

Application Form

Profile

PatriciaHalstead  
First NameMiddle InitialLast Name

Home Address

City

Email Address

Suite or Apt

State

Postal Code

Halstead Law OfficesAttorney  
EmployerJob Title

Primary Phone

Alternate Phone

How long have you lived in Washoe County? \*

☒ 30+ years

Question applies to multiple boards

Are you registered to vote in Washoe County?

☒ Yes ☐ No

What district do you live in? \*

☒ District 1 - Commissioner Hill

Find your Commissioner District [HERE](#).

Interests & Experiences

Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

Please tell us about yourself

Why are you interested in being part of this board, commission, or academy?

I have been serving on the Board and would like to continue my service.

**How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

I am a local attorney and have experienced first-hand the value of the law library and its importance as a community asset. I have seen the board through many years and believe in the importance of continuity and institutional knowledge, to which I can continue to contribute.

**Do you currently serve on any boards/committees or volunteer?**

☒ Yes ☐ No

**If yes, please list the boards/committees or volunteer programs.**

Nevada Bar Foundation Board of Trustees (June 2020 - Present)

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

[Bar\\_Standing.pdf](#)

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

Question applies to multiple boards

[Resume\\_2025.pdf](#)

Resume

Letter of Recommendation

**Please Agree with the Following Statement**

**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.**

☒ I Agree

**Demographic Information**

**The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.**

**What is your age range? \***

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**What gender do you identify as? \***

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**Which race/ethnicity best describes you? \***

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**What is your highest level of school completed? If enrolled, highest degree received? \***

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**What is your employment status? \***

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**What is your total household income? \***

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**Current or Past Washoe County Leadership Academy (WCLA) participant?**

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☐ Yes ☒ No

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## **Nepotism**

**Are you a current employee of or related to anyone employed by Washoe County by blood or marriage?**

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☒ Yes ☐ No

**If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:**

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Steven DeCarli, Deputy, Washoe County Sheriff's Office

Patricia Halstead

**Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.**

**Halstead, Patricia C.**

- **Bar # :** 6668
- **Member since:** 10/14/1998
- **Status:** ATTORNEY Active

**Company: Halsted Law Offices**

615 S. Arlington Ave., Reno, NV 89509

**Phone :** (775) 322-2244

**Email :** [phalstead@halsteadlawoffices.com](mailto:phalstead@halsteadlawoffices.com)

**Law school :** American University-1

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**Disciplinary Actions:**

1. None.

## **PATRICIA C. HALSTEAD, ESQ.**

615 S. Arlington Avenue, Reno, NV 89509  
Phone: (775) 322-2244; Facsimile: (775) 465-4144  
phalstead@halsteadlawoffices.com

### **LEGAL EXPERIENCE**

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#### **HALSTEAD LAW OFFICES**

June 2013 – Present

Solo practice focusing on litigation, probate, and basic estate planning. I also work directly with the Washoe County Public Administrator to assist on probate matters and am contracted with Washoe County to undertake criminal conflict cases and post-conviction matters.

#### **NEVADA STATE BOARD OF MEDICAL EXAMINERS HEARING OFFICER**

June 2018 – Present

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, ruling on pre-hearing motions, overseeing the hearings, and rendering findings of fact and conclusions of law to be considered by the Board of Medical Examiners.

#### **WASHOE COUNTY 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.

#### **RENO-SPARKS INDIAN COLONY PRO TEM JUDGE**

October 2016 – December 21, 2022

Providing part time tribal court judicial coverage for civil and criminal matters.

#### **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 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

Practiced general civil and commercial litigation on behalf of plaintiffs and defendants. 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 litigation, 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 addressed 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; 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**

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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**

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### **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**

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Washoe County Law Library Board of Trustees (December 2019 – Present)

State Bar of Nevada

- Nevada Commission on Judicial Discipline, Member (February 2024 - Present)
- Nevada Commission on Judicial Discipline, Alternate Member (November 2022 – February 2024)
- Nevada Bar Foundation Board of Trustees (July 2020 – Present)
- Chairman for the Standing Committee on Judicial Ethics (March 2020 – December 2021)
- Vice-Chairman for the Standing Committee on Judicial Ethics (June 2019 – March 2020)
- 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

