

QUALIFICATIONS: Licensed by the State Bar of Texas
Admitted to the United States District Court, Southern District of Texas
J.D. and B.A. in Sociology with a minor in Political Science;
Certified Court Appointed Special Advocate (CASA)
Case management of family law and probate cases from start to finish
Excellent oral and written communication skills
Advising colleagues on legal matters, suggesting courses of action
Attending hearings at court
Presenting evidence in court to support clients in legal proceedings
Giving oral arguments in a court of law
Shaping client's expectations on what can be realistically achieved
Evaluating evidence that will support a client's case
Researching case precedents and utilizing in support or defense of clients
Drafting of pleadings and other legal documents
Ability to convincingly present a case in court

EXPERIENCE:

05/2013 - Present **Law Office of Evelyn L. Gordon**
1601 Westheimer Rd., Houston, Texas 77006

Principal Attorney – Family Law, Estate Planning, and Probate

- ◆ assist clients with dissolution of marriage, including resolving SAPCR, child support, and spousal maintenance issues, and obtaining temporary and protective orders
- ◆ manage divorce cases from start to finish, including drafting of divorce pleadings, developing case strategy, interviewing and deposing witnesses, requesting and responding to discovery, preparing court binders, assembling trial exhibits, *etc.*
- ◆ electronic filing of family law pleadings
- ◆ representation of clients at court hearings
- ◆ negotiation of divorce settlements involving equitable distribution of community estate and spousal maintenance issues
- ◆ counsel clients regarding estate planning options
- ◆ preparation of necessary estate planning documents, including wills, trusts, declarations of guardianship, powers of attorney, medical directives, and HIPAA releases
- ◆ supervision of will signing ceremonies
- ◆ conduct live estate planning seminars at local libraries, colleges, and luncheons
- ◆ assist clients with probate matters, including avoiding probate through preparation and filing of Affidavits of Heirship and Small Estate Affidavits

EDUCATION: University of Denver Sturm College of Law, J.D., May 2010
Hunter College, B.A., *cum laude*, January 2004