

Professional Legal Services Questionnaire

A. Person or Firm Name & Principal Address:

Transcendent Law Group LLC
1441 Canal Street Suite 317
New Orleans, LA 70112

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
1441 Canal Street Ste 317
New Orleans, LA 70112
Phone: 832-797-8576
Email: mcraig@tlg.law

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

1441 Canal Street, Suite 317, New Orleans, LA 70112

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 checked="" type="checkbox"/> State & Local Government Law (Years: <u>18</u>)
<input checked="" type="checkbox"/> Administrative & Regulatory (Years: <u>18</u>)	Taxation (Years: _____)
<input type="checkbox"/> Antitrust Law (Years: _____)	<input type="checkbox"/> Tort Trial & Insurance Practices (Years: _____)
<input checked="" type="checkbox"/> Business Law (Years: <u>18</u>)	<input checked="" type="checkbox"/> Complex Litigation (including asbestos litigation) (Years: <u>18</u>)
<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 checked="" type="checkbox"/> Civil Service Matters (Years: <u>8</u>)
<input type="checkbox"/> Health Law (Years: _____)	<input type="checkbox"/> Civil Rights & the Constitution (Years: _____)
<input checked="" type="checkbox"/> Intellectual Property (Years: <u>18</u>)	<input checked="" type="checkbox"/> Municipal Representation (including liability & intergovernmental conflicts) (Years: <u>10</u>)
<input type="checkbox"/> International Law (Years: _____)	<input checked="" type="checkbox"/> Code Enforcement Matters (Years: <u>6</u>)
<input checked="" type="checkbox"/> Labor & Employment Law (Years: <u>18</u>)	
<input checked="" type="checkbox"/> Public Contract Law (Years: <u>18</u>)	

Professional Legal Services Questionnaire

__ Public Utilities Law (Years: _____) __ Communications Law (Years: _____) <u>X</u> Transportation Law (Years: <u>18</u>) __ Property (Years: _____) __ Trust & Estate Law (Years: _____) __ Other/specific project as required by the advertisement (Years: _____)	__ Oil Spill Litigation (Years: _____) __ Public Finance (Years: _____) __ Land Use, Planning & Zoning Law (Years: _____) <u>X</u> Economic Development (Years: <u>18</u>) __ 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 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 attorneys. 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, 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 do this, we believe that we must focus at all times 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

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: <u>4</u>		
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. Michelle D Craig	Labor & Employment Civil Service Education Business Law Intellectual property Public Bid, Meeting, Records Law Complex Litigation	18
2. Richard Montgomery	Labor & Employment Civil Service Education Business Law Intellectual property Public Bid, Meeting, Records Law Complex Litigation	3
3. Rubi L. Brown	Labor & Employment Civil Service Education Business Law Intellectual property Public Bid, Meeting, Records Law Complex Litigation	6
4.		
5.		

Professional Legal Services Questionnaire

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

Transcendent has successfully negotiated cooperative endeavor agreements with various city governments. We have also completed extensive responses to public records requests and open meetings inquiries and handled communication 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

- 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.**

N/A

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.

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.

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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, small business matters, communication, ethics, workplace conduct, conflict resolution, Gig economy workers, human resources, Board Governance 101, SPED Compliance, 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 law, public bid law, and public records requests, as well as on their fiduciary duties related to their services.

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.

Prepared, reviewed, and approved pleadings on behalf of client including but not limited to temporary restraining orders, motions, dispositive motions and summary judgments.

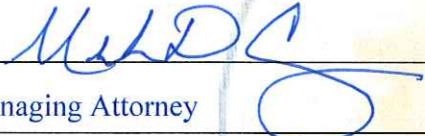

SEE ATTACHMENT A "Transcendent Law Group's Response to The Parish of Jefferson's Request for Statements of Qualifications for Legal Services" for additional specific information

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:  Print Name: Michelle Craig
Title: Managing Attorney  Date: 2.26.21



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
1441 Canal Street, Ste. 317
New Orleans, LA 70112
Office: 504-459-4557
Cell: 832-797-8576
Fax: 504-814-4502



TRANSCENDENT
— LAW GROUP —

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Licensed in Louisiana and Texas

February 26, 2021

Via Electronic Upload: www.jeffparishbids.net

Jefferson Parish
e-Procurement Team

Cover Letter

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 ("RFQ"). 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 Region. 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 provided us the opportunity to continue this work in this region.

