation industry, the film industry, the construction industry, the real estate industry, the retail industry, the oil and gas industry as well as the insurance, maritime, and gaming industries. We also currently represent several quasi-public entities and serve on several public boards. We are proficient in litigation and are experienced in a large variety of specializations. A significant portion of our practice focuses on consultation, conflict resolution, and methods of avoiding litigation.

MUNICIPAL REPRESENTATION/ECONOMIC DEVELOPMENT

TLG is deeply involved in the economic development of our community. We have represented both private and public interests related to economic development and incentive negotiation. In addition to working in the community to assist with creating jobs, eliminating blight, and improving the quality of life of the community members, we also facilitate public/private partnerships for our clients.

We have worked with some of the best creative problem-solvers for embattled economic development projects. We engage in lobbying efforts to achieve a more favorable environment for business development and encourage the growth of vehicles for the development of our local economies. If a project encounters an insurmountable hurdle such as a missing permit or zoning barriers, we apply our years of negotiation and litigation skills along with knowledge of public processes to identify options and solve the business problem. Our core economic development practice includes, but is not limited to the following:

- **Negotiation, Litigation, and ADR:** Provide, without limitation: counsel for delayed projects; conflict resolution arising from questions of legality in public/private partnerships; development proposals and litigation for breach of contract and other underperformance claims.
- **Community Development/Revitalization:** Provide, without limitation representation of business owners and not-for-profit entities in partnership with economic development professionals and government agencies. We also negotiate benefits and incentives for competitive local business climates, strong tax bases, and high-quality infrastructure.

TRANSACTIONS

In our transactional work, we provide a host of services including drafting and reviewing contracts, commercial lease agreements, purchase and procurement documents, and facilitating documents related to mergers and acquisitions. We also review policies and negotiate and draft vendor agreements. Our transactions team works closely with litigators to draft, review, and/or revise contracts, strengthening

sections to make the agreement, as a whole, more enforceable, and to help clients avoid future legal disputes resulting from bad agreements.

We negotiate on behalf of private companies, public/private partnerships, and public entities. Our understanding of negotiations from both sides of a transaction often helps facilitate an efficient effective negotiation process. Our transaction practice includes, but is not limited to the following:

- **Contracts:** Every contract that passes through our office and on to the client goes through a multi-point check to ensure that our client's rights and interests are protected. In turn, we utilize this same technique to review and negotiate outside contracts that are brought to our clients for signature. While we pride ourselves in our ability to quickly obtain results, our contract review and negotiation practice is one area where we ensure adequate time is spent to safeguard against the potential for future breaches.
- **Insurance Matters:** Many aspects of our work include working with insurance companies, policies, and adjusters to confirm our clients have proper coverage for their business and working to get nominal damages, if any, for the opposing party.

GENERAL LITIGATION (AUTO LIABILITY, COLLECTIONS, COLLECTIVE/CLASS ACTION MATTERS)

In our litigation work, we focus on obtaining results quickly while maintaining a clear focus on the client's objectives. We try cases in federal and state courts and argue at hearings before administrative bodies. Our focus is to achieve the best resolution for our client as expediently as possible by means of early resolution, mediation, and/or summary judgments in an effort to curtail unnecessary litigation costs while remaining trial ready. If a matter goes to trial, our lawyers are experienced and trained to defend the most complex legal claims. The following is a representative list of some, but not all, of the areas in which we have successfully defended clients:

- **Contractual Disputes:** These disputes include service contracts, consulting agreements, construction and insurance contracts, royalty or partnership agreements, compensation, collective bargaining agreements, business agreements, joint-venture agreements, professional service agreements, non-compete, and other employment agreements.
- **Tort Claims:** We have defended both small and large organizations in workmen's compensation, individuals' personal injury claims with dollar amounts in the high hundred-thousand-dollar and million-dollar ranges, assault and battery claims, casualty claims, tort claims, and automobility liability claims.
- **Professional Misconduct:** We have defended companies in various types of wrongful termination claims, retaliatory discharge claims, and discrimination in hiring and firing practices claims.
- **Regulatory Defense:** We have represented clients before licensing committees, as well as state and federal taxing and insurance authorities regarding compliance issues and/or claims of misconduct.
- **Collection:** TLG regularly handles collection matters for several organizations including non-profits, public/private partnerships, and banks. We draft demands and pleadings, negotiate settlements, and manage collection matters, from demands to judgments and garnishments.
- **Class/Collective Actions/ Complex Litigation:** TLG has defended wage and hour collective actions in which plaintiffs have alleged unpaid wages and bad faith. Our complex litigation

work includes defending clients in multi-million-dollar, 13-plus defendant matters. These matters involve extensive discovery and intense litigation.

