

# Application Form

## Profile

Patanisha

First Name

E

Middle Initial

Davis

Last Name

[Redacted]

Home Address

Suite or Apt

City

CA

State

94513

Postal Code

Primary Phone

[Redacted]

Email Address

Which supervisorial district do you live in?

District 3

## Education

Select the option that applies to your high school education \*

High School Diploma

### College/ University A

Name of College Attended

Tuskegee University

Degree Type / Course of Study / Major

Bachelor of Arts in Psychology

Degree Awarded?

Yes  No

### College/ University B

Name of College Attended

California School of Professional Psychology

**Degree Type / Course of Study / Major**

Master of Arts in Change Leadership and Organizational Development

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

John F. Kennedy University

**Degree Type / Course of Study / Major**

Juris Doctorate of Law

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

Public Interest Law

**Hours Completed**

85

**Certificate Awarded?**

Yes  No

**Board and Interest**

**Which Boards would you like to apply for?**

Equal Employment Opportunity Advisory Council: Submitted  
Family & Children's Trust Committee: Submitted  
Advisory Council on Aging: Submitted  
Racial Justice Oversight Body: Submitted

**Seat Name**

**Have you ever attended a meeting of the advisory board for which you are applying?**

Yes  No

**If you have attended, how many meetings have you attended?**

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**Please explain why you would like to serve on this particular board, committee, or commission.**

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Patanisha means reconciler of differences and I try to live up to my namesake. I am interested in serving on various boards and committees as I am committed to public service and effectuating change in my community. More specifically I would like to serve on these particular boards and committees as I have had a great deal of experience with racial injustice and discrimination based on ability level, gender and race and I believe it has been time for a change. I am seeking a opportunity to work with other leaders in my community to create unity and equality for all people.

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### **Qualifications and Volunteer Experience**

**I would like to be considered for appointment to other advisory boards for which I may be qualified.**

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Yes  No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?**

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Yes  No

**List any volunteer or community experience, including any advisory boards on which you have served.**

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-California Women Lawyers Executive Board – Affiliate Governor, Chair of Diversity Committee -Contra Costa County Bar Association Women Section Executive Board – Past President -Contra Costa County Bar Association East County Section - Program Chair -Contra Costa County Bar Association Diversity Committee -Member of the Contra Costa County Conflicts Panel (Probate) -Member of the Contra Costa County Bar Assn. (Women’s Section, Solo and Small Firms Section, Barristers, East County) -Member of the Robert G. McGrath American Inn of Court - Associate -Member of EBTEL (East Bay Trust and Estate Lawyers) -Member of the Aids Legal Referral Panel (Landlord/Tenant, Estate Planning, Civil, and DV Issues) -Member of the Conference of California Bar Associations - Contra Costa County -Bay Area Tuskegee Alumni Club - Former Vice President -Alameda County Bar Association -American Bar Association

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**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

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BAR MEMBERSHIP California Licensed Attorney: #281261, Issued by The State Bar of California, December 2011. Federal Court Admittance: Admitted to practice in U.S. District Court: Eastern District of California, February 16, 2016 and Northern District of California, January 27, 2016 EDUCATION John F. Kennedy University School of Law, Pleasant Hill, CA Degree: Juris Doctorial, Graduation date December 2010. Public Interest Law Certificate Santa Clara University School of Law, Santa Clara, CA Honors: Recipient of the Law Faculty Scholarship. Attended: August 2003–June 2004 California School of Professional Psychology, Alameda, CA Degree: M.A. in Organizational Development and Change Leadership, June 2002 Honors: Completion of all PhD level courses Tuskegee University, Tuskegee, AL Degree: B.A. in Psychology, May 2000. Honors: Vice National Deans List and Published as a Who’s Who Among America College Students Scholar LEGAL EXPERIENCE Key Counsel, P.C. September 2018- Current Attorney/Partner Managing a two-attorney law practice and legal staff. Litigation in civil, probate, adoption and estate planning from intake to closure of the matter. Primary litigation in probate and estate

