



Washoe County Community Services Department Application

Volunteer ... Make a Difference in Washoe County!

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.

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

Name: Patricia Halstead, Esq.

Residential Home Address

Address: Private		
City: Reno	State: NV	Zip: [REDACTED]
Assessor's Parcel Number if known:		
Home Phone:	Cell Phone: Private	
E-mail: [REDACTED]		

Mailing Address (if different from residential home address)

Address: 615 S. Arlington Ave.		
City: Reno	State: NV	Zip: 89509

Occupation and Business Address

Job Title: Attorney		
Business Name: Halstead Law Offices		
Address (Street and/or P.O. Box): 615 S. Arlington Ave.		
City: Reno	State: NV	Zip: 89509
Assessor's Parcel Number if known:		
Business Phone: [REDACTED]		
E-mail: [REDACTED]		

Registered Voter

Are you registered to vote in Washoe County? <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.

How long have you lived in your area? (Years/Months) 4 years/4 months
How long have you lived in Washoe County? (Years/Months) 47 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:

Please print or type, and complete the form entirely.

May 2015

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Briefly, in your own words explain why you would like to be appointed to the Board or Commission.

The Law Library provides a valuable service to the public who need and are entitled to access to the courts, which requires access to legal resources. The Law Library has been integral in promoting access through programs like Lawyer in the Library, in which I have participated. I have supported the Law Library in the past in my role as President of the Washoe County Bar Association and would like to continue my support in a different role.

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

Please see a copy of my Curriculum Vitae provided herewith.

List your community and/or civic involvement history.

Please see a copy of my Curriculum Vitae provided herewith.

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

The Honorable Connie Steinheimer - [REDACTED]

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 Rules, Policies and Procedures. 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: 11-13-19

PLEASE RETURN THE APPLICATION TO:

Washoe County Community Services Department, Planning and Building Division
1001 East Ninth Street, Reno, NV 89512
Phone: (775) 328-3600; FAX: (775) 328-6133; Email: kemerson@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.**

PATRICIA C. HALSTEAD, ESQ.

615 S. Arlington Avenue, Reno, NV 89509

Phone: [REDACTED]

LEGAL EXPERIENCE

HALSTEAD LAW OFFICES

June 2013 – Present

Solo practice focusing on litigation, probate, basic estate planning, select family law, and select criminal matters. I work directly with the Washoe County Public Administrator to assist on probate matters. In addition I serve as contracted counsel for a local collection company and am contracted with Washoe County to undertake conflict cases involving criminal matters, criminal appeals, habeas corpus petitions, and juvenile matters.

NEVADA STATE BOARD OF MEDICAL EXAMINER'S HEARING OFFICER

June 2018 – Present

Acting as a part time hearing officer for complaints brought against medical professionals. My services include, but are not limited to, managing pre-hearing discovery and conferences, supervising case progress, overseeing the hearings, and rendering findings to be considered by the Board of Medical Examiners.

RENO-SPARKS INDIAN COLONY PRO TEM JUDGE

October 2016 - Present

Providing part time tribal court coverage in civil and criminal matters.

WASHOE COUNTY PRO TEM JUSTICE OF THE PEACE AND ADMINISTRATIVE HEARING OFFICER

April 2016 - Present

Serving part time as an administrative hearing officer for code enforcement and animal services matters with availability to provide part time justice court coverage for Reno, Sparks, Incline Village, and Wadsworth Justice Courts.

SECOND JUDICIAL DISTRICT COURT, FAMILY DIVISION PRO TEM MASTER

March 2014 – February 2016

Provided part-time judicial coverage for Family Court Masters in relation to domestic violence and protection orders, child support, and minor guardianships.