Representative Matters

- Jury Trial - Defended client against a single plaintiff alleging exposure to NORM and requesting a multi-million-dollar verdict. The jury returned a zero verdict for the plaintiff.
- Jury Trial - Defended client in vicarious liability matter in which the plaintiff alleged the defendant was liable for the accident caused by employee-driver. Jury verdict for less than half of the millions of dollars requested.
- Motions for Summary Judgment – Drafted and argued successful motions for summary judgment filed on various age, discrimination, defamation, commercial litigation, collections, and sexual harassment claims.
- Collection Recovery/Settlements - Successfully obtained repayment of funds owed to clients and/or repayment schedules of fund amounts owed to clients. Those funds included loan amounts, mortgages, and other funds owed to clients.

LABOR AND EMPLOYMENT

Proactive management of our client's workforce is among the many goals of our Labor and Employment team. Supervisors, CEOs, Directors, and Boards all seek our advice in advance of significant employment decisions, policy changes, and/or legislative enactments. They rely on our proven counsel regarding all matters pertaining to the employment relationship. We have experience in defending all facets of the employee-employer relationship, including, but not limited to, conducting preventative training, day-to-day counseling and advice, policymaking, and litigation. We are also skilled investigators.

Our labor and employment team members are admitted to practice at all levels of state, federal, and appellate courts in Louisiana and have argued and/or advocated before the EEOC, the OFCCP, the NLRB, OSHA, the DOL Wage-Hour Administration, as well as various other state and local workplace authority agencies. We take pride in our expertise in the field of human resources and take every opportunity available for continued education in every area of the human resources processes, including, without limitation, hiring, termination, retention, reporting harassment and discrimination, policy implementation, immigration, and employment issues related to mergers and acquisitions. The following, without limitation, represents our Labor and employment capabilities:

- **Practical, Proactive Consulting:** Consulting with CEOs, supervisors, and human resources professionals about challenging labor and employment issues; resolving pointless legal battles and achieving positive employee relations; defending job discrimination claims; addressing ADA, FMLA, and other leave-related questions and assisting with those same complaints; understanding and explaining wage and hour regulations; resolving reduction-in-force issues; complying with the myriad of workplace regulations and laws facing employers.
- **Employee Handbooks and Policymaking:** Developing and revising handbooks, policies, and internal procedures; presenting to employers and employees applicable federal, state, and local laws relating to employment; preparing employment agreements and confidentiality/non-competition contracts; providing training to employees of all levels from entry-level to supervisory and management on a myriad of employment-related topics including without limitation inclusion, diversity, discrimination, and policy

implementation; advising on employment issues arising from transitions, buy-outs, and mergers and acquisitions.

- **Regulatory Representation:** Navigating through the myriad of regulations related to job discrimination, union avoidance, overtime, family and medical leave, job safety, federal contract compliance, affirmative action, and the Davis-Bacon Service Contract Act; presenting to employers the various rules and regulations relating to the same.
- **Litigation and ADR:** Litigating all types of labor and employment claims; fervently working towards the organization's objective while keeping a mind to early resolution as the goal and remaining trial-ready throughout.
- **Professional Misconduct:** Advising clients on responses to allegations of misconduct; performing a thorough investigation into each and every matter; advising on the proper reporting to governing authorities when reporting is required; working towards the best resolution of each allegation when they arrive; advising the client on methods to apply to lessen the instances of misconduct.
- **Civil Service:** As the former Chairwoman of the Orleans Civil Service Commission, Michelle Craig has an in-depth understanding of the Civil Service process. As a commissioner, she heard arguments and argued her position as needed. She is expertly familiar with and understands civil service processes, rules, and procedures. Michelle has excellent relations with and interfaces regularly with the Civil Service personnel department. Her in-depth knowledge of the process will make her an asset at the parish and state levels.

OPEN MEETINGS LAW

TLG's open meeting law experience includes working diligently with our public and non-profit clients to ensure that they remain compliant with all applicable federal, state, and local laws and regulations; ensuring our client's compliance with open meeting laws; assisting in the preparation and/or review and revision of Requests for Proposals, guaranteeing communication with the client is open and continuing to ensure incoming bids follow requirements; continuing open communication with the client to ensure meetings are posted and provided to the community lawfully; attendance at board meetings to ensure proper protocols are followed; instructing Directors and Boards on the correct handling of Board matters; reviewing and approving board meeting minutes; advising on strategy related to matters that are subject to open meeting laws and the ways to proceed therein.