Our team of professionals, headed by our Managing Attorney, Michelle D. Craig, have 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.

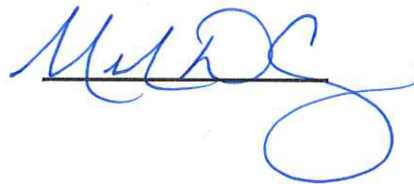
Detailed within our response is an overview of the partnership that we envision. You can also visit us at www.tlg.law. We believe that our proposal more than meets the requirements as listed in JP's RFQ, and confirm that no TLG attorney has been involved with any legal proceedings against any parish 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 in any way, Transcendent Law Group respectfully requests to be promptly notified via any of the outlets presented on our letterhead. We respectfully request that we be given the opportunity to correct/amend any such deficiency. Additionally, we respectfully request notice if a public records request for the materials provided in this response is 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 RFQ, TLG confirms that by submitting this Response, TLG agrees to terms of JP's RFQ.

Thank you,

A handwritten signature in blue ink, appearing to be "M. D. C.", written over a horizontal line.

Our Firm History and Operations

Transcendent Law Group, LLC (Federal Tax ID: 47-2095296), established on October 1, 2014, is headquartered in New Orleans and located at 1441 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. The Firm's focus is 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, 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 do this, we believe that we must focus at all times 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.

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 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.

Our team performs outside general counsel service for local and regional public entities companies, 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 Governances, Employment, Labor & Workforce Management, and Litigation & 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 the priorities, the business needs, and the strategic plan of these organizations. Our goal is to take a proactive approach to both 1) provide the client with the best and most cost-effective solutions to its legal matters and 2) mitigate 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 the 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 1) Participation in board meetings and drafting minutes, 2) Advice on officer and director fiduciary duties and exposure to claims, 3) Drafting and administration of strategic plans and initiatives and 4) Preparation of corporate governance documents.
- Contract drafting, review, and negotiations include but are not limited to:
 - Vendor and services agreements, 2) Non-compete, trade secret, non-disclosure, and non-solicitation agreements, 3) Employment agreements, 4) Software, technology, and license agreements, 5) Contract research and development agreements, 6) Professional services agreements, 7) Development or outsourcing agreements, 8) Leases 9) Contract negotiations between the Parish of New Orleans and non-profits, public-private partnerships as well as public entities, 10) Other commercial contracts
- Employment and human resource matters include but are not limited to:
 - 1) Advice on employee hiring, retention, and termination, 2) Drafting and review of employee handbooks and 3) 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

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 New Orleans' economy. 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:** 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:** 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, drafting and reviewing commercial lease agreements and 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 clients' 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 and millions, 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 include non-profits, public/private partnerships, and banks. We draft demands and pleadings, negotiate settlements, and manage the 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 plaintiff alleged defendant was liable for the accident caused by employee-driver. Jury verdict for an amount 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 types of funds owed to clients.

LABOR AND EMPLOYMENT

Proactive management of our clients' 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 & 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 on applicable federal, state, and local laws relating to employment; preparing employment agreements and confidentiality/non-competition contracts; 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 investigating into each and every matter; advising on the proper reporting to governing authorities when reporting is required; working towards the best resolution of each such allegation when they arrive; advising the client on methods to apply to lessen the instances of misconduct.
- **Civil Service:** As the former Chairwomen 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 and has an expert familiarity and understanding of the civil service processes rules and procedures. Michelle has excellent relations with and interfaces regularly with the Civil Service personnel department, and her in-depth knowledge of the process will make her an asset on the parish and state level.

OPEN MEETING 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 and we regularly protect client's logos, service marks, and trademarks and we advise on business opportunities related to the same. TLG's intellectual property and trademark prosecution 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

In order 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 changes in rates before they go into effect.

Our work for JP, which 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 either the Billable Hour or Monthly Retainer rate.

