

From: [Nicole Evans](#)
To: [Carrie Sharlow](#)
Subject: Notice of Interest in the State Bar Representative Assembly Clerk
Date: Monday, July 24, 2023 5:52:15 PM
Attachments: [NICOLE EVANS Resume -Representative Assembly.pdf](#)

Dear Ms. Carrie Sharlow,

Please accept this email as my expressed interest in the position of Clerk of the Assembly. I believe as a court administrator I can offer a different perspective on how proposals initiated, reviewed, and approved by this body can impact the court system.

The Representative Assembly may be interested to know that I have been a member of the Assembly since 2018. I have served as chair of the Special Issues Committee since 2019 and still serve in this capacity. I have previously served on the Affordable Legal Services workgroup for the State Bar and, most recently, the Representative Assembly Ad Hoc committees for Diversity and Reforms.

During my tenure as Special Issues Committee Chair our committee was tasked with providing insight into the impact of the pandemic on the legal community and addressing perceived barriers to diverse representation in the assembly.

As a court administrator, I helped navigate our court from a traditional courtroom space to a remote operation during the pandemic. The pandemic provided an opportunity for courts to reimagine how the court serves its users by utilizing technology to the benefit of all parties. Also, improving access to justice by minimizing the barriers for addressing court matters.

As an advocate, I have coordinated and acted as consultant for various expungement clinics held in Ingham County. I was also successful in advocating to bring the Michigan Road to Restoration Driver's License clinic to the Lansing area in October 2022 and April 2023 with the support of local area sponsors. The Lansing clinic is now considered a model for future drivers license clinic in Michigan.

I want to utilize my experiences in a greater capacity as the Clerk of the Representative Assembly. My resume is attached.

I humbly request the support of my colleagues to further the issues we deem important to the Assembly.

Yours in Service,
Nicole Evans

NICOLE EVANS

ADMINISTRATOR, ATTORNEY, ADVOCATE

PROFESSIONAL EXPERIENCE:

Court Administrator
54-B District Court

2016 – present

- Responsible for daily operations of two-judge court including personnel, budget, technology, and infrastructure
- Manage 3.5 million dollar annual budget
- Lead staff of 20 including unionized employees
- Hire, train, supervise, and invest in professional development of staff
- Find and create opportunities for positive engagement with the community
- Expanded access to justice with implementation and improvement of online resolution programs
- Ensure compliance with applicable statutes, court policies and procedures, court rules, and administrative orders
- American Disabilities Act and Language Access Coordinator
- Advancing access to justice and public, trust, and confidence in the courts by serving on various committees and workgroups
- Liaison to funding unit and other local stakeholders

Deputy Court Administrator
54-B District Court

2011 – 2016

- Act in absence of Court Administrator
- Responsible for daily operations of the court
- Assist with hiring, training and supervising staff
- Develop, implement, review court policies and procedures

City Clerk
City of East Lansing

2008 - 2011

- Responsible for administration of all elections held in the City of East Lansing
- Hired, trained, supervised and evaluated staff
- Prepared, present, and manage budget
- Recruited, appointed and trained over 250 volunteer election inspectors each election
- Created and implemented Precinct Chair Bootcamp program
- Chaired task force to review issues of safety and congestion in the downtown area
- Developed, implement and evaluate office policies and procedures
- Coordinate city code amendments and updates
- Served as Freedom of Information Act Coordinator
- Chair of City Election Commission
- Staff liaison to Elected Officers' Compensation Commission
- City liaison to Michigan State University YouVote Committee
- Certified Election Inspector Trainer
- Certified Municipal Clerk

Deputy City Clerk
City of East Lansing

2006 – 2008

- Acted in the absence of City Clerk
- Assisted with hiring, training, and supervising staff
- Recruited, assigned, and prepared payroll for election inspectors
- Coordinated and conducted election inspector training
- Conducted mandatory testing of election equipment to ensure accurate counting of ballots and votes
- Created business licenses procedure manual
- Created procedures for city's budget management and accounting software
- Responsible for receipt and archiving of official city records