PUBLIC BID LAW

Our public bid law experience includes ensuring compliance with La. R.S. 39:1551, et seq. in all procurements; preparing requests for proposals in accordance with all applicable regulations; ensuring the selection process is fair and standardized without any opportunity for abuse; abiding by principles of transparency; properly handling emergency and sole source acquisitions when necessary; encouraging greater DBE participation in public procurement; thoroughly documenting the selection process; promptly addressing any award challenges; advising on best practices; making recommendations for handling matters before and after they arise.

INTELLECTUAL PROPERTY

Transcendent regularly protects its clients' intellectual property rights. TLG helps businesses and content creators protect their intellectual property by securing and enforcing their intellectual property rights and advising on transactional opportunities related to those rights. We have experience in intellectual property infringement, regularly protect client's logos, service marks, and trademarks, and advise on business opportunities related to the same. TLG's intellectual property and trademark experience includes conducting trademark searches, drafting, preparing, and filing trademark registration applications, responding to any supplemental questions and requests made by the U.S. Patent and Trademark Office, and preparing and filing copyright registration applications. TLG has also drafted copyright licensing agreements and negotiated rights related to copyright and trademark rights.

Fee Structure

To minimize the risk of professional service fees related to our undertaking, we offer multiple rates under which service will be provided. Our rates are billed in six (6) minute intervals (increments of 0.1 of an hour). Our rates are reconsidered annually, with changes effective January 1st of each year. We will notify you of any rate changes before they go into effect.

Our work for JP may include, without limitation, ongoing advice addressing JP's everyday needs, day-to-day advice on the legal issues associated with JP, addressing policy and procedure matters, contract review and negotiation, handling employee matters, answering interpretation of law questions, and reviewing of vendor contracts and letters. These services can be performed at the Billable Hour Rate. The Billable Hour rate is billed at \$350.00 per hour for Partners. Senior Associates are billed at \$325.00. Junior Associates are billed at \$300.00, and our paralegals, legal interns, legal assistants, and/or law clerks will be billed at \$275.00 per hour. **However, TLG confirms that it will work at the hourly rate JP requires and any proposed under state guidelines.**

Additionally, we include separate charges on our statements for performing services such as messenger and delivery service, travel, long-distance telephone, telefax, filing fees, and computerized research and photocopying. When fees or expenses are charged by any third-party vendor, we may forward those fees and expenses for direct payment to the vendor. We will generally do this with relatively large fees and expenses, such as fees for experts and consultants, as well as certain travel, copying, and court-reporting charges. Payment of each billing invoice shall be due within 30 days of the invoice date.

Our Team

Michelle D. Craig, owner and Managing Attorney of Transcendent Law Group, LLC, has over 22 years of law firm experience and was a partner with Adams and Reese LLP, New Orleans. She holds a Juris Doctorate and a Bachelor of the Civil Law System from the Louisiana State University (LSU) Law Center and studied law at Aix en Provence, France. She has extensive litigation and negotiation experience in labor and employment, commercial litigation, general litigation, contract drafting and mediation, economic development, education, and product liability.

The additional lawyers on our team are Richard Montgomery II and Margaret Guidry. All of our attorneys are experienced, trained lawyers who are familiar with the local, state, and federal courtrooms. We have appeared in front of state agencies as advocates for our clients, and we have an intimate knowledge of the processes and judges and the style of opposing counsel. Active lobbying and advocacy give us a

comprehensive perspective on litigation and transactions. With experience and service on public commissions and agencies, we understand the interconnected nature between the branches of government and use that knowledge to sustain a healthy business environment. The full biography of each attorney is attached for your review.

OUR COMMITMENT TO YOU

- **Experience and Reliable Solutions.** We will focus on providing reliable solutions as it relates to your legal needs and overall business outcomes.
- **Efficiency and Seamless Service.** We will be seamless business partners with you and your business partners.
- **Help Meet Your Goals.** Our management team will consistently and completely engage with you to help you achieve your goals.
- **Flexibility and Direct Access to our Attorneys.** We will provide direct access to diverse attorneys focused on providing prompt, efficient, and effective results.

DIVERSITY AND COMMUNITY

At Transcendent, we take great pride in the work we do in the community, and we believe it is our duty to uplift the community within which we serve. A commitment to service and volunteerism is deep-rooted in our firm.

Some of the organizations and philanthropies touched by our attorneys include The Girl Scouts, Susan B. Komen Foundation, United Way, the Urban League, Young Audiences, Charter Schools, American Red Cross, Second Harvest Food Bank, Children's Bureau, and Dress for Success.