- 2020-2021 President
- 2019-2020 Membership Chairman
- 2018-2019 Program Chairman

Former Member of the Northern Nevada Women Lawyers Association

- Former officer and mentor circle member

Past Volunteer for Lawyer in the Library; Nevada Legal Services; and Volunteer Attorneys for Rural Nevadans

Nevada Business Magazine Legal Elite

Former Member of the Rotary Club of Reno

- The Rotary Foundation Committee former member

Nevada Day Board Member 2014-2016

Mock Trial Instructor 2006, 2007, 2011 (Guest Instructor), 2012-2013

Nevada Department of Public Safety Instructor 2012

- Constitutional Law and Criminal Procedure

Application Form

Profile

Jodi Bennett

First Name Middle Initial Last Name

Home Address

City

Email Address

Suite or Apt

State

Postal Code

Hometown Health Financial Analyst

Employer Job Title

Primary Phone Alternate Phone

How long have you lived in Washoe County? \*

☒ 11-20 years

Question applies to multiple boards

Are you registered to vote in Washoe County?

☒ Yes ☐ No

What district do you live in? \*

☒ District 2 - Commissioner Clark

Find your Commissioner District [HERE](#).

Interests & Experiences

Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Archived

Are you currently a member of the Prehospital Medical Advisory Committee?

☐ Yes ☐ No

Why are you applying for this position and what relevant experience do you have for this role?

**Do you have personal aspirations or perceived conflicts of interest that could be impacted by board service?**

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**Please tell us about yourself**

**Why are you interested in serving on this board/commission?**

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I am applying to The Law Library Board of Trustees because it is a policy making board. I have worked in the medical field developing office policy. I'd like to broad my knowledge by serving on this board.

**How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

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I worked for a small pediatric clinic as a practice administrator for 18 years. Our office policies evolved over the years, small and large changes. I implemented small policy changes such as checking out patients in the exam rooms rather than our open space. Parents appreciated the change. I drastically changes policies during COVID.

**Do you currently serve on any boards/committees or volunteer?**

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☒ Yes ☐ No

**If yes, please list the boards/committees or volunteer programs.**

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I am on the board of my homeowners association. This past summer I volunteered at the Shakespeare Festival at Sand Harbor. Previously, I was a volunteer financial navigator for the Opportunity Alliance of Nevada.

Question applies to Washoe County Law Library Board of Trustees

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Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

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Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

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Upload a Resume

[Letter of Recommendation.pdf](#)

Please attach a letter of recommendation.

## Please Agree with the Following Statement

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.

☒ I Agree

---

## Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? \*

What gender do you identify as? \*

Which race/ethnicity best describes you? \*

What is your highest level of school completed? If enrolled, highest degree received? \*

What is your employment status? \*

What is your total household income? \*

Current or Past Washoe County Leadership Academy (WCLA) participant?

☐ Yes ☒ No

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## Nepotism

**Are you a current employee of or related to anyone employed by Washoe County by blood or marriage?**

☐ Yes ☒ No

**If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:**

**Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.**



**Sierra Pediatrics**

**Daniel T. Colombo, M.D., F.A.A.P.**

January 21, 2021

RE: Jodi Colombo

To Whom It May Concern:

I am writing this letter in support of Jodi Colombo as an applicant to your organization. I had the pleasure of working with her in my pediatric office for 18 years.

Some of the many responsibilities that Jodi had in our office included overseeing all aspects of the practice including employed physician management / contracting, medical personnel management, non-medical personnel management, general office management, building management, communication practices, marketing, billing, billing practices, accounts receivables / payables, OSHA policies, HIPPA policies, vaccine management, laboratory management, EHR / website / IT management, patient care, and quality improvement.

Jodi is a professional, reliable and hard working employee. She has very good interactions with both vendors and parents that allowed her to quickly establish rapport. Jodi is pleasant to work with, is responsible and interacted well with other staff. In addition, Jodi always demonstrates initiative and an interest in projects and in learning new things.