The Billable Hour rate will be billed at \$275.00 per hour. Younger lawyers are billed at \$225.00, and our paralegals, legal interns, and/or law clerks will be billed at \$125.00 per hour. **However, TLG confirms that it will work at the hourly rate required by JP as well as any proposed under state guidelines.**

Additionally, we include on our statements separate charges for performing services such as photocopying, messenger and delivery service, computerized research, travel, long-distance telephone, telefax, and filing fees. 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 fees and expenses that are relatively large, 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 18 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 and 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 Rubi Brown and Richard Montgomery. 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 as well as 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 biographies of each attorney and staff member are 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 be consistently and completely involved to work with you towards your business goals.
- **Flexibility and Direct Access to our Attorneys.** We will provide direct access to diverse attorneys who are singularly focused on providing prompt, efficient, 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 Partner



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 in the areas of 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

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

Baton Rouge, LA and Houston, TX

Her other significant contributions include:

- Acknowledged by Cornell University for completion of their Diversity and Inclusion course, 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, 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, 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, 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, Adams and Reese LLP.
- 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 ABC's 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 "Monty" Montgomery II, Staff Attorney



Monty joined Transcendent Law Group as a staff attorney in 2018. He was also chosen as a two-time Peggy Browning Fellow during his time in law school where he handled many client functions, performed legal research, as well as developing and implementing surveys to understand low-wage industries in the New Orleans area.

Additionally, from his ten-years' experience in the theatre and entertainment industry in New York City, Monty brings a wealth of project management experience to the table – which has given him a wide range of diverse skills and competencies spanning technical strategy, strategic business planning, business management, leadership skills, negotiation skills, effective communication, team building, and technical proficiency.

In his spare time, Monty is a life-long lover of art and performs in mainstage productions with the New Orleans Opera Association.

PROFESSIONAL EXPERIENCE

Staff counsel Transcendent Law Group New Orleans, LA	2018- present
Legal Intern Kennedy, Jennik & Murray PC New York, NY Peggy Browning Fellow	2017
Legal Intern New Orleans Workers Center for Racial Justice, New Orleans, LA Peggy Browning Fellow Fredonia, NY	2016

EDUCATION

Southern University Law Center
Baton Rouge, Louisiana
Juris Doctor - May 2018 Rank: 33 of 97 GPA: 3.15

State University of New York at Fredonia
Fredonia, New York
Bachelor of Arts, Theatre Arts May 2008

SKILLS/ CERTIFICATIONS & RECOGNITIONS

- LexisNexis Research Certification
- OSHA-10 Certification
- PRIDE Aerial Platform Safety Certification
- 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.

Rubi L. Brown, Staff Attorney



Rubi joined Transcendent Law Group as a staff attorney in 2019. Prior to joining Transcendent, Rubi worked as an attorney on a variety of mass tort and complex litigation matters including mass toxic torts, asbestos litigation, product liability litigation and medical malpractice.

Additionally, Rubi has district and appellate state court clerking experience. She served as a judicial law clerk for the Honorable Paula A. Brown at Civil District Court for the Parish of Orleans and the Louisiana Fourth Circuit Court of Appeal.

Rubi is also a Notary Public in the state of Louisiana. Rubi has experience teaching continuing legal education courses. She has taught continuing legal education courses for the Louisiana State Bar Association, Alliance of Women's

Trial Lawyers and Southern University Law Center.

PROFESSIONAL EXPERIENCE

Staff Counsel Transcendent Law Group New Orleans, LA	2018 - Present
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Supplemental Bar Preparation Writing Fellow Southern University Law Center Baton Rouge, LA	2018 - Present
Attorney The Cheek Law Firm New Orleans, LA	2017 –2019
Judicial Law Clerk Fourth Circuit Court of Appeal, New Orleans, LA	2017- 2017
Judicial Law Clerk Civil District Court New Orleans, LA	2016 –2017
Compliance Director TCP, Inc./Agape' Care Providers Terrytown, LA	2015- 2016
Student Attorney SULC Juvenile Clinic East Baton Rouge Juvenile Court	2014- 2015
Judicial Law Clerk 19th Judicial District Court Baton Rouge, LA	2014

