

Professional Legal Services Questionnaire

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

Keith R. Credo, Attorney at Law APLC  
 One Galleria Blvd. Suite 1900  
 Metairie, LA 70001

**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:**

Keith R. Credo, Attorney/President/Owner

Admitted to the Bar 1978

**C. Location of the principal office where work will be performed:**

Keith R. Credo  
 17 St. Bridget Dr.  
 Kenner, LA 70065

**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 checked="" type="checkbox"/> Business Law (Years: <u>32</u> )	<input type="checkbox"/> Complex Litigation (including asbestos litigation) (Years: _____)
<input type="checkbox"/> Criminal Justice (Years: _____)	<input type="checkbox"/> Securities (Years: _____)
<input checked="" type="checkbox"/> Dispute Resolution (Years: <u>7</u> )	<input checked="" type="checkbox"/> Ethics Law (Years: <u>5</u> )
<input type="checkbox"/> Environmental, Energy & Resources (Years: _____)	<input checked="" type="checkbox"/> Civil Service Matters (Years: <u>30</u> )
<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 checked="" type="checkbox"/> Labor & Employment Law (Years: <u>38</u> )	
<input type="checkbox"/> Public Contract Law (Years: _____)	

## Professional Legal Services Questionnaire

<input type="checkbox"/> Public Utilities Law (Years: _____) <input type="checkbox"/> Communications Law (Years: _____) <input type="checkbox"/> Transportation Law (Years: _____) <input type="checkbox"/> Property (Years: _____) <input type="checkbox"/> Trust & Estate Law (Years: _____) <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 type="checkbox"/> Economic Development (Years: _____) <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. NONE		
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.**

**Training:**

1976 BS degree LSU Business Administration (emphasis in accounting)

1978 JD Paul M. Hebert Law Center, LSU

2013 Louisiana Qualified Mediator Certificate, Loyola University Law School

**Experience:**

1981-1985 Hess and Washofsky - Associate Attorney (Labor Law Firm)

1985- 1990 Washofsky, Angelico, and Credo- (Labor Law/General Practice)

1990-Present Keith R. Credo, Attorney at Law APLC (Business Law, Family Law, Civil Service Law, and General Practice)

2013-Present Credo Mediation Services, LLC

**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.**

I am a solo practitioner, but I am contracted at a level I can easily manage. I do not have any significant unfinished workload. For the past 7 years I have been the attorney for the Jefferson Parish Fire Civil Service Board. Each Board member, the Fire Chief, his staff, and all of the attorneys who regularly appear before the Board, have my direct dial number. All will attest that I am always available for a phone call, a special meeting and all regular meetings. I have worked on the Board's committee to revise the Board Rules, and had many meetings over several months. All work was completed in a timely fashion.

Civil Service work is often time sensitive, and I have never missed a deadline. I have timely responded to Public Records Requests for the Board, and I have timely filed all pleadings necessary in the 24th JDC.

Because I am a contract attorney, I have the flexibility to handle a significant capacity in a timely fashion.

**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. NONE		
2.		
3.		
4.		
5.		

## Professional Legal Services Questionnaire

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

Keith R. Credo, Attorney at Law APLC has provided legal services to the Jefferson Parish Fire Civil Service Board since 2014. (Pursuant to Resolutions 122951, 127951, 132726 and others)

The Board is a creation of the State of Louisiana. State statutes allow the Board to have counsel, and requires that the reasonable expenses of the Board be paid by the Parish of Jefferson. In 2014 the Board chose Keith R. Credo, Attorney at Law to assist it with legal matters coming before the Board.

The Board has been satisfied with the services provided and desires that Keith R. Credo, Attorney at Law APLC continue to provide legal counsel to the Board,

See attached letter from the Chairman of the Jefferson Parish Fire Civil Service Board.

### **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.**

NONE

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**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.

Civil Service

Keith R. Credo, Attorney at Law also provides legal services to the Harahan Municipal Fire and Police Civil Service Board.

2.

Dispute Resolution

Keith R. Credo is a Louisiana qualified family mediator. He is on the court approved list of mediators for Civil District Court for the Parish of Orleans. He is also a civil mediator for dispute resolution in other civil cases.

Keith R, Credo is the managing member of Credo Mediation Services, LLC

3.

Labor and Employment Law

Keith R. Credo, while an associate with the law firm of Hess and Washofsky, successfully represented the Louisiana Air Traffic Controller's union PATCO.

Charbonet v. Gerace 547 So.2d 676 (La. 1984)

4.

Business Law

Keith R. Credo, has a Bachelor of Science in Business Administration/Accounting. Keith R. Credo has provided legal services in connection with mergers, breach of contract, and employment issues.

Yuspeh v. Koch 840 So.2d 41, 02-698 (La. App. 5th Cir. 12/9/03)

5.

Ethics Law

Keith R. Credo, Attorney at Law has represented individual clients before the Louisiana Board of Ethics. As an attorney for the Jefferson Parish Fire Civil Service Board, he has presented questions to the Louisiana Board of Ethics, and has represented the Board in connection with Ethics issues.

Louisiana Ethics Board Docket No. 2018-401

**Professional Legal Services Questionnaire**

6.

7.

8.

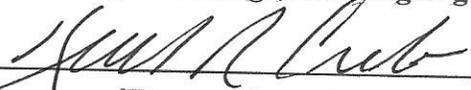
9.

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: Keith R. Credo  
Title: Attorney/President/Owner Date: February 22, 2021



# JEFFERSON PARISH FIRE CIVIL SERVICE



February 23, 2021

To Whom It May Concern:

This is to verify that Keith R. Credo, Attorney at Law has provided legal advice to the Jefferson Parish Fire Civil Service Board, pursuant with a contract with Jefferson Parish, since 2014.

All projects given to him have been timely and successfully completed. The Board is satisfied with the professional services provided and want him to continue to provide legal counsel to the Board.

Sincerely,

  
Craig Burkett  
Chairman