planning. Court appointed counsel on the Contra Costa County Guardianship and Conservatorship Panels. Administrative task includes: administering payroll; trainings; marketing; accounts payable and receivable, tax and 1099 reporting, and billing. The Life Law Group Firm January 2017-Current Attorney Established a solo probate, estate, and civil planning law practice. Manage office staff, marketing, and all cases independently to settlement or through litigation. Responsible for maintaining books of business and billable hours. I serve as a member of the Contra Costa County Criminal Conflicts Panel. As a member of the Panel, I accept court appointments on Probate and Criminal Matters. Provide pro bono service to the community through the Volunteer Legal Service Panel of the Bar Association of San Francisco and the Aids Legal Services Panel. Legal experience: Litigation, drafting pleadings, client and case management, settlement negotiations, discovery, and jury and non-jury trials. Life Law Group, LLP March 2013-December 2016 Attorney/Partner Managed a three-attorney law practice and legal staff. Litigation in civil, probate, adoption and criminal law from intake to closure of the matter. Primary litigation in probate and civil. Court appointed counsel on the Contra Costa County Criminal, Guardianship and Conservatorship Panels. Administrative task includes: administering payroll; trainings; marketing; accounts payable and receivable, tax and 1099 reporting, and billing. John F. Kennedy University January 2016-September 2016 Adjunct Law Professor Part-time instructor of the legal methods course to first year law students. Responsible for full 15 weeks of instruction and grading. Also responsible for development of lessons and testing. Law Office of Patanisha Davis-Jenkins January 2012-February 2013 Attorney Established a solo law practice in the following areas of law: Family, Adoption, Estate Planning, Probate, and Landlord/ Tenant. Manage office staff, marketing, and all cases independently to settlement or through litigation. Responsible for maintaining books of business and billable hours. Provide pro bono service to the community through the Volunteer Legal Service Panel of the Bar Association of San Francisco and the Aids Legal Services Panel. Law School Admissions Council (LSAC) June 2010-May 2017 Site Supervisor As the site supervisor I am responsible for the overall administration of the Law School Admissions Test (LSAT) and Multistate Professional Responsibility Exam (MPRE) at my testing center. I am required to hire and manage test proctors and room supervisors and oversee that the test is ran to the LSAC Protocol and using the highest security measures. John F. Kennedy University Housing Advocacy Clinic August 2010-December 2010 Clinical Intern As a certified law student and under the supervision of counsel I dispensed legal advice to clients with housing issues and disputes, on matters including landlord/tenant disputes, unlawful detainers, and habitability. Provided legal assistance to clients through Bay Area Legal Aid and the San Francisco Tenants Union. Drafted retainer agreements, medical releases, settlement agreements, among other client documents. San Francisco District Attorney's Office August 2009-December 2009 Law Clerk (Internship) As a certified law student I provided assistance to the Assistant District Attorney's in the preliminary department. Responsible for drafting and filing motions in a timely manner, including oppositions to motions for dismissal, opposition to 1538.5 motions, and the Peoples complaints. Under the supervision of counsel, litigated in the preliminary department over the preliminary hearing. Napa County Superior Court June 2009-August 2009 Judicial Clerk (Internship) Provided research assistance to superior court judges and the alternative dispute resolution department. Met with superior court judges, Napa County Public Defender and District Attorney to obtain critical litigation techniques and advice on career advancement. Bay Area Legal Aid June 2008-August 2008 Law Clerk (Internship) Provided legal assistance to victims of domestic violence in the matters of family law, restraining orders, and immigration assistance. Assist with documenting and drafting of temporary restraining orders to be presented to the courts. Eden Area Regional Occupation Program August 2004-June 2009 Criminal Justice Instructor Provided assistance with curriculum development. Develop course goals and lesson plans. Taught criminal justice to more than 145 San Leandro High School Students per semester. Taught on subjects including: The history and structure of the criminal justice system, history of law enforcement, constitutional law, substantive and procedural law, trial process/procedure, and corrections. Taught life skills including: time and conflict management, money management, and the fundamentals of job and college searches. Drafted a course textbook. Assisted in establishing the entire Introduction to Criminal Justice Programs as a model practice to be recognized by the State of California.