Jodi is an amazing leader of my office. She will be greatly missed after I close my practice. For these reasons, I give her the highest recommendation for your organization. If you have any further questions, please do not hesitate to call me at (cell) [REDACTED]

Sincerely,

Daniel T. Colombo, M.D., F.A.A.P.  
Owner/President of Sierra Pediatrics

Application Form

Profile

BrianErbis

First NameMiddle InitialLast Name

Home AddressSuite or Apt

CityStatePostal Code

Email Address

Self-EmployedPrivate Investigator

EmployerJob Title

Primary PhoneAlternate Phone

How long have you lived in Washoe County? \*

☒ 6-10 years

Question applies to multiple boards

Are you registered to vote in Washoe County?

☒ Yes ☐ No

What district do you live in? \*

☒ District 2 - Commissioner Clark

Find your Commissioner District [HERE](#).

Interests & Experiences

Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

Are you currently a member of the Prehospital Medical Advisory Committee?

☐ Yes ☐ No

Why are you applying for this position and what relevant experience do you have for this role?



**Do you have personal aspirations or perceived conflicts of interest that could be impacted by board service?**

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**Please tell us about yourself**

**Why are you interested in serving on this board/commission?**

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After a 24-year career in public service, I still have a desire to serve. I am a multifaceted individual with an advanced degree and a certified fraud examiner and a licensed private investigator (PILB 4253).

**How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

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I am a retired police detective with a specialty in investigating financial crimes. I am a certified fraud examiner, hold a master's degree in criminal justice with various advanced graduate certificates.

**Do you currently serve on any boards/committees or volunteer?**

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☐ Yes ☒ No

**If yes, please list the boards/committees or volunteer programs.**

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Question applies to Washoe County Law Library Board of Trustees

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Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

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Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

---

Upload a Resume

[Andolyn Johnson Reference Letter.pdf](#)

Please attach a letter of recommendation.

## Please Agree with the Following Statement

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.

☒ I Agree

---

## Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? \*

What gender do you identify as? \*

Which race/ethnicity best describes you? \*

What is your highest level of school completed? If enrolled, highest degree received? \*

What is your employment status? \*

What is your total household income? \*

Current or Past Washoe County Leadership Academy (WCLA) participant?

☐ Yes ☒ No

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## Nepotism

**Are you a current employee of or related to anyone employed by Washoe County by blood or marriage?**

☐ Yes ☒ No

**If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:**

Question applies to multiple boards

**Please Agree with the Following Statement**

**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. If appointed to a Citizen Advisory Board (CAB), I agree to attend a CAB new member orientation session and open meeting law training within six months of my appointment. I understand that failure to comply with this requirement will result in automatic removal from the Citizen Advisory Board.**

☒ I Agree

**Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.**

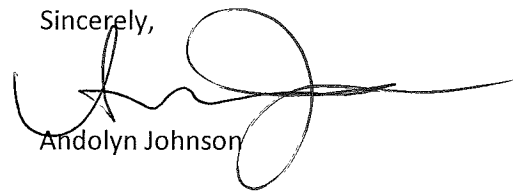
July 13, 2023

Re: Letter of Reference for Brian Erbis - Washoe Leadership Academy

To Whom It May Concern:

I am writing to recommend Brian Erbis for a placement in the Washoe Leadership Academy. I have known Brian for four years in a person capacity as his wife is a co-worker of mine at the U.S. Attorney's Office in Reno. Since retiring from his law enforcement position and moving to Reno, Brian has wanted to return to a career to public service and has gone back to school to achieve those goals. He is dedicated to making this area a better and even more enjoyable place to live. I highly recommend his admission to the program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andolyn Johnson', with a large, stylized loop at the end.

Andolyn Johnson

Application Form

Profile

Jennifer First Name F Middle Initial Salisbury Last Name

Home Address

City

Email Address

Suite or Apt

State

Postal Code

Truckee Meadows Community College (NSHE) Employer Program Coordinator/Instructor Job Title

Primary Phone

Alternate Phone

How long have you lived in Washoe County? \*

☒ 11-20 years

Question applies to multiple boards

Are you registered to vote in Washoe County?

☒ Yes ☐ No

What district do you live in? \*

☒ District 5 - Commissioner Herman

Find your Commissioner District [HERE](#).