OUR ATTORNEYS

Michelle Craig, Managing Attorney



Michelle Craig is a Louisiana native and proud graduate of the Louisiana State University (LSU) Law Center. Michelle is a former partner in the Labor and Employment group of Adams and Reese, LLP, an Am200 regional law firm. Michelle represents clients including, but not limited to public and private schools, fast food companies, offshore companies, home improvement retailers, entrepreneurs, and other small businesses.

In addition to her labor and employment experience, Michelle has practiced commercial litigation and product liability. She has also represented large companies in claims such as breach of contract, warranty, fraud, failure to pay claims or make a tender, negligent misrepresentations, and alter ego.

PROFESSIONAL EXPERIENCE

Founder & Managing Attorney , Transcendent Law Group New Orleans, LA	2014-Present
Partner Adams and Reese LLP New Orleans, LA & Houston, TX	2007- 2014
Litigation Associate , Jones Walker Waechter Poitevant Carrere & Denegre LLP Baton Rouge, LA & Houston, TX	2001 –2007

Her other significant contributions include:

- Acknowledged by Cornell University for completion of their Diversity and Inclusion course in September 2020.
- Recognized by the New Orleans City Council Emerge Louisiana Training program for her hard work and dedication to public service, June 2019.
- Honored by law.com's Corporate Counsel Women, Influence, and Power in Law, 2019
- Recognized by Emerge Louisiana's 2019 Democratic Future training program.
- Awarded as 2019's Corporate Counsel's Women, Influence, and Power in Law for innovative leadership.
- Recognized by Delgado Community College's 10,000 Small Business Program, April 2018.
- Recognized by Tulane University Freeman School of Business for her panel discussion on careers in law and business, 2017.
- Recognized as a Leader in the Community in Gambit's 40 under 40, 2017.
- Honored as a fellow of the Institute of Politics, in March 2016.
- Selected Fellow to the New Leaders Council, Institute of Politics, and Norman C. Francis, 2015.
- Named a Young Leadership Council Role Model, 2014.
- Named an Outstanding Millennial in Law, 2014.
- Recognized at the 2nd Annual Women Business Challenge in 2014 by the Urban League of Greater New Orleans.
- Recognized by Delgado Community College for her exemplification of the highest standards of professionalism in the area of diversity, May 2014.
- Named Social Renaissance's 2014 Outstanding Millennial.

- Named a Leadership in Law Honoree, 2013.
- Named Most Powerful and Influential Woman in Louisiana, 2012.
- Named one of the National Diversity Council's 2012's most powerful and influential women.
- Recognized by Urban League of Greater New Orleans for outstanding achievement, leadership, and community service, 2011.
- Recognized by Urban League of Greater New Orleans for outstanding dedication and service, 2011.
- Honored by the Urban League of New Orleans as the first African American woman to achieve partner status at Adams & Reese LLP, August 2011.
- Selected as a Special Gala Honoree at the Annual Urban League Gala, in July 2011.
- Named 2009 Rising Star in the Legal Profession.
- Named a 2008 Women of the Year.
- Recognized as 2008 Innovators of the Year by New Orleans City Business.
- Honored for her work with Urban League Young Professionals as founder and an executive board member of the Young Professionals Group.
- Being an advocate for proactive management and human resources guidance and counseling; preparing policies and procedures for employers, drafting and defending employment documents including severance agreements, confidentiality and non-compete agreements, and non-solicitation agreements for employers; defending EEOC charges, defending wage and hour investigations and counseling employers on the proper classification of employees under FLSA.
- Representing employers in administrative procedures before state and federal agencies including the Louisiana and Texas Commissions on Human Rights. She has also defended trade secret claims, breach of employment contracts, and claims alleging retaliation under discrimination statutes.
- Providing legal counsel for the National Association of African Americans in Human Resources.

Michelle writes and provides client and attorney training on a variety of labor and employment issues. She served on the Board of Directors for the golf public-private partnership First Tee of New Orleans 2009-2010. She is also an active member of Alpha Kappa Alpha Sorority Incorporated. She admires her parents, Michelle Obama, and Martin Luther King, and entrepreneurs. She is an avid reader and loves art and artistic people.

