

From: [Clark, Alena \(AG\)](#)
To: [Carrie Sharlow](#)
Subject: Clerk for the RA
Date: Thursday, June 27, 2024 2:17:45 PM
Attachments: [image002.png](#)
[2024 CV.pdf](#)

Good Afternoon Carrie,

I apologize for not getting with you sooner- these last few weeks have been ridiculous at work! I am writing to express my interest in running as clerk for the Representative Assembly. I have attached my resume for your review. Please consider this email my letter of intent. If the RA requires something more formal to express my interest, please let me know and I will draft a more formal letter.

Thank you so much for your consideration!

Alena M. Clark

PS I hope all is well with you, hope to see you soon!

Alena M. Clark (P73252)
Pronouns She/Her
Assistant Attorney General
Public Service Division

ALENA M. CLARK

EXPERIENCE

OFFICE OF THE ATTORNEY GENERAL, LANSING, MI
ASSISTANT ATTORNEY GENERAL, May 2023- Present

- Public Service Division, May 2023- Present

MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS (MCOLES), MICHIGAN
INSTRUCTOR August 2023- Present

- Train and Educate Law Enforcement Officers in areas of Domestic Violence, Stalking, Strangulation, and Human Trafficking investigations and prosecutions.

OFFICE OF THE PROSECUTING ATTORNEY, GENESEE COUNTY, MI
ASSISTANT PROSECUTING ATTORNEY, October 2018 – May 2023

- Felony Trial Division, March 2021- Present
 - Trial Specialist APA
 - Appointed Docket Attorney for the Honorable Celeste D. Bell.
 - Prepare for and conduct felony jury trials including first degree premeditated murder, first degree home invasion, criminal sexual conduct, armed robbery, etc.
 - Circuit Court motion practice, plea negotiations, probation violation hearings, and sentencings.
 - On-call prosecutor duties; available nights and weekends for search warrants, arrest warrants, and law enforcement assistance.
 - Meet with survivors of crimes and/or their families to discuss the judicial process and advise of their rights pursuant to the Michigan Crime Victim's Rights Act.
- Appellate, Training, and Research Division, October 2018- April 2021
 - Drafted and argued criminal and juvenile appellate matters in the Michigan Court of Appeals and Supreme Court.
 - Drafted and argued post-conviction motions including Motions for Relief from Judgment, *Ginther* Hearings, and Motions for New Trials in Genesee County Circuit Courts.
 - Provided trial support to APAs in Genesee County District and Circuit Courts.
 - Drafted memorandums of law in order to provide solutions to complex legal issues.
 - Conducted training sessions and prepared legal updates for colleagues in order to ensure justice is administered in a just, fair, and up to date manner.
 - Drafted and authorized arrest and search warrants for misdemeanor and felony crimes.
- Union Steward for Genesee County APAs, Union 496-01, 2021-2023

OFFICE OF THE PROSECUTING ATTORNEY, SAGINAW COUNTY, MI
ASSISTANT PROSECUTING ATTORNEY, February 2016 – August 2018

- Reviewed and authorized arrest warrants for crimes ranging from misdemeanors to high severity felonies.
- Drafted and authorized search warrants, including but not limited to dwellings, businesses, DNA, cell phone, GPS tracking devices, and social media (Facebook, Snapchat, and Instagram).
- Prepared and conducted hearings in Circuit, District, and Juvenile Court, including evidentiary hearings on motions to suppress, preliminary examinations, restitution hearings, probation violation hearings, phase one and phase two hearings, and PPO show causes.
- Prepared and conducted jury and bench trials in Circuit, District, and Juvenile Court.
- Participated and drafted sentencing memorandum and/or arguments in Circuit, District, and Juvenile Court.
- Appointed Docket Attorney for the Honorable Manvel Trice III
 - Reviewed and prepared argument to adopt or deviate from Michigan Department of Corrections Presentence Reports.
 - Interviewed and prepared all officers and witnesses for sentencing and probation/parole violation hearings.
 - Participated in all of Judge Trice's sentencing hearings and probation/parole violation hearings by making argument and recommendations relevant to the hearings.
 - Explained results of the hearings to survivors and their families after sentence rendered by the court.

SIXTH CIRCUIT COURT, PROBATE DIVISION, OAKLAND COUNTY, MI

Judicial Staff Attorney to the Honorable Daniel A. O'Brien, February 2013 – February 2016

- Conducted research on complex substantive and procedural legal issues ranging from mental health matters, decedent's estates, civil matters regarding property division and breach of fiduciary duties, guardianships, conservatorships, and trust matters.
- Drafted orders and opinions on various probate matters, including dispositive motions.
- Reviewed motions, briefs, evaluations, petitions, and proposed jury instructions in order to help prepare the Judge for pending matters by creating a concise memorandum that included relevant law and analysis.
- Aid in management of docket schedule, including drafting scheduling orders outlining litigation schedules and deadlines.
- Meet with prosecutors, defense attorneys and *in pro per* litigants in regard to all pending litigation.

THIRD CIRCUIT COURT, DOMESTIC RELATIONS DIVISION, WAYNE COUNTY, MI

Judicial Staff Attorney to the Honorable Charlene M. Elder, March 2010 – February 2013

- Conducted research on complex substantive and procedural legal issues such as property division, multistate custody disputes, and child support related issues.
- Drafted orders and opinions on domestic relation disputes.