Interests & Experiences

Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

Please tell us about yourself

### **Why are you interested in being part of this board, commission, or academy?**

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I am seeking to serve as a non-attorney law library trustee because I believe access to legal information is foundational to justice itself. Throughout my career as a certified paralegal and paralegal educator, I have witnessed firsthand how knowledge barriers can prevent individuals from understanding their rights, navigating legal systems, and advocating for themselves effectively. The law library serves as a critical bridge between complex legal resources and the communities that need them most. My dual perspective, as both a practicing paralegal and an educator, has shown me that access alone is not enough; people need resources that are discoverable, understandable, and relevant to their specific circumstances. I am committed to ensuring that our law library continues to evolve as an accessible and welcoming institution that serves both legal professionals and self-represented individuals with equal dedication. As a paralegal educator, I have dedicated myself to demystifying legal processes and empowering others with practical knowledge. This same commitment drives my interest in this trusteeship. I aim to contribute to shaping policies and programs that enhance the accessibility of legal resources, support community legal education initiatives, and ensure the library remains responsive to the evolving needs of our diverse population. The law library is more than a repository of statutes and case law; it is a cornerstone of our democratic promise that justice should be accessible to all, regardless of means. I would be honored to contribute my experience, perspective, and passion for legal education to advance this mission as a member of the Washoe County Law Library Board of Trustees.

### **How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

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I have been a certified paralegal since July 2013, with professional experience spanning family law, probate, and litigation. This diverse practice background has given me comprehensive insight into the research needs, resource requirements, and information challenges faced by legal professionals and self-represented litigants across multiple areas of law. I understand firsthand which resources are most valuable, how legal information must be organized for accessibility, and the critical role that well-curated legal collections play in supporting both practitioners and the public. Currently, I serve as Chair of NALA's Continuing Education Council (CEC), a premier provider of continuing legal education for paralegals and legal professionals. In this leadership role, I oversee educational programming, evaluate the quality and relevance of legal content, and ensure that educational resources meet the evolving needs of the legal community. This experience in educational governance, content curation, and understanding what legal professionals need to stay current directly translates to the responsibilities of a law library trustee. I have also been a member of the CEC since 2022 which demonstrates my ongoing support and commitment to the furtherance of legal knowledge. My combined experience as a practicing paralegal and an educational leader positions me to contribute meaningfully to library policy decisions, collection development, community outreach, and strategic planning. I bring both a practitioner's perspective on what resources truly serve the legal community and an educator's commitment to ensuring those resources remain accessible, current, and relevant to all who seek justice.

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### **Do you currently serve on any boards/committees or volunteer?**

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☒ Yes ☐ No

**If yes, please list the boards/committees or volunteer programs.**

-Current Active Member of Sierra Nevada Association of Paralegals (SNAP), ending elected tenure as President as of December 31, 2025, and commencing newly elected position as Secretary as of January 1, 2025. -Current member of NALA - The Paralegal Association's Board of Directors as Chair of the Continuing Education Council (CEC).

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[Jennifer\\_Salisbury\\_CV.pdf](#)

Resume

[Let\\_Rec\\_10-30-25.pdf](#)

Letter of Recommendation

**Please Agree with the Following Statement**

**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.**

☒ I Agree

**Demographic Information**

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**What is your age range? \***

**What gender do you identify as? \***

**Which race/ethnicity best describes you? \***

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**What is your highest level of school completed? If enrolled, highest degree received? \***

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**What is your employment status? \***

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**What is your total household income? \***

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**Current or Past Washoe County Leadership Academy (WCLA) participant?**

☐ Yes ☒ No

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## **Nepotism**

**Are you a current employee of or related to anyone employed by Washoe County by blood or marriage?**

☐ Yes ☒ No

**If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:**

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**Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.**



# JENNIFER SALISBURY

CERTIFIED PARALEGAL - PARALEGAL EDUCATOR

☎ Office: (775) 824-3810; Cell: [REDACTED] ✉ jsalisbury@tmcc.edu 📍 Reno, NV 89506

## Education

**Purdue University Global**, West Lafayette, IN 47906  
*Master of Science - Legal Studies (MLS), January 2021*  
Applied Research Track  
Society for Collegiate Leadership & Achievement (SCLA)