Michelle's notable presentations include:

- Sexual Harassment/Sexual Misconduct Training, Charter School presentation.
- Equal Opportunity & Sensitivity Training, CPT MEIER.
- Latest and Greatest from the National Labor Relations Board.
- FMLA and ADA Leave Issues, Professional Organization presentation.
- Interrupting Bias in the Legal Profession: What Would You Do? Ethics and Professional Why Every Business Needs a Diversity and Inclusion Program, Bar presentation September 2020.
- How to Support Businesswomen and Female Entrepreneurs in New Orleans, Professional Organization presentation August 2020.
- Labor & Employment Law, November 2020.
- Want to be a Business that Survives and Thrives? May 2020.
- Employee Rights & Responsibility Subcommittee, ABA Employment Rights and Responsibilities Committee 2019 Midwinter Meeting.
- Training on Workplace Conduct, Communication, and Anti-Harassment, Professional Organization presentation April 2019.
- Creating an Airtight Case: Employment Law Overview & Best Practices, Louisiana/Mississippi Gulf Coast Chapter of CUPA-HR, 2019 Spring Conference.
- Equal Opportunity Employer, Higher Education Organization presentation, 2019.

- Conflict Resolution, Transcendent Law Group, 2019.
- The Trinity of #MeToo Preparation: Information, Investigation and Documentation, NOLA SHRM 2019 Conference and Exposition.
- Legal Panel Discussion, Louisiana SHRM Conference, April 2018.
- 2018 Charter Schools Presentation.
- The Ethics of Engagement Letters and Alternative Fee Arrangements: Beyond the First Date, Jointly Presented by the Ethics and Professional Employment Rights and Responsibilities Committees, 2018.
- Ethics Issues When Lawyers are Gig Economy Workers, 2018 Ethics & Professional Responsibility Committee Mid-Winter Meeting.
- Navigating Harassment Issues in the Workplace, Louisiana Bar Association 2018.
- Sexual Harassment Claims in 2018: Understanding Sexual Harassment in the Wake of the #MeToo and #Timesup Movements, American Bar Association.
- Student Sexual Misconduct Training, Charter School Organization presentation 2018.
- HR Legal Training, Non-profit Organization presentation, July 2018.
- Sexual Harassment in the Food Service Industry, Transcendent Law Group 2018.
- 2018 OGCEDOCS - Ethics of Engagement.
- Growth Plan Presentation, Transcendent Legal, 2018.
- Human Resources and Compliance Presentation, Charter School Organization presentation, 2018.
- Board Governance 101, Transcendent Law Group, 2018.
- Sexual Harassment Claims in 2018: Understanding Sexual Harassment in the Nonprofit World, Non-profit Organization presentation 2018.
- SPED Compliance and HR Compliance, Transcendent Law Group, 2017.
- 2017 SPED Compliance: The Basics and the Complications.
- Ethics Obligations Regarding Social Media: The Next Legal Frontier, ABA Section of Labor and Employment Law, 2017 Ethics & Professional Responsibility Committee Midwinter Meeting.
- SPED Compliance: The Basic and the Complications, 2017.
- Changes to the Federal Wage and Hour Laws, Transcendent Legal, July 2016.
- Civility in Litigation: Raising the Level of Professionalism in the Bar, ABA Ethics and Professional Responsibility Mid-Winter Meeting, March 2016.
- Mastering Davis Bacon Requirements, Small Business Training Program, Non-profit Organization presentation April 2016.
- Legal 101 For Small Business Owners and Entrepreneurs, Transcendent Legal, March 2016.
- Legal Lookout: Legal 101 for Entrepreneurs, New Orleans Entrepreneur Week, March 2016.
- Social Media 2.0: The Good, the Bad, and the Ridiculous, Transcendent Legal, September 2016.
- Privacy & Social Media in the Workplace: A Primer, Employers and Lawyers, Working Together, Professional Organization presentation, professional Organization presentation 2015.
- Sensitivity Training, Non-profit Organization presentation, 2015.
- Overview of 2014 Important Legal Issues Non-profit Organization presentation.
- People Policies and Technology, Professional Organization presentation, 2014.
- Sensitivity Training, 2014 Mid-Winter Conference.
- Top Tips to Avoid Wage and Hour Potholes, Professional Organization presentation, 2014.
- The Road to Termination: Practical Tips for Avoiding Costly Litigation, 2014 Gulf Coast Symposium on Human Resources Issues.
- The ABCs of Immigration: Immigration Law Every Employer Must Know, Professional Organization presentation, April 2014.
- Top Employment Law Concerns for Small Businesses, Accounting & Financial Women's Alliance, 2014.
- Developing a Crisis Management and Business Continuity Plan for Your Company, October 2014.

