



## **Washoe County Community Service Application**

*Please complete the following application to indicate your interest in a position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position.*

<b>Is there a specific Board or Commission vacancy you are applying for?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which one?	
Washoe County Law Library Board of Trustees	

Name: Kathi L. Lutsch
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### **Residential Home Address**

Address: 5242 Rosehill Ct.		
City: Reno	State: Nevada	Zip: 89502
Assessor's Parcel Number if known:		
Home Phone: (775) 324-7822 (office)		Cell Phone: (775) 742-5268
E-mail:		

### **Mailing Address (if different from residential home address)**

Address: 510 W. Plumb Lane, Ste. B		
City: Reno	State: Nevada	Zip: 89509

### **Occupation and Business Address**

Job Title: Paralegal		
Business Name: J. Douglas Clark, Attorney at Law, Ltd.		
Address (Street and/or P.O. Box): 510 W. Plumb Lane, Ste. B		
City: Reno	State: Nevada	Zip: 89509
Assessor's Parcel Number if known:		
Business Phone: (775) 324-7822		
E-mail: kathi@jdouglasclark.com		

### **Registered Voter**

<b>Are you registered to vote in Washoe County?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership on a Citizen Advisory Board. This requirement may be waived on a case-by-case basis by the County Commission.	

How long have you lived in your area? (Years/Months)	31 years
How long have you lived in Washoe County? (Years/Months)	31 years
Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please list conviction dates and nature:	
Briefly, in your own words explain why you would like to be appointed to the Board or Commission.	

Please print or type, and complete the form entirely.

February 2017

## Washoe County Community Service Application

Page 2

To continue recruiting lawyers for Lawyer in the Library program and to sustain the program to help the community, as well as preserve the law library.

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

Thirty-one years in the legal field, with 23 of them as a certified paralegal  
Attained the Advanced Certified Paralegal status  
Recruits lawyers for the Probate division for the Lawyer in the Library program  
Member of the Probate Bar Association of Washoe County  
Member of NALA  
Member of the State Bar of Nevada - Paralegal Division  
Member of Washoe County Bar Association

List your community and/or civic involvement history.

Volunteer for Nevada Humane Society  
Established the Paralegal / Legal Assistants of the Probate Bar Association, which meets on a monthly basis

Please list the name and phone number of any personal references that we may contact.

**Washoe County Community Service Application**

**Page 3**

J. Douglas Clark, Esq. (775) 324-7822  
Hon. Connie Steinheimer (775) 328-3183  
Robin Wright, Probate Commissioner (775) 328-3100

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent bylaws. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

11/19/18

**PLEASE RETURN THE APPLICATION TO:**

Washoe County Planning and Development  
P.O. Box 11130, 1001 E. Ninth Street, Room A275, Reno, NV 89520-0027  
Phone: (775) 328-3600; FAX: (775) 328-6133; Email: [krstark@washoecounty.us](mailto:krstark@washoecounty.us)

Date Received: \_\_\_\_\_

Commission District: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

*Thank you for your interest in Washoe County Government!*

**This document is part of the public record  
and is available for public review.**