**University of Nevada, Reno**, Reno, NV 89557  
*Bachelor of Science in Political Science, May 2017*  
Minor: Philosophy of Ethics, Law, and Politics  
Pi Sigma Alpha

**Truckee Meadows Community College**, Reno, NV 89512  
*Associate of Arts, December 2013*  
Phi Theta Kappa

**Truckee Meadows Community College**, Reno, NV 89512  
*Associate of Applied Science, Paralegal/Law, December 2012*  
Phi Theta Kappa

## Experience

**Truckee Meadows Community College**, Reno, NV, *Spring 2025 – Present*  
*Program Coordinator, Full-Time Instructor, Paralegal/Law Program*  
Leading administrator and faculty of an American Bar Association (ABA) approved program. Incorporate real-world applications into lesson plans for greater relevance and understanding. Adapt lesson plans according to changing curriculum requirements or student needs. Develop and implement innovative teaching strategies to engage students in learning. Research new instructional methods to ensure engaging lessons align with the ABA approval standards. Evaluate current textbooks and other materials for their suitability for use. Collect and document student feedback to adjust instruction. Use varied tools to perform both formative and summative assessments. Assess student learning and provide ongoing formative feedback for growth. Participate in training courses and professional development opportunities to improve teaching skills. Create and implement assessment tools to measure student learning. Synthesize and convert concepts and technical information into clear terminology and materials for students. Provide documented feedback to students on their level of performance based on course outcomes.

**Self-Employed, Reno, NV, January 2025 – Present**

*Freelance Paralegal*

Provide specialized paralegal services to law firms and attorneys with a primary focus on litigation support. Manage all phases of discovery, including document review, production requests, interrogatory responses, and deposition preparation. Conduct comprehensive trial preparation, including exhibit organization, witness coordination, trial binder creation, and courtroom support. Deliver efficient, high-quality work product tailored to client needs while maintaining strict confidentiality and adherence to procedural deadlines.

**Truckee Meadows Community College, Reno, NV, Spring 2021 – December 2024**

*Part-Time Faculty, Paralegal/Law Program*

Incorporate real-world applications into lesson plans for greater relevance and understanding. Adapt lesson plans according to changing curriculum requirements or student needs. Develop and implement innovative teaching strategies to engage students in learning. Research new instructional methods to ensure engaging lessons align with ABA standards. Evaluate current textbooks and other materials for use. Collect and document student feedback to adjust instruction. Use varied tools to perform both formative and summative assessments. Assess student learning and provide ongoing formative feedback for growth. Participate in training courses and professional development opportunities to improve teaching skills. Create and implement assessment tools to measure student learning. Synthesize and convert concepts and technical information into clear terminology and materials for students. Provide documented feedback to students on their level of performance based on course outcomes.

**Maupin Cox & LeGoy, Reno, NV, June 2014 – Present**

*Certified Paralegal*

Collaborate closely with attorneys throughout all stages of the litigation process, from investigation through appeals. Gather and analyze research data and present reports of significant findings. Develop and maintain electronic filing systems and naming conventions. Compile, organize, and maintain case files, draft pleadings, motions, and other documents for review by attorneys. Investigate facts through thorough research of public records and internet sources. Develop a comprehensive knowledge of legal terminology, court systems, and procedures, as well as rules of evidence and civil procedure. Assist in preparing for hearings, mediations, arbitrations, and trials by organizing evidence and witnesses. Review discovery requests for relevance prior to responding and prepare responses to interrogatories and requests for production of documents. Meet with clients to conduct interviews and collect case information. Monitor deadlines associated with filing dates or responses due from opposing parties. Maintain a legal calendar, scheduling appointments and interviews, and provide reminders of court appearances. Handle sensitive and proprietary information with discretion and confidentiality. Manage multiple projects concurrently while meeting tight deadlines without sacrificing quality. Maintain up-to-date knowledge of paralegal best practices through continuing legal education (CLE) courses.

**Family Law & Mediation Office of Margaret G. Manes, Reno, NV 89501, February 2013 – May 2014**

*Certified Paralegal/Office Assistant*

Coordinated office functions: Calendared deadlines, set court appearances, and mediation sessions. Answered multiple phone lines, returned phone calls and emails, and ascertained client questions. Drafted and prepared legal documents for filing under attorney's supervision. Prepared correspondence for attorney. Performed legal research on relevant case issues and court rules. Bookkeeping tasks: Client billing, accounts payable/receivable, and maintaining client trust account.

