

Jennifer Anne Adair, Esq.
1385 Norris Drive, Columbus, Ohio 43224
(614) 929-5088 (h); (614) 286-6577 (c)
JenniferAAdair@yahoo.com

Legal Experience

Ohio Attorney General's Office, Columbus, Ohio

Deputy General Counsel for Law Enforcement Initiatives & Senior Assistant Attorney General (July 2013-present)

Duties: Policy, research, legislative, and strategy work on criminal initiatives; work with all criminal sections; work directly with the administrative team; develop and implement strategic plans for community outreach and employee engagement; work directly with OPOTA and BCI&I on policy development; work with legislative team to write or amend criminal justice legislation; manage team of AAG's to publish the Law Enforcement Bulletin; maintain and develop relationships with law enforcement.

Associate Assistant Attorney General, Court of Claims Defense Section (September 2008-December 2012)

Duties: Defend State departments and agencies before the Ohio Court of Claims in tort, property and contract actions, including employment discrimination, contract, medical malpractice, negligence, false imprisonment, and premise liability cases; conduct interviews and prepare witnesses for trial; research, draft, review and file pleadings, motions, and memorandum; conduct depositions and pretrial discovery; conduct motion hearings and trials; argue appeals; responsible for all aspects of litigations from start to finish with an average case load of 80 cases.

Assistant Attorney General, Health and Human Services Section (November 2005-September 2008)

Duties: Represent State departments and agencies in appellate, trial and administrative proceedings throughout the State of Ohio and in Ohio Federal Courts; conduct interviews and prepare witnesses for court and administrative hearings; advise clients; conduct research for, draft, review and file trial documents and appellate briefs; conduct depositions and pretrial discovery.

Clients: The Ohio Department of Developmental Disabilities; the Ohio Department of Mental Health; the Ohio Department of Alcohol and Drug Addiction Services; the Ohio State Dental Board; and Ohio State Board of Nursing.

Legal Intern, Health and Human Services (May 2004-May 2005, August 2005-November 2005)

Duties: Conducted legal research and writing on topics concerning the State health and human service agencies and departments; drafted motions, briefs and memoranda for attorneys; represented the State in administrative hearings as a certified legal intern; revised the Ohio Administrative Law Handbook.

Non-Legal Intern, Juvenile Justice Section (June 2000-August 2000)

Duties: Aided staff and attorneys with office management and organization; assisted with the Missing Children's Clearinghouse; participated in gang training seminars; and helped to revise the Juvenile Justice Handbook.

Office Committees/Groups: Professional Development Group (2010-2011); Special Litigation Group (2007-2010); Summer Law Clerk Committee (2007); Mentorship Program (2007-2008); Elections Task Force (2008); Diversity Committee (2008, 2013-present); Hiring Committee Interviewer (2007-2011, 2013-present); Crime Victims Outreach Initiative Team Leader (2013-present); Heroin Task Force (2013-present).

Ohio Department of Medicaid, Columbus, Ohio

Senior Staff Attorney, (January 2012-June 2013)

Duties: In-house counsel for the largest agency in the State of Ohio; provide legal counsel to staff, management, the public, and the Ohio Attorney General's Office on Medicaid policy and eligibility issues; manage and assist the Ohio Attorney General's Office in litigation of civil and administrative matters; fulfill public records and subpoena requests; provide assistance to general public; revision and review of agency contracts; review Ohio Administrative Code and Ohio Revised Code revisions; work collaboratively with sister agencies and county boards on Medicaid eligibility issues; tort recovery/subrogation; Affordable Care Act and Medicaid Expansion knowledge.

Franklin County Juvenile Courts, Columbus, Ohio

Teen Court Hearing Officer (May 2003-June 2007; January 2008-April 2012; March 2013-December 2013; January 2014-present, as intermittent)

Duties: Preside over Court; instruct teen participants in proper trial advocacy and preparation of prosecution and defense attorney cases; act as liaison between parents, teens and staff; assist the Director with administration and logistics of the program.

Miami Jacobs Career College, Columbus, Ohio

Paralegal Program Instructor: Wills, Trusts and Estate Administration (October 2008-January 2009)

Duties: Plan and teach lessons designed to give a general understanding of Probate law; write and evaluate students through quizzes, examinations and projects; communicate directly with administration.

Maguire & Schneider, LLP, Columbus, Ohio

Summer Legal Clerk (May 2003-August 2003)

Duties: Conducted legal research and writing on topics concerning general practice and litigation; drafted motions, briefs, complaints and memoranda for attorneys; attended depositions and filed documents with various courts in Ohio.

United States House of Representatives, Rep. Janice Schakowsky (Ill.), Washington D.C.

Legislative Intern (June 2001-July 2001)

Duties: Read and answered constituent mail; conducted research on political issues; and attended legislative briefings and seminars.

Franklin County Prosecutor's Office, Columbus, Ohio

File Room Clerk Intern (June 1997-August 1997)

Duties: Organized and maintained criminal records; retrieved criminal records for prosecutors, probation officers and parole officers; computer entry and retrieval of data; and accompanied prosecutors to arraignment court.

Education

Capital University Law School, Columbus Ohio: Juris Doctorate (2005)

Awards and Honors: Dean's Service Award (2005); Public Service Award (2005); Order of the Barrister (2005); Dean's Scholarship Award (2002-2004); Minority Law Endowment Scholarship (2004); CALI Awards: Criminal Law (2002) and Trial Advocacy (2004).