- Networking 2.0 - Innovative and Effective Strategies for Marketing Yourself During Law School and Beyond, Higher Education Organization presentation February 2012.
- Young Lawyers Division, Assembly Delegate, 2012 American Bar Association Midyear Meeting, February 2012.
- Updates on the Amendments to the ADA, Non-profit Organization presentation, November 2011.
- Professionalism: Becoming a More Effective, Efficient Lawyer (Best Practices for Time Management - Panel Discussion), Fourth Annual Michael J. Molony Professionalism and Ethics Sessions of the ABA/EEO Committee for Liaison with EEOC, OFCCP, and DOJ, December 2011.
- Small Business Forum: Small Business Banking and Legal Seminar, October 2011.
- Superwomen Conference: "Mastering The Juggle: Surviving Life And The Legal Profession," May 2011.
- Best Practices – Be Prepared For Federal/State Investigators To Come Knocking, National Employment Law Conference, April 2011.
- Social Networking: Using Cyberspace Without Getting Disbarred, American Bar Association, Section Of Labor And Employment Law, Ethics & Professional Responsibility Committee, 2011 Midwinter Meeting, March 2011.
- Did You Twitter My Facebook Wall? Social Networking, Privacy and Employment Law Issues, The Louisiana State Bar Association Employment Law Conference, Published in Louisiana Bar Journal, June/July 2010.
- Social Networking: To Tweet or Not To Tweet, Higher Education Organization presentation, June 2010.
- The Do's and Don'ts of Hiring, Government Organization presentation, January 2010.
- Effective Cloud Gathering: A Young Lawyers Guide to True Rainmaking, American Bar Association Spring Conference, Corporate Counsel Committee, May 2010.
- OMG That's TMI!!! Social Networking, Privacy & Employment Law Issues, Louisiana Society for Human Resource Management State Conference, April 2010.
- Top Ten Ways To Get Your Company Sued, Women's Business Opportunity Expo, April 2010.
- Records Retention: Mistakes HR Professionals Can Avoid, Society for Human Resource Management – New Orleans Chapter, March 2010.
- Everything You Don't Know About the Fair Labor Standards Act and Why It Should Keep You Awake At Night, Society of Louisiana CPAs' 2008 Business and Industry Conference, September 2008.
- Time Off: State and Federal Laws on Employee Leave, Vacations and Holidays, Government Organization presentation, February 2008.
- Preparing for a Human Resources Audit, Professional Organization presentation, November 2008.
- Techniques for Landing Your Dream Job, Professional Organization presentation, February 2008.
- E-Discovery and Your School: Critical Considerations in Handling Electronic Information, Higher Education Organization presentation, January 2008.
- WBLOK Radio Presentations, Labor and Employment Issues for Entrepreneurs and Small Business owners, December 2007.
- Alamo Community College Supervisor and Manager Training, Higher Education Organization, October 2007.
- Air Conditioning Contractors of America: Labor and Employment Law Summit, October 2007.
- How to Get Hired: Techniques for Landing Your Dream Job, National Black Law Student Association 2007 Conference, September 2007.
- Document Retention: Employer Record-Keeping Requirements, Business and Industry Conference, August 2007.
- The Top Ten Ways to Get Your Company Sued, The National Association of African Americans in Human Resources, July 2007.
- The Foibles and Follies of Email Communication, Professional Organization , June 2007.

- Legal Update: What Human Resources Professionals Need to Know, Louisiana Society of Human Resource Managers, March 2007.
- Drafting the Employee's Handbook, Professional Organization presentation, June 2005
- USERRA - What it Means for Employers, Professional Organization presentation, May 2005.

Richard Montgomery II, Senior Associate



Richard joined Transcendent Law Group in 2018 and leads the business law and transactional practice as a senior associate. He brings a wealth of project management experience stemming from his over ten years' experience working in the theatre and film entertainment industries in New York City. Richard utilizes this expertise to help clients strategize better operational and business practices to maximize capacity and profit.

Richard has led the legal team in counseling clients at every stage of business from formation to sale or dissolution. He also excels at brand protection strategies, successfully registering TMs with the U.S. Patent and Trademark Office, defeating TM office action refusals, negotiating licensing agreements, and pursuing cease and desist actions against would-be infringers.

A proud graduate of Southern University Law Center (SULC), Richard was on the dean's list, president of the Black Law Student Association, and served on the Moot Court Board. Among his many accolades, Richard was the inaugural recipient of the Charles J. Hatfield Chancellor's Award for his outstanding contributions to SULC and its mission. He is also an active member of the GNO Louis A. Martinet Legal Society and has served as a committee member for the Annual Pathways & Pipelines to Success Program, which provides professional development and networking opportunities to law students of color in Louisiana.