## **Truckee Meadows Community College, Reno, NV**

### *Supervised Field Experience/Paralegal Internship*

- *Office of the Washoe County Public Defender, June 2012 to February 2013:* Staff tasks, received and reviewed discovery from Washoe County District Attorney's Office, prepared discovery, and electronically filed documents.
- *Washoe County Senior Law Project, July 2011 to September 2011:* Primary work in the area of foreclosure mediation, mortgage modification fraud, and senior housing issues.

## **Certifications**

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### **NALA – The Paralegal Association**

*Certified Paralegal (CP) Designation, Issued July 2013*

## **Publications**

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### **SNAP Shot, Publication of the Sierra Nevada Association of Paralegals (SNAP)**

*"President's Ramblings," Monthly Article, January 2023 – Present*

### **Facts & Findings, Award-Winning Quarterly Journal, NALA – The Paralegal Association**

*Contributing Editor, Quarterly July 2025 - Present*

Author editor's standing column and legal history feature article.

### **Facts & Findings, Award-Winning Quarterly Journal, NALA – The Paralegal Association**

*"Ask Pat" Standing Article Author, Quarterly January 2023 – June 2025*

Answer questions relating to being a paralegal, such as how to advance as a paralegal, manage clashing personalities in an office, and any other curiosities paralegals may have about the profession.

### **The Writ, Official Publication of the Washoe County Bar Association**

*"The Importance of Supporting Paralegals," May/June 2024, Vol. 46, No. 3*

## **Academic and Volunteer Service**

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### **Sierra Nevada Association of Paralegals (SNAP)**

*CP Study Group Leader, May 2016 – Present*

### **NALA – The Paralegal Association, Continuing Education Council (CEC)**

*Board of Directors, Chair of Continuing Education Council, Appointed July 2025 – Present*

### **NALA – The Paralegal Association, Continuing Education Council (CEC)**

*Committee Member, Appointed July 2022 – June 2025*

### **Truckee Meadows Community College, Faculty Senate**

*Senator, Department of History, Political Science & Law, August 2025 – Present*

*Committee Member, Professional Standards Committee, February 2025 – Present*

### **Truckee Meadows Community College, Paralegal/Law Program, Advisory Board**

*Member Since September 2014; Chair Since September 2022*

**Truckee Meadows Community College, Academic Standards and Assessment Committee (ASA)**  
*Committee Member, February 2021 – February 2024*

**North Valleys Citizen Advisory Board (CAB)**  
*At-Large Member, Appointed October 2013 – June 2019*

## Professional Memberships

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**Sierra Nevada Association of Paralegals (SNAP)**

*Member Since January 2012*

Current President, term ending December 2025. Secretary-elect for the 2026 term. Previously held multiple other officer/chair positions

**NALA – The Paralegal Association**

*Member Since July 2013*

**Washoe County Bar Association**

*Paralegal Member Since August 2014*

## Honors/Awards

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**NALA – The Paralegal Association**

*Affiliates Award, July 2022*

**Truckee Meadows Community College**

*Career Champion, Fall 2023*

**Truckee Meadows Community College**

*Part-Time Faculty of the Month, April 2024*

**Truckee Meadows Community College**

*Excellence in Teaching Award, Business and Social Science, April 2024*

## Professional References

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**Correen Drake**

*Legal Administrator, Maupin, Cox & LeGoy*

Email: [cdrake@mcllawfirm.com](mailto:cdrake@mcllawfirm.com)

Tel.: [REDACTED]

**Melissa A. Deadmond, Ph.D. MPH**

*Interim Vice President of Academic Affairs, Truckee Meadows Community College*

Email: [mdeadmond@tmcc.edu](mailto:mdeadmond@tmcc.edu)

Tel.: [REDACTED]