Activities: National Moot Court Team Oralist (2003); Moot Court Board: Associate Chief Justice External (2004-2005) and Member (2003-2004); Street Law Program: Student Coordinator and Instruction (2002-2005); Graduation Committee (2004-2005); Class Gift Committee (2005); Teaching Assistant: Criminal Law (2003) and Constitutional Law I (2004); Black Law Student Association: Member (2002-2005), Community Service Chair (2003-2004); First Year Moot Court Competition Participant (2003).

Alumni Activities: Alumni Association Board Volunteer (2006-2007); Board Member (2007-present), President (2013-present); Class of 2005 Reunion Chair (2010); African-American Law Alumni Association Board Member (2007-present), Secretary (2008-2009), Student Liaison Chair (2008-2009), President (2009-2011), Immediate Past President (2011-present); Capital University Law School Paralegal Program Advisory Board (2010-2013)

Northwestern University, Evanston Illinois: Bachelor of Arts, Political Science Major (2002)

Awards and Honors: Norris Student Center Employee of the Year (2002)

Activities: National Mock Trial Team (1999-2000); Black Undergraduate Law and Business Society: President (2000-2002), Treasurer (1998-2000); Freshman Emerging Leader Program: Instructor (2000-2002), Participant (1998); Norris Student Center Advisory Board Trustee (2001-2002); Norris Student Center Manager (2000-2002); Mentoring Program (1998-2002).

Professional Activities

Columbus Bar Association: Board of Governors (2010-2012); Member (2005-present); Columbus Bar Services Board (2010-present); Government Agencies Committee: Chair (2009-2010), Co-Chair (2010-2011); Minorities in the Law Committee: Co-Chair (2007-2009); Summer Leadership Internship Program: Instructor (2005-2008) and Participant (1997); Nominee to Run for Board of Governors (2008); Leadership Academy (2007); Minority Clerkship Program (2003)

John Mercer Langston Bar Association: Immediate Past President (July 2013-June 2014); President (July 2011-June 2013); Treasurer (2007- June 2011); Co-Chair Judicial Committee (June 2014-present); Chair Barrister Salute Committee (2007-2012); African-American Conference for Aspiring Lawyers Committee (2006-2012); Member (2005-present)

Ohio State Bar Association and Foundation: Member (2005-present); Ohio State Bar Foundation Fellow (2010); Council of Delegates: Parliamentarian (2010-2011), Delegate (2011-present)

American Constitutional Society: Executive Board, Membership Committee Co-Chair (2011-2013); Executive Board, Member-At-Large (2010-2011); Member (2009-2013)

African American Leadership Academy: Academy Fellow in Class 8 (2012)

Community and Volunteer Activities

North Linden Area Commission: Chair (2012-present); Commissioner (2011-present); Blue Print Columbus Committee Member (2013-present)

Maize Road Civic Association: President (July 2013-June 2014); Executive Committee Member (2011-present); Chair, Beautification Committee (2011-present); Acting President (December 2010-May 2011); Founding Member; Constitution Drafter (2010); Strategic Planning Coordinator (December 2010- May 2011)

Columbus Recreation and Parks Commission: Commissioner (2013-present)

Northland Village Citizen Advisory Panel: Member (2011)

Northwest Civic Association: Student Trustee (1997-1998); Board Trustee (2007-2010), Secretary, Chair Schools and Student Interns, Co-Chair Holiday Lights Contest; Columbus City Council Area Commission/Civic Association Work Group Member (2007-2008); Vice President (2008); President, Zoning, Graphics and Development Chair, Student Trustee Co-Chair, Representative to the Columbus Community Coalition (2008-2010); Columbus Community Coalition Co-Chair (January 2008-June 2008)

Centennial High School: Mock Trial Team Coach (2004-2011); Reunion Committee (2008); Homecoming Grand Marshall (2007); National Honor Society Induction Speaker (2007); Black History Month Speaker (2007); Senior Breakfast Speaker (2011, 2013)

Non-Profit Activities

United Way of Central Ohio: Key Club Board Member (2014-present)

Future Possibilities, Inc.: President (2014-present); Board Member (2011-present)

Neighborhood Design Center, Inc.: Board Member (2013-present)

Cystic Fibrosis Foundation, Central Ohio Chapter: Halfway to St. Patrick's Day Party Committee Member (2007-present)

Awards

- Capital University Moot Court Board Alumnus of the Year (2006)
- Capital University Alumni Outstanding Service Award (2008)
- Ohio State Bar Foundation Community Service Award for Attorney's 40 and Under for District 7 (2010)
- Northwest Civic Association: Anna Mildred Henderson Award for Community Service (2011)
- Ohio Attorney General's Office: Teamwork Award (2011)
- John Mercer Langston Bar Association: Emerging Leader Award (2012)
- Capital University Law School Black Law Student Association: Martin Luther King Image Award (2013)

Publications

- Magazine Article: *"To Be or Not to Be A 'Government' Attorney,"* Columbus Bar Association's Lawyers Quarterly Magazine: Better Lawyer Section (Fall Edition 2009);
- Newspaper Article: *"Dancing in the present: The legal profession of today,"* The Daily Reporter, (May 8, 2012)

Presentations/Continuing Education

- State Medicaid Hearings: Persuasive Oral and Written Presentations (2005 and 2007)
- David D. White Continuing Legal Education Seminar: Administrative Law 101 (December 2007)
- Select Topics in Governmental Law Continuing Education: Public Records and State Immunity (December 2010)

Licenses

- Supreme Court of Ohio (November 2005)
- United States District Court for the Southern District of Ohio (January 2006)
- United States District Court for the Northern District of Ohio (February 2008)
- United States Sixth Circuit Court of Appeals (August 2008)
- United States Supreme Court (November 2010)