EDUCATION

Southern University Law Center

Baton Rouge, Louisiana

Juris Doctor - May 2015

- Student Bar Association President's Award
- Dean's List
- Student Bar Association

University College London,

London England- June 2013-August 2013

Xavier University of Louisiana

New Orleans, Louisiana - May 2010

Bachelor of Arts

- Who's Who Among Students in American Universities & Colleges
- Dean's List

OUR STAFF

Thuy-Duyen Le; Legal Intern



Thuy-Duyen Le recently graduated from Tulane University School of Law. Before that she graduated from Loyola University New Orleans with a 3.67 GPA, where she studied Political Science and Chemistry. As a member of the University Honors Program, she wrote her Honors Thesis- "Liber Augustalis and Las Siete Partidas: Their Connection in Public Health Law."

In 2014, Thuy was an Early Interventionist Intern with the Recovery School District, where she performed a variety of clerical and organizational duties. She also worked for the organization as a translator of the Vietnamese language during Child Search procedures and assisted with group therapy for children.

Thuy joined the Transcendent team in 2016. When she is not working diligently alongside Transcendent Legal attorneys, she spends time volunteering with the Veteran Affairs Clinic, Alzheimer's Association and Loyola Society for Civic Engagement. In the summer of 2015, she volunteered at Children's Hospital of New Orleans where she supervised the hematology/oncology ward playrooms to entertain patients during their stays and alleviate the stress of parents.

Liuting Chen, Paralegal



Liuting joined Transcendent Law Group in 2018. Liuting is a paralegal and account manager. She assists TLG attorneys and staff in the development of legal documents in preparation for trial and ongoing case management. She also handles administrative duties for the TLG office.

Prior to joining TLG, Liuting managed foreign aid programs in China for the Asia Foundation and Eurasia Foundation. Before that, she worked for Holt International Children's Services.

Her well rounded professional experiences, here as well as internationally, provide her invaluable insight, compassion, and dedication to her work. In addition, her ability to handle situations, exercise sound judgment and work independently also assist TLG in achieving the objectives their clients need.

Education

- Post-Baccalaureate Certification in Paralegal Studies at Tulane School of Professional Advancement
- Bachelor's Degree in English
- Masters in Linguistics from China
- Registered court interpreter (Mandarin, Cantonese, and English) with the Louisiana Supreme Court

Daniellepatrice Payne, Executive Paralegal to the Managing Attorney



Daniellepatrice joined Transcendent Law Group as an Intern in May of 2016, through Tulane University's School of Professional Advancement. She graduated with honors in 2017 with a 3.98 GPA and received her major in Paralegal Studies and minor in Applied Business.

Daniellepatrice's professional experience includes a wide array of management and organizational skills and techniques including implementing procedures to reduce operating costs to owners and shareholders, enhancing brand images through social media outlets, coordinating cross country share-holder meetings, and spearheading various recruiting programs geared towards assisting working families.

At Transcendent Law Group Daniellepatrice plays an integral role in managing our attorneys, managing the day-to-day functions of the firm,

managing client intake and processing, contract drafting and review, as well as providing case time and scope management, among other things.

Daniellepatrice is diligent and resourceful in conducting legal research and case investigations; trustworthy in handling confidential information; and articulate in preparing persuasive legal arguments, motions and agreements. Her attention to details set her above her peers and greatly promotes the great work done at Transcendent Law Group.

In her spare time, Daniellepatrice volunteers at the Jefferson Parish Animal Shelter, and she is also a swimming instructor. She is a member of the Alpha Kappa Psi business fraternity as well as the Tulane University Paralegal Association.

Daniellepatrice also brings a wealth of knowledge in multiple relevant areas from her studies at Tulane including:

- Social Security Disability Law
- White Collar Crime
- Employment & Labor Law
- Personal Injury Law
- Medical Malpractice
- Professional Malpractice
- Louisiana Notary Law
- Legal Aspects of Business,
- Persuasive Public Speaking
- Civil Litigation
- Legal Research,
- Legal Writing
- Computers in the Law Firm

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
Executive Director of New Orleans Business Alliance
Office: 504.934.4563
Cell: 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 interest of 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
Former 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 interest of 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
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 interest of 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 interest of 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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