**BERNING & ASSOCIATES LLC**  
**ATTORNEYS AT LAW**

**KATHRINE I. BERNING, Esq.**  
*M.A., Counseling*



**MURIEL R. SKELLY, Esq.**  
*of Counsel*

October 31, 2025

Board of Trustees Selection Committee  
Washoe County Law Library  
Second Judicial District Court  
75 Court Street, Room 101  
Reno, NV 89501

Dear Members of the Selection Committee,

I am writing to enthusiastically recommend Jennifer Salisbury for appointment to the Board of Trustees of the Washoe County Law Library. I have had the privilege of working with Jennifer at Truckee Meadows Community College (TMCC) since January 2021. I was also her prior instructor at TMCC during her tenure as a paralegal/law student. For years, I have consistently been impressed by her dedication to legal excellence and her commitment to access to justice.

Jennifer brings a unique combination of practical legal experience and educational leadership to this position. Her background in family law, probate, and litigation has provided her with comprehensive insight into the research needs across multiple practice areas. Her current role as Paralegal Instructor/Coordinator at TMCC demonstrates her commitment to ensuring that legal professionals and the public have access to high-quality resources. She understands that a law library must serve both sophisticated legal practitioners and self-represented litigants, a dual perspective for which she is uniquely qualified to advocate.

Beyond her technical qualifications, Jennifer is a strategic thinker with proven ability to collaborate with diverse stakeholders, manage complex initiatives, and advance organizational missions. I am confident she would be a thoughtful, engaged, and invaluable member of your Board of Trustees.

Please contact me if you need any additional information.

Sincerely,

Kathrine I. Berning, Esq., M.A.

Berning & Associates, LLC

Application Form

Profile

Cortney  
First Name

E  
Middle Initial

Young  
Last Name

Home Address

City

Email Address

Suite or Apt

State

Postal Code

ADR Partners, LLC (Self Employed)  
Employer

Mediator  
Job Title

Primary Phone

Alternate Phone

How long have you lived in Washoe County? \*

☒ 11-20 years

Question applies to multiple boards

Are you registered to vote in Washoe County?

☒ Yes ☐ No

What district do you live in? \*

☒ District 2 - Commissioner Clark

Find your Commissioner District [HERE](#).

Interests & Experiences

Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

Please tell us about yourself

Why are you interested in being part of this board, commission, or academy?

I am interested in continuing my service on this board so that I may continue to advance and support the important work of the law library. I believe that the law library offers critical access to justice for those most in need. Additionally, the law library is a crucial resource for self represented litigants, attorneys, and others in our community.

**How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

I am qualified for this role because I have had experience on this Board for approximately the last six years. Additionally, I have served as Secretary of the Board for a number of years as well. I understand the requirements of the role as well as the challenges facing the library and its Board.

**Do you currently serve on any boards/committees or volunteer?**

☒ Yes ☐ No

**If yes, please list the boards/committees or volunteer programs.**

I am currently the President of the Nevada Dispute Resolution Coalition, I serve on the governance committee for the Discovery Museum, I am a current Trustee for the Reno-Tahoe Airport Authority and I am the Vice Chair of the RSCVA. I served two terms as the Vice Chair of the Reno Human Rights Commission and was the founder of the Children's Cancer Classic. Additionally, I was Chair of Influential Women of Sierra Nevada.

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[Cortney\\_Young\\_CV.pdf](#)

Resume

Letter of Recommendation

**Please Agree with the Following Statement**

**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.**

☒ I Agree

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## Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? \*

What gender do you identify as? \*

Which race/ethnicity best describes you? \*

What is your highest level of school completed? If enrolled, highest degree received? \*

What is your employment status? \*

What is your total household income? \*

Current or Past Washoe County Leadership Academy (WCLA) participant?

☐ Yes ☒ No

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## Nepotism

Are you a current employee of or related to anyone employed by Washoe County by blood or marriage?

☒ Yes ☐ No



**If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:**

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My husband is the Assistant District Attorney (Criminal Division) for the Washoe County District Attorney's Office

**Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.**



## **CORTNEY YOUNG, MEDIATOR/ ARBITRATOR**

Cortney Young is a Mediator and Arbitrator at ADR Partners. Her approach to dispute resolution combines years of litigation experience with a pragmatic problem-solving style.

