

TERRY R. CLAYTON

Attorney at Law
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EDUCATION:

- Legal: Howard University School of Law, Washington, D.C., Juris
Doctorate Degree, May, 1985
- Licensed: State of Tennessee and Commonwealth of Pennsylvania (inactive)
- College: Southern University Graduate School, Baton Rouge,
Louisiana,
Graduate Studies in Political Science, 1982-1983
- Tennessee State University, Nashville, Tennessee
Bachelor of Science, Political Science and Criminal Justice,
May, 1980
- Military: Defense Equal Opportunity Management Institute
Reserve Components Course, August, 1991

EXPERIENCE:

- Legal: Terry Clayton & Associates- Nashville, Tennessee: January, 1992-
Present.

Attorney engaged in general law practice: consumer and businesses Chapter 7, 11 and 13 bankruptcies and labor and employment litigation, personal injury, probate, workers compensation litigation, social security, criminal defense and business organizations; particularly counsel clients on issues related to employment and labor laws and human resources practices; investigate clients complaints to determine whether they are meritorious; draft new employee contracts, advise corporate clients on employment procedures, ensure company compliance with government laws; legal research, utilize effective and persuasive legal writing skills when drafting pleadings, motions, briefs; examine evidence, investigate cases of misconduct; file documents, attend court for motions and trials; and interview clients and witnesses. Supervise a staff of three to efficiently manage case files. Prepare demand and settlement packages which reflects a comprehensive evaluation of risk exposure for all parties. Negotiate with claim adjusters and attorneys in an effort to settle claims without the necessity of litigation at the earliest time possible. Take fact and expert witnesses depositions and prepare witnesses to testify in depositions and in trials. Litigated cases in Circuit, General Sessions, Bankruptcy and Federal Courts. Served as corporate counsel to medical

group and property management company. Provide Government Relations services at the Tennessee General Assembly for a Tennessee State University

ASSISTANT DISTRICT ATTORNEY- Glenn Funk, Davidson County, Tennessee District Attorney General: March 1, 2015 to May 31, 2015.

I evaluate criminal cases presented by Metropolitan Nashville Davidson County Police Officers to determine whether there is sufficient evidence to prosecute individuals alleged to have committed a crime and files the charges in county criminal court. I interview victims and witnesses, prepare the case for trial and attend all pre-trial hearings. Additionally, I advise and train law enforcement personnel on many issues, including obtaining the necessary evidence to prosecute crimes and testifying in trial I also, negotiate with defense attorneys to attempt to resolve the case before trial and try those cases that are not resolved before trial.

ASSOCIATE ATTORNEY- Law Firm of Smith & Hirsch, Nashville, Tennessee: May, 1988 - December, 1991.

I performed legal research and drafted legal pleadings, motions, briefs, discovery and filed other documents under the supervision of an experienced counsel. Represented clients in consumer and businesses Chapter 7, 11 and 13 bankruptcies and Tried civil and criminal cases before general sessions court judges and administrative law judges.

SESSION ATTORNEY - Legal Services, Tennessee General Assembly, Nashville, Tennessee - January, 1987 - June, 1987

Drafted legislation and amendments to legislation that are legally correct, accurately reflect the intent of their sponsors, are written comprehensibly in grammatically correct plain English, and adhere to all other Office style and format requirements; Monitored the progress of the legislation throughout the legislative process and updates summaries of the legislation to accurately reflect the effect of all amendments adopted in the first house; Performed legal and general research and drafts legal and research memorandums; Responded to questions, requests for information, and, when appropriate, comments regarding the law, pending or proposed legislation, and other Office work product from legislators, legislative staff, executive branch staff, lobbyists, other interested persons, and the general public; Attended legislative committee of reference meetings, responds to technical and legal questions concerning legislation pending before the committees, and conducts legal research requested by the committees; Attended legislative interim committee meetings, conducts legal research requested by the committees, drafted legislation requested by the committees, presents the draft legislation to the committees, and responds to technical and legal questions regarding the draft legislation; Reviewed newly enacted legislation in order to determine whether the legislation requires or authorizes an executive branch agency to promulgate administrative rules so that the Office can notify state

departments that changes to agency rules may be necessary or appropriate; Drafted summaries of enacted legislation for publication in the annual Digest of Bills.

Served as Staff Attorney for Senate Education, Commerce, Labor and Agriculture, Energy and Natural Resources Committees and House Agriculture Committee.

Public Servant:

ADMINISTRATIVE ASSISTANT TO THE ASSISTANT COMMISSIONER - Division of Alcohol and Drug Abuse Services; Tennessee Department of Mental Health/Mental Retardation (MHMR), Nashville, Tennessee - June, 1987 to May, 1988

Coordinated Alcohol & Drug Division Treatment, Prevention and Community Programs, information request, fiscal affairs and monitored provider agencies and program compliance. Serve as legislative liaison, Member Black Health Care Task Force, MHMR policy committee, AIDS policy committee and administrative coordinator for Assistant Commissioner.

Military:

MAJOR, CHIEF OF EQUAL OPPORTUNITY
118 AW, Tennessee Air National Guard, 10/89 – Retired 3/03

Formulated programs, plans and policies for operation of personnel, social action and education and training. Produced EO annual report to monitor compliance with Air Force Personnel Directives, advised personnel on appropriate grievances and appeal procedures and how to file complaints for misconduct and reprisals. Managed a staff of 2 airmen and an officer. Responsible for administering the base random drug testing program for the approximately 1200 officers and enlisted soldiers. Investigated racial discrimination, sexual harassment, unfair labor complaints. Ensure social problems did not negatively impact mission effectiveness. Assist Wing Inspector General and Judge Advocate General during investigation and resolution of complaints, inquires and violations of policies and procedures.

CAPTAIN, MILITARY POLICE OFFICER
Tennessee, Louisiana and District of Columbia Army National Guard, 6/78-9/89

Commanded, directed, and controlled military police and criminal investigation units in both the tactical and peacetime environment. Supported the tactical commander as the primary combat force to detect level two threats in the conduct of the rear battle. Provided battlefield nuclear weapon security, tactical security, circulation control, and the detaining and or evacuation of enemy prisoners of war and civilian internees. Supported the commander anti/countering terrorism; the

enforcement of military laws and regulations; keeping of order; prevention and investigation of crime, apprehension and disposition of military offenders; traffic and movement control; communication, physical security of critical equipment, facilities, lines of and the safety of Government officials. Directed and supervised administration of custody, control, care and rehabilitation of military prisoners. Planned, coordinated and directed criminal investigations, crime surveys, protective service missions, polygraph support and criminal investigation activities. Prepared plans, policies and regulations pertaining to organization, training, operations, and equipment of military police units and personnel for both tactical and law enforcement operations. Directed training, administration, supply, maintenance, transportation, and security activities of military police units.

BAR MEMBERSHIPS:

American Association for Justice
American Bar Association
National Bar Association
Napier - Lobby Bar Association
National Association of Consumer Bankruptcy Attorneys
Tennessee Bar Association
Tennessee Association for Justice

COMMUNITY INVOLVEMENT:

Tennessee State University Foundation Board Member (2006-Present)
Samaritan Ministries of Temple Baptist Church Board Member
NAACP (Subscribing Life Member)
Tennessee State University National Alumni Association (Life Member)
Nashville Chapter of the Tennessee State University (Life Member)