WASHOE COUNTY DISTRICT ATTORNEY'S OFFICE

August 2007 – June 2013

Deputy District Attorney, Criminal Division, Felony Prosecutor

One S. Sierra Street, Fourth Floor, Reno, NV

Prosecution of all levels of crime from misdemeanors to category A felonies, inclusive of open murder, from inception to conclusion including, but not limited to: charging cases; appearing to address 72 hour deadlines for the filing of criminal charges; requesting search/seizure warrants; on-call and crime consultation for local law enforcement agencies; autopsy attendance; grand jury proceedings; preliminary hearings; motion practice; custody/bail hearings; victim/witness interviews; case investigation; pretrial motions and hearings; competency hearings; expert interviews and designations; arraignments; jury selection/voir dire; evidence designation; bench trials before the Washoe County

Justice Courts; jury trials before the Second Judicial District Court of the State of Nevada; sentencing; and probation revocation/Anaya hearings. In the span of approximately four years, I took fifteen felony cases to jury verdict and received a guilty verdict in all fifteen cases. I was awarded the office "trial dog" designation in 2009. I also engaged in the following on behalf of the State: defense of criminal appeals, inclusive of briefing and Supreme Court oral argument; writ proceedings, inclusive of briefing and oral argument; and a successful petition for an Information by Affidavit. In addition, I organized an educational class for local agencies and courts on ignition interlock systems. I was also an office representative for Secret Witness board meetings.

HALE LANE PEEK DENNISON AND HOWARD (now HOLLAND & HART)

August 2001 – August 2007

Associate Attorney, Litigation Section

5441 Kietzke Lane, Suite 200, Reno, NV

I practiced general civil and commercial litigation on behalf of plaintiffs and defendants at all case levels from inception to conclusion. Specific practice areas included, but were not limited to, mechanic's lien law, construction defect, contract law, landlord tenant law, property law, the Americans with Disabilities Act, and employment law. My duties included client intake interviews; conflict checks; case analysis; complaint and answer drafting; legal and legislative research; interpleader actions; discovery review and drafting; discovery response; deposition preparation and attendance; all forms of motion practice, inclusive of discovery motions, motions to dismiss, motions for summary judgment, and pre-trial motions; participating in hearings, arbitrations, and mediations at trial and at the Supreme Court level; participating in early case conferences and settlement negotiations; preparing cases and clients for legal proceedings; hearings; trials; appellate briefing, including amicus briefing; and appellate argument both before the Nevada Supreme Court and the Ninth Circuit Court of Appeals. In addition to my litigation practice, I also undertook family law and probate matters.

UNITED STATES DISTRICT COURT, DISTRICT OF NEVADA

August 2000 – August 2001

Law Clerk to the Honorable Howard D. McKibben

400 S. Virginia Street, Reno, NV

Reviewed submitted cases; undertook legal and legislative research; drafted bench memoranda and proposed orders; wrote draft opinions; advised the court; and aided in the oversight of jury trials. Matters that I worked on were primarily civil and included, but were not limited to, tobacco related litigation and Title VII litigation.

SUPREME COURT OF NEVADA

August 1999 – August 2000

Law Clerk to the Honorable A. William Maupin

201 S. Carson Street, Suite 250, Carson City, NV

Reviewed submitted appeals; undertook legal and legislative research; drafted bench memoranda and proposed orders; wrote draft opinions; advised the court; and gave courthouse tours. Matters I handled on appellate review were both civil and criminal.

SECOND JUDICIAL DISTRICT COURT OF NEVADA

August 1998 – August 1999

Law Clerk to the Honorable Scott T. Jordan

75 Court Street, Reno, NV

Reviewed and addressed all submissions, which primarily centered upon divorce, annulment, child custody, child support, and jurisdiction, inclusive of international child custody disputes. I drafted

bench memoranda and proposed orders, undertook legal and legislative research, reviewed name change petitions, and interviewed parties who applied to marry minors.

AMERICAN GAMING ASSOCIATION

March 1998 – May 1998

Legal Externship

1299 Pennsylvania Avenue, N.W., Suite 1175, Washington, D.C.

Aided in drafting and finalizing a safety guideline regarding minors on casino properties and researched matters relevant to gaming legislation.

OFFICE OF THE COMMONWEALTH ATTORNEY, STATE OF VIRGINIA

September 1997 – December 1997

Legal Externship

1435 N. Courthouse Road, Arlington, VA

Prosecuted criminal cases under Commonwealth Attorneys' supervision in the General Jurisdiction and Juvenile Courts of the State of Virginia; undertook legal research; drafted legal memoranda; and observed the case of *Commonwealth v. Albert*, which was the well-publicized case against sportscaster Marv Albert.