Ms. Young spent over a decade with the Litigation and Trial team at Chapman Law firm, one of Nevada's premier eminent domain and real property law firms. Ms. Young was a key player in the firm's ADR Litigation practice where she worked closely with the firm's attorneys to ensure each case was well prepared for trial, participating in substantive strategic and tactical planning with an eye towards either winning or obtaining a favorable settlement.

In 2021, she founded ADR Partners which is a full-service dispute resolution company where Ms. Young continues to resolve millions of dollars annually in pending or threatened litigation.

Ms. Young's mediation practice is focused on the resolution of a wide variety of disputes, including, but not limited to, asset valuation, eminent domain, securities, probate and trust disputes, divorces, breach of contract, homeowner association disputes, foreclosure and super-priority mediation, boundary disputes, landlord-tenant, employee disputes, personal injury, and complex civil litigation. Ms. Young is available for mediations throughout the United States.

### **Representative Third-Party Neutral ADR Experience**

#### **Mediations**

Residential Construction Defect	March	2014
Business litigation involving alleged property damage	October	2014
Homeowner Association Construction Defect	December	2014
Breach of Contract Mediation with Counterclaims	January	2015
Breach of Contract involving alleged property damage	April	2015
Securities Fraud	September	2015
Breach of Contract involving property damage	March	2016
Quiet Title- breach of contract	July	2016
Dispute Concerning CC&Rs and Interpretation	March	2017
Commercial Tenancy Dispute	June	2017
Dissolution of Marriage (high net worth)	July	2018
Real Estate Non-Disclosure	September	2019
Executive Conflict	December	2019
Eminent Domain Dispute	May	2020
Appointed mediator for over 60 landlord/tenant matters		2020
Probate/ Trust Dispute (exceeds \$6M in claims)	January	2021
Breach of Contract	March	2021
Personal Injury/ Negligence Dispute	May	2021
Anti-SLAPP Litigation	November	2021
Appointed mediator for over 70 landlord/tenant matters		2021
Negligence/ Elder Abuse	February	2022

## **Mediations Continued**

Litigation to divide business assets & real estate portfolio	October	2022
Appointed mediator for over 250 landlord/ tenant matters		2022
Various foreclosure actions		2022
Various high net worth complex dissolution of marriage matters (\$500M total)	ongoing	

## **Arbitrations**

Attorney-Client Fee Dispute	March	2017
Attorney- Client Fee Dispute	January	2021
Settlement Agreement Enforcement	July	2021
Attorney- Client Fee Dispute	January	2022
FINRA Arbitration	December	2023

## **Special Master Appointments**

Confidential Client (Sealed Proceedings)	January	2021
Confidential Client (Sealed Proceedings)	August	2021
Confidential Client (Sealed Proceedings)	September	2022
Confidential Client (Sealed Proceedings)	August	2024

## **Representative Party-Side ADR Experience**

- Dispute concerning complex purchase option in public/private lease agreement involving complex high worth valuation issues of over \$200,000,000.
- Direct condemnation action for land with companion inverse condemnation action for water rights that condemning agency had failed to acknowledge, resulting in judgment for \$20,000,000.
- Resolved complex title dispute involving Small Tract Act parcels and easements.
- Dispute concerning direct condemnation with counterclaims for pre-condemnation damages and inverse condemnation concerning valuation, highest and best use, and actual number of parcels related to prior litigation over government denial of certain uses. Total exposure was \$30,000,000.00.

## **Mediation/Arbitration Affiliations**

- Arbitrator, Financial Industry Regulatory Authority (FINRA)(2017- Present)
- Arbitrator, National Futures Association (2017)
- Mediator, Nevada Real Estate Division (2016-2017)
- Mediator, Neighborhood Mediation Center, Mediator (2014-Present)
- Mediator/ Arbitrator, State Bar of Nevada Fee Dispute Committee (2014-Present)
- President, Nevada Dispute Resolution Coalition, (2017-Present) Member since 2014

## **Education**

- Harvard, Program on Negotiation: Mediation and Conflict Management (2024)
- Pepperdine University, School of Law –Straus Institute for Dispute Resolution (2015)
- University of Nevada Reno-Beginning Dispute Resolution (2014)
- University of Nevada Reno (2005)