**AFFILIATIONS AND PUBLIC SERVICE** -California Women Lawyers Executive Board – Affiliate Governor, Chair of Diversity Committee -Contra Costa County Bar Association Women Section Executive Board – Past President -Contra Costa County Bar Association East County Section - Program Chair - Contra Costa County Bar Association Diversity Committee -Member of the Contra Costa County Conflicts Panel (Probate) -Member of the Contra Costa County Bar Assn. (Women's Section, Solo and Small Firms Section, Barristers, East County) -Member of the Robert G. McGrath American Inn of Court - Associate - Member of EBTEL (East Bay Trust and Estate Lawyers) -Member of the Aids Legal Referral Panel (Landlord/Tenant, Estate Planning, Civil, and DV Issues) -Member of the Conference of California Bar

Associations - Contra Costa County -Bay Area Tuskegee Alumni Club - Former Vice President -Alameda County Bar Association -American Bar Association PUBLICATIONS Book: Barren, But Not Broken: A Guide from Infertility to Adoption, 2019 Article: <https://www.cccbba.org/article/diversity-considerations-in-the-appointment-of-counsel-for-conservatees-unintentional-implicit-bias/>

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Upload a Resume

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### Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes  No

If Yes, please identify the nature of the relationship:

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Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes  No

If Yes, please identify the nature of the relationship:

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Please Agree with the Following Statement

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I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

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I Agree

**PA`TANISHA ENA DAVIS, ESQ.**  
**, Brentwood CA 94513**

**Email:** [REDACTED]

**BAR MEMBERSHIP**

**California Licensed Attorney:** #281261, Issued by The State Bar of California, December 2011.

**Federal Court Admittance:** Admitted to practice in U.S. District Court: Eastern District of California, February 16, 2016 and Northern District of California, January 27, 2016

**EDUCATION**

**John F. Kennedy University School of Law**, Pleasant Hill, CA

**Degree: Juris Doctorial**, Graduation date December 2010. **Public Interest Law Certificate**

**Santa Clara University School of Law**, Santa Clara, CA

Honors: Recipient of the Law Faculty Scholarship. Attended: August 2003–June 2004

**California School of Professional Psychology**, Alameda, CA

**Degree: M.A. in Organizational Development and Change Leadership**, June 2002

Honors: Completion of all PhD level courses

**Tuskegee University**, Tuskegee, AL

**Degree: B.A. in Psychology**, May 2000.

Honors: Vice National Deans List and Published as a Who's Who Among America College Students Scholar

**LEGAL EXPERIENCE**

Key Counsel, P.C.

September 2018- Current

**Attorney/Partner**

Managing a two-attorney law practice and legal staff. Litigation in civil, probate, adoption and estate planning from intake to closure of the matter. Primary litigation in probate and estate planning. Court appointed counsel on the Contra Costa County Guardianship and Conservatorship Panels. Administrative task includes: administering payroll; trainings; marketing; accounts payable and receivable, tax and 1099 reporting, and billing.

The Life Law Group Firm

January 2017-Current

**Attorney**

Established a solo probate, estate, and civil planning law practice. Manage office staff, marketing, and all cases independently to settlement or through litigation. Responsible for maintaining books of business and billable hours. I serve as a member of the Contra Costa County Criminal Conflicts Panel. As a member of the Panel, I accept court appointments on Probate and Criminal Matters. Provide pro bono service to the community through the Volunteer Legal Service Panel of the Bar Association of San Francisco and the Aids Legal Services Panel. Legal experience: Litigation, drafting pleadings, client and case management, settlement negotiations, discovery, and jury and non-jury trials.