A third-generation New Yorker, Richard moved to New Orleans in 2014 with his wife, a native Louisianian. Richard is a lifelong musician and enjoys playing several instruments. He was also a member of the New Orleans Opera Chorus for the 2019-2020 season. As a former collegiate athlete, he trains in Brazilian Jiu-jitsu and competes in local tournaments.

Education

- Law Degree – Juris Doctor Degree from Southern University Law Center (SULC)
- Notary Public – State of Louisiana
- Certified LexisNexis Legal Research
- OSHA-10 certification
- PRIDE aerial platform safety certification
- State University of New York at Fredonia, BA Music & BA Theatre and Dance Arts
- Recognition & Awards
- Greater New Orleans Louis A. Martinet Legal Society Scholarship
- The Louisiana Judicial Council Foundation Award
- Quarterfinalist for the Bryant-Moore Moot Court Invitational, Washington D.C.

Margaret M. Guidry, Staff Counsel



Margaret joined Transcendent Law Group as an Associate Attorney, bringing a variety and wealth of experience in insurance defense litigation. In addition, she maintains a Louisiana Commercial Lines Adjuster's License, which provides her insight into the policy issues facing her clients. Margaret applies her exceptional legal writing skills to zealously advocate for her clients on even the most novel, complex, and controversial legal issues.

She has been admitted to the Louisiana State Bar Association, the U.S. District Courts for the Eastern, Western, and Middle Districts of Louisiana, and the U.S. Fifth Circuit Court of Appeals.

In her practice, Margaret Guidry excels at providing an early assessment and insightful analysis of the applicable law. She identifies the best opportunities to negotiate an early resolution and, if necessary, develops a litigation strategy designed to achieve the best possible outcome under the circumstances. Responsiveness and timely, thorough reporting are priorities in how Margaret engages with clients.

Margaret advises clients and actively litigates disputes, including in the areas of employment, education, personal injury, premises liability, and other liability matters. Her litigation experience also includes complex insurance coverage, auto liability, commercial transportation, uninsured/underinsured motorist claims, product liability, hurricane property damage claims, business interruption, construction, and premises liability claims involving bodily injury. She also has courtroom experience from her time with the Orleans Parish District Attorney's Office. In addition, she participates in sensitive internal investigations and provides general counsel, as well as transactional services to her business clients.

Originally from Uptown New Orleans, Margaret is an LSU fan, who enjoys the Louisiana outdoors, cultural events, movies, and culinary and artistic pursuits.

EDUCATION:

- Louisiana State University (LSU), Bachelor of Arts, Political Science, 2004
- Loyola University New Orleans College of Law, Juris Doctor, Civil Law, 2007

PROFESSIONAL SOCIETIES:

- Member of the Louisiana Claims Association and Jefferson Bar Association
- Louisiana State Bar Association's Leadership Class, 2000-2001
- Past Vice President of the Hispanic Lawyers Association of Louisiana
- Past Member of the Ursuline Alumnae Board
- Louisiana Notary Public

OUR STAFF

Sarah Manowitz, Executive Paralegal



Sarah Manowitz joined Transcendent Law Group as an intern in May 2021 through Tulane University's School of Professional Advancement. Sarah is currently a senior majoring in General Legal Studies, aspiring to obtain her J.D. upon graduation. Sarah holds a 3.88 GPA, has been awarded the Elmo and Margaret Waltzer Scholarship, and is a member of the Tulane Academic Honor Board, Alpha Sigma Lambda Academic Honor Society, and Lambda Epsilon Chi National Honor Society in Paralegal Studies. Although born in New York, Sarah has called

New Orleans home since 2001, when she led successful campaigns as a Community Organizer for The Association of Community Organizations for Reform Now ("ACORN").

Sarah's professional experience includes being commissioned by and for the State of Louisiana as a Civil Law Notary with state-wide jurisdiction, extensive public policy advocacy for the alcohol beverage outlet and hospitality industry, and union and community organizing. Sarah has previously served as the first female General Manager of Oz New Orleans, the Gulf South's largest LGBTQ+ dance club and show bar. Ms. Manowitz has also previously co-owned Betty's Bar and Bistro in New Orleans' historic French Quarter. founded as well as co-owned The Volstead Lounge and Hotel Vegas in Austin, Texas, Spitfire in New Orleans, LA, and co-op, The Back-to-Back Café in Portland, Oregon. As both a legal professional and owner/operator of multiple alcoholic beverage outlets, Sarah brings a unique perspective and skill set in understanding the legal and human resource challenges faced by the hospitality industry, specializing in alcohol beverage outlet law, compliance, permitting, and Diversity, Equity, and Inclusion. Likewise, Ms. Manowitz's experience as a Community Organizer also provides a wealth of expertise in union-related matters.