LAW OFFICE OF CALVIN R.X. DUNLAP

May 1997 – August 1997

Law Clerk

691 Sierra Rose, Suite A, Reno, NV

Undertook legal and legislative research; drafted motions and oppositions; aided in trial preparation for civil and criminal matters; and aided in preparation for and participated in the trial of a client charged with negligent homicide for whom we were able to secure a defense verdict.

UNITED STATES SENATE COMMITTEE ON THE JUDICIARY SUBCOMMITTEE ON ADMINISTRATIVE OVERSIGHT AND THE COURTS

August 1996 – December 1996

Externship

224 Dirksen Senate Office Building, Washington, D.C.

Researched and wrote memoranda on a variety of issues including, but not limited to, judicial nominees, pending legislation, tort reform, immigration, and federal mandates; assisted in writing a floor statement on immigration; and participated in a day of Secret Service training in Beltsville, Maryland.

SUPREME COURT OF NEVADA

May 1996 – July 1996

Extern to the Honorable Miriam Shearing

201 S. Carson Street, Suite 250, Carson City, NV

Reviewed submitted appeals and performed related legal and legislative research; drafted bench memoranda, proposed orders, and opinions; compiled a reference outline of appellate standards and related case citations; and participated in a tour of the Nevada State Prison in Carson City, Nevada.

TRAINING COMPLETED AT THE NATIONAL JUDICIAL COLLEGE

March 2018 - Probate Courts: Contemporary Issues

May 2017 - Civil Mediation

October 2015 - Ethics, Fairness, and Security in Your Courtroom and Community

BAR ADMISSIONS

State Bar of Nevada: October 14, 1998
United States District Court, District of Nevada: October 27, 1998
State Bar of California: December 3, 1999
United States Court of Appeals for the Ninth Circuit: February 5, 2002
United States Court of Federal Claims: February 11, 2003
United States District Court, Eastern District of California: December 6, 2005

EDUCATION

AMERICAN UNIVERSITY, WASHINGTON COLLEGE OF LAW

Juris Doctor, May 1998

Activities: Moot Court (1996-1998) – 1996 Upper-Class Moot Court Quarterfinalist; Student Bar Association (1996-1997) – Senator-at-Large, Recording Clerk; Criminal Trial Practice; Graduation Committee; International Law Society; Work-a-Day; Student Activities Committee.

UNIVERSITY OF NEVADA, RENO

Bachelor of Arts in International Relations with minors in Spanish and Economics, December 1994

Activities: Study Abroad – Spain (Fall 1993), Italy (Spring 1994); Student Ambassadors; Student Orientation Staff; Law Club; Sagens – Top Ten Senior Woman Co-Chair; Women's Center – coordinated the Sexual Assault Facts and Education Program, scheduled and/or presented various lectures, conducted research, maintained computer entries and data, and helped manage the office; Kappa Alpha Theta – Campus Activities Chairman, Historian, Governing Cabinet, Intramural Sports, Chums (an outreach program for community at-risk youth), recognized for high academic achievement.

PROFESSIONAL ORGANIZATIONS AND ACTIVITIES

State Bar of Nevada

- Vice-Chairman for the Standing Committee on Judicial Ethics (June 2019 – present)
- Member of the Standing Committee on Judicial Ethics (April 2014 – June 2019)
- Transitioning Into Practice (TIP) Mentor
- Probate Section Member and Solo Practitioner Section Former Member

Washoe County Bar Association

- 2018-2019 President
- 2017-2018 Vice President
- 2016-2017 Secretary
- 2015-2016 Treasurer
- 2014-2015 Sergeant at Arms and Writ Editor
- 2013-2014 Social Coordinator

Bruce R. Thompson American Inn of Court (Master)

- 2018-2019 Program Chairman
- 2019-2020 Membership Chairman

Northern Nevada Women Lawyers Association

- Former officer and mentor circle member

Lawyer in the Library Volunteer

Nevada Business Magazine Legal Elite

Nevada Legal Services Volunteer

Attorneys for Rural Nevadans Volunteer

The Rotary Club of Reno

- The Rotary Foundation Committee member

Nevada Day Board Member 2014-2016

Mock Trial Instructor 2006, 2007, 2011 (guest instructor), 2012-13

Nevada Department of Public Safety Instructor 2012

- Constitutional Law and Criminal Procedure