Life Law Group, LLP

March 2013-December 2016

**Attorney/Partner**

Managed a three-attorney law practice and legal staff. Litigation in civil, probate, adoption and criminal law from intake to closure of the matter. Primary litigation in probate and civil. Court appointed counsel on the Contra Costa County Criminal, Guardianship and Conservatorship Panels. Administrative task includes: administering payroll; trainings; marketing; accounts payable and receivable, tax and 1099 reporting, and billing.

John F. Kennedy University

January 2016-September 2016

**Adjunct Law Professor**

Part-time instructor of the legal methods course to first year law students. Responsible for full 15 weeks of instruction and grading. Also responsible for development of lessons and testing.

Law Office of Patanisha Davis-Jenkins

January 2012-February 2013

**Attorney**

Established a solo law practice in the following areas of law: Family, Adoption, Estate Planning, Probate, and Landlord/Tenant. Manage office staff, marketing, and all cases independently to settlement or through litigation. Responsible for maintaining books of business and billable hours. Provide pro bono service to the community through the Volunteer Legal Service Panel of the Bar Association of San Francisco and the Aids Legal Services Panel.

Law School Admissions Council (LSAC)

June 2010-May 2017

**Site Supervisor**

As the site supervisor I am responsible for the overall administration of the Law School Admissions Test (LSAT) and Multistate Professional Responsibility Exam (MPRE) at my testing center. I am required to hire and manage test proctors and room supervisors and oversee that the test is ran to the LSAC Protocol and using the highest security measures.

John F. Kennedy University Housing Advocacy Clinic

August 2010-December 2010

**Clinical Intern**

As a certified law student and under the supervision of counsel I dispensed legal advice to clients with housing issues and disputes, on matters including landlord/tenant disputes, unlawful detainers, and habitability. Provided legal assistance to clients through Bay Area Legal Aid and the San Francisco Tenants Union. Drafted retainer agreements, medical releases, settlement agreements, among other client documents.

San Francisco District Attorney's Office

August 2009-December 2009

**Law Clerk (Internship)**

As a certified law student I provided assistance to the Assistant District Attorney's in the preliminary department. Responsible for drafting and filing motions in a timely manner, including oppositions to motions for dismissal, opposition to 1538.5 motions, and the Peoples complaints. Under the supervision of counsel, litigated in the preliminary department over the preliminary hearing.

Napa County Superior Court

June 2009-August 2009

**Judicial Clerk (Internship)**

Provided research assistance to superior court judges and the alternative dispute resolution department. Met with superior court judges, Napa County Public Defender and District Attorney to obtain critical litigation techniques and advice on career advancement.

Bay Area Legal Aid

June 2008-August 2008

**Law Clerk (Internship)**

Provided legal assistance to victims of domestic violence in the matters of family law, restraining orders, and immigration assistance. Assist with documenting and drafting of temporary restraining orders to be presented to the courts.

Eden Area Regional Occupation Program

August 2004-June 2009

**Criminal Justice Instructor**

Provided assistance with curriculum development. Develop course goals and lesson plans. Taught criminal justice to more than 145 San Leandro High School Students per semester. Taught on subjects including: The history and structure of the criminal justice system, history of law enforcement, constitutional law, substantive and procedural law, trial process/procedure, and corrections. Taught life skills including: time and conflict management, money management, and the fundamentals of job and college searches. Drafted a course textbook. Assisted in establishing the entire Introduction to Criminal Justice Programs as a model practice to be recognized by the State of California.

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- Member of the Robert G. McGrath American Inn of Court - Associate
- Member of EBTEL (East Bay Trust and Estate Lawyers)
- Member of the Aids Legal Referral Panel (Landlord/Tenant, Estate Planning, Civil, and DV Issues)
- Member of the Conference of California Bar Associations - Contra Costa County
- Bay Area Tuskegee Alumni Club - Former Vice President
- Alameda County Bar Association
- American Bar Association

**PUBLICATIONS** Barren, But Not Broken: A Guide from Infertility to Adoption, 2019