In 2020, Sarah was a key leader in the establishment of the Crescent City Meal Assistance Program which assisted those suffering from food insecurity as a result of the recent Covid-19 pandemic. In recognition of her efforts in the area of food security, Sarah has been named a 2021 Top Female Achiever by New Orleans Magazine as well as awarded a Proclamation from the New Orleans City Council in recognition of her service to the community.

Sarah was also chosen as a 2021 Fellow of the Loyola Institute of Politics and is an avid public speaker on equality issues including but not limited to gender, class, education, and sexuality.

In 2023, Ms. Manowitz was a featured speaker at the prestigious Nightclub and Bar Show in Las Vegas, Nevada as co-presenter of the seminar "*The Top 10 Things Bars and Restaurants Need to Know*".

Sarah enjoys the challenge of working within the Firm's multi-disciplinary practice areas and is especially drawn to Alcohol Beverage Outlet Law, Labor and Employment Law, Litigation, General Counsel, Education and charter school law, Startup and entrepreneurship Law, Civil Rights Law, and Diversity, Equity, & Inclusion implementation and training.

Sarah is a member of the Louisiana Notary Association, Board Member of New Orleans PRIDE, Vice President of the Krewe of Petronious, and enjoys participating in a number of fundraising and philanthropic pursuits.

Outside of her passion for the law, Sarah enjoys producing documentary films, cooking, traveling, and volunteering in her community.

REFERENCES

The following valued clients and/or former clients reflect select sources able to provide references of Transcendent's work in the field of Non-Profits, public boards, private boards, and public/private boards and some of the work we have completed for the same:

1. Quentin Messer
Former Executive Director of New Orleans Business Alliance
Office: 225.235.4830
 - Draft, negotiate and finalize contracts, cooperative endeavor agreements, and other pertinent agreements
 - Provide advice on employment issues including but not limited to at-will employees, civil service employees, and other employment matters
 - Advice on special clients and special interest matters to protect the interest of the organization
 - Attendance at board meetings when necessary
 - Review of board policies and procedures
 - Advice to boards and directors regarding officer responsibilities and duties
 - Confirm organization abides by public records, public meetings, public bid laws as required by agreement with the city of New Orleans

2. Nyree Ramsey
Interim Executive Director of Ujamaa Economic Development
Office: 504.222.2223
Cell: 504.258.1389
 - Draft, negotiate and finalize contracts, cooperative endeavor agreements, and other pertinent agreements
 - Provide advice on employment issues including but not limited to at-will employees, and other employment matters
 - Advice on special clients and special interest matters to protect the interest of the organization
 - Attendance at board meetings when necessary
 - Review of board policies and procedures
 - Advice to boards and directors regarding officer responsibilities and duties
 - Confirm organization abides by Robert's Rules of Order, public records requests and the law pertaining to the same, records requirements, and ethics laws.

3. Kevin George
Former Chief Executive Officer of New Beginnings Schools Foundation
Office: 504.872.9757
Cell: 985.713.6316

- Draft, negotiate and finalize contracts, cooperative endeavor agreements, and other pertinent agreements
- Provide advice on employment issues including but not limited to at-will employees, consultants, disciplinary matters, hiring and firing, and other employment matters
- Advice on special clients and special interest matters to protect the interest of the organization
- Attendance at board meetings
- Review of board policies and procedures
- Advice to boards and directors regarding officer responsibilities and duties
- Confirm organization abides by public records, public meetings, public bid laws

4. Henry Coaxum

CEO of Coaxum Enterprises

Cell: 504 -388-6718

- Draft, negotiate and finalize contracts, joint venture agreements, sub-contractor agreements, and other pertinent agreements
- Provide advice on employment issues including but not limited to at-will employees, disciplinary matters, hiring and firing, leave laws, and other employment matters
- Advice on special clients and special interest matters to protect the interest of the organization
- Advice regarding Director/owner responsibilities and duties
- Confirm organization abides by all applicable laws

5. Ronald V. Burns, Sr.

Chairman, Global Parking Systems, LLC

Office: 504.246.1668

Cell: 504.421.6550

- Draft, negotiate and finalize contracts, joint venture agreements, sub-contractor agreements, and other pertinent agreements
- Provide advice on employment issues including but not limited to at-will employees, union employees, disciplinary matters, hiring and firing, leave laws, and other employment matters
- Advice on special clients and special interest matters to protect interest of organization
- Review of policies and procedures
- Advice to boards and directors regarding officer responsibilities and duties
- Confirm organization abides by all applicable state and municipal laws, rules, and regulations of each respective location.



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