54-B District Court
Chief Probation Officer

2002 – 2006

- Acted in the absence of Court Administrator and Deputy Court Administrator
- Backup to Deputy Court Administrator for AS400 network and JIS case management systems
- Hired, trained, supervised, and evaluated professional, support staff, and interns
- Prepared department budget for inclusion in annual court budget
- Implemented Minor in Possession Diversion Program
- Developed and implemented Probation Intern Procedure Manual
- Compiled and analyzed monthly statistics to determine possible trends in probation caseload
- Staff liaison to substance abuse agencies to discuss new program development
- Developed policies and procedures
- Maintained caseload of over 200 probationers
- Presenter on the process of a case for various organizations including East Lansing Police Department, Family Independence Agency (now Department of Human Services), and Mothers Against Drunk Driving (MADD) – Victim Advocacy Training

Probation Officer

1998 – 2002

- Conducted presentence investigations and substance abuse assessments
- Evaluated results of investigations and made appropriate sentencing recommendations to judges
- Supervised probationers to ensure compliance with court orders
- Referred probationers to recommended programs and verified completion
- Staff liaison for Capital Area Domestic Violence Service Providers Subcommittee

Deputy Court Clerk

1992 – 1998

- Initial point of contact for the public
- Assigned to Traffic, Criminal, Parking, and Counter divisions
- Informed court customers on options to address their court matter
- Handled daily accounting transactions
- Processed citations issued by various local law enforcement agencies

EDUCATION:

Juris Doctor
Thomas M Cooley Law School

Master of Public Administration
Western Michigan University

Bachelor of Arts
Olivet College

CERTIFICATIONS:

- Licensed Michigan Attorney
- Certified Court Manager – National Center for State Courts
- Qualified Mediator – Civil and Domestic 2011 - 2017
- Certified Municipal Clerk – designation earned 2009
- Election Inspector Training Coordinator received 2007
- Notary Public
- Certified Criminal Justice Professional (*substance abuse assessments*) 2004 – 2006

ASSOCIATIONS AND COMMUNITY ENGAGEMENT

American Inns of Court	2021 – present
Women’s Lawyers Association of Michigan	2020 – present
National Association of Court Managers	2011 – present
Michigan Court Administrators Association	2011 – present
Director	2020 – present
Public Trust and Confidence Committee co-founder	2020 – present
State Bar Representative Assembly	2018 – present
Special Issues Committee Chair	2019 – present
Ad Hoc – Reforms Committee	2023
Ad Hoc – Diversity Committee	2021
State Bar Affordable Legal Services workgroup	2017 – 2019
National Association for the Advancement of Colored People	2015 – present
Treasurer	2020 – present
Equal Access to Justice Initiative – State Bar of Michigan	2015 – 2017
Project Salute, Volunteer	2012
State Bar of Michigan	2011 – present
Ingham County Bar Association	2011 – present
Davis-Dunnings Bar Association	2011 – present
President	2014 – 2015
Treasurer	2012 – 2014
Zonta Club of East Lansing	2008 – 2019
President	2016 – 2017
Capital Area Municipal Clerks Association,	2006 – 2011
Director - Ingham County	2008 – 2011
Michigan Association of Municipal Clerks	2006 – 2011
Meals on Wheels	2000 – 2020

PRESENTATIONS

Landau, Hon. C., White, Martha, Evans, Nicole (2021, September 28) *Court as a Service, Not a Place*. Presented at the Court Technology Conference, Columbus, OH

McCormack, CJ Bridget Mary; Evans, Nicole; Davis, Alicia; Sydow, Nora (2021, July 14) *Pandemic Rapid Response Team Implementation Lab: Integrating Sustainable Strategies and Innovative Resources*. Presented at the National Association of Court Managers Conference, San Diego, CA

Larkin, Hon. A., Evans, N., Stump, R., & Cheesebro, S. (2019, May 8) *College Town Court Connects with the Public Online*, [Webinar], <https://youtu.be/xSOV6milujs>

Butler, Denise and Evans, Nicole (July 2016), *Building a Connected Court, Increasing Access Online in East Lansing*, presented at the National Association of Court Managers Conference, Pittsburgh, PA

Frequent presenter on Professionalism and Ethics as part of the Court Support Certification Program, Michigan Judicial Institute, Lansing, MI

ADVOCACY

Mid-Michigan Virtual Expungement Clinic, June 19, 2021; Partnership with Legal Services of South Central Michigan, Safe and Just Michigan, Capital Area Michigan Works!, Circuit and District Courts of Ingham, Clinton, and Eaton; Ingham County Sheriff's Office, Clinton County Sheriff's Office, East Lansing Police