- Reviewed all motions, briefs, evaluations, and petitions, in order to help prepare the Judge for all pending matters by creating a concise memorandum that included relevant law and analysis.
- Aided in the management of the General Personal Protection Order Docket; including review of petitions for personal protection orders, requests to show cause, motions to terminate/extend/modify protection orders for both domestic matters and for neighbor disputes.
- Worked closely with Wayne County Prosecutors in regard to enforcement of child support, parenting time, custody matters, and personal protection order show causes.
- Made recommendations to the bench in regard to issuance of bench warrants and sentencing terms and conditions.
- Met with attorneys and *in pro per* litigants in order to help resolve matters before appearing on the record as well as to help with questions regarding courtroom and Friend of the Court procedures, and the Wayne County Docket Directive.
- Closely managed all of the cases on the docket in order to make quarterly reports to the State Court Administrator's Office requiring daily communications with numerous departments within Wayne County.

CORPORATION COUNSEL, CITY OF DEARBORN, MI
Law Clerk, March 2009 – March 2010

- Assisted with the coverage of the municipal criminal docket:
 - Conducted formal hearings in regard to city ordinance traffic violations.
 - Conducted pretrial conferences and participated in plea bargaining with *in pro per* defendants and defense attorneys.
 - Reviewed police reports and interviewed victims and law enforcement prior to hearing dates in order to properly prepare for court.
 - Drafted motions and briefs in support at district court level, and appellate briefs for circuit court appeals.
- Assisted Corporation Counsel in the litigation of civil cases from conception to close:
 - Drafted and filed complaints, answers, counter complaints, and proposed orders.
 - Drafted discovery requests and answers, discovery statements, interrogatories, subpoenas, motions, and briefs in support.
 - Prepared for trial including interviewing witnesses, independently conducting depositions and relevant legal research, and motions for summary disposition
 - Drafted trial briefs and created trial binders.
 - Drafted post judgment enforcement motions and briefs in support.
- Handled various mini-tort claims, including restitution collection.
- Conducted legal research and drafted memorandums for Dearborn City Officials, including issues ranging from labor law to personal property taxes.

EDUCATION

UNIVERSITY OF DETROIT MERCY SCHOOL OF LAW
JURIS DOCTOR, MAY 2009

- Moot Court Board of Advocates, 2007-2009
- President of the Women's Law Caucus, 2008 - 2009

- Dean's Honor Society
- American Indian Law Practicum, 2008-2009
- Criminal Trial Clinic, 2007-2008
- Dean's Scholarship Recipient, 2007- 2008

**WESTERN MICHIGAN UNIVERSITY
BACHELOR OF ARTS, JULY 2006**

- Spanish and History Majors
- GPA 3.55, Cum Laude
- Dean's List 8/8 semesters
- Ruth Y. Kirby Scholarship Recipient, 2004 - 2005

**UNIVERSIDAD AUTÓNOMA DE QUERÉTARO, QUERÉTARO, MÉXICO
STUDY ABROAD**

- January 2005 - June 2005
- Areas of Study: Political Science, Linguistics, and Culture

BAR ADMISSIONS

State of Michigan, 2009

Sixth Circuit, Federal Court of Appeals

SPECIALIZED TRAINING, VOLUNTEER ACTIVITIES, AND AWARDS

Specialized Training

- Drug Recognition Expert Prosecutor, Certified February 2017
- Advance Roadside Impaired Driving Enforcement, Certified June 2016
- Solution Oriented Domestic Violence Prevention Court Training; Evaluating Domestic Violence in Child Custody Matters, hosted by the National Council of Juvenile and Family Court Judges, completed September 2012

Volunteer Activities

- State Bar of Michigan, Member 2009-Present
 - American Indian Law Committee, 2020-Present
 - Representative Assembly, September 2020- Present
 - Section Memberships
 - Administrative Law
 - American Indian Law
 - Animal Law
 - LGBTQ+
- Michigan Supreme Court Historical Society, Advocates Guild, 2023-present
- Women Lawyers Association of Michigan, Member 2009- Present
 - Executive Board
 - Immediate Past President, 2021-2022
 - President, 2019-2020
 - President Elect, 2018-2019
 - Vice President, 2017-2018
 - Treasurer, 2016-2017

- Secretary, 2015-2016
- State Executive Committees
 - Co-Chair of Diversity Equity and Inclusion
 - Chair of Legislative and Legal Affairs
 - Historical Committee
 - Chair of Awards and Nominations
 - Gender Equity Committee
 - Chair of Regional Development Committee
 - Chair of Finance Committee
 - Chair of Technology Committee
 - Chair of Membership Committee
 - Equal Pay Day Committee
- Great Lakes Bay Regional President, 2017-2018
 - Vice President, 2017-2016
 - Regional Representative, Present
- Wayne Region Interim President, 2015
 - Vice President, 2013-2014
 - Treasurer, 2012-2013
 - Secretary, 2011-2012
 - Regional Representative, 2009-2011
- Genesee County Humane Society
 - Executive Director, July 2022- Present
- Protect MI Pet Ballot Initiative Committee, Feb 2023- Present
- Flint Women’s Forum, September 2022-Present
- Genesee County Bar Association, 2018-Present
 - Guest Keynote Speaker, November 2019
 - “The Women Lawyers Association of Michigan”, article in GCBA Journal, September 2019
- Saginaw County Bar Association, 2016-2019
- League of Women Voters of Michigan, Greater Flint Area Member, 2020-2022
- National Conference of Women Judges Association Friends Committee, 2019-2023
- National Association for Court Management; Court’s Leader’s Advantage Podcasts, guest speaker for “Courts and Systemic Bias: What Lessons Have We Learned?”, Part One and Part Two

Awards

- Michigan Lawyers Weekly, Women of the Law, Class of 2020
- Regional Leadership Award for the Women Lawyers Association of Michigan
 - Wayne Region, 2013
 - Great Lakes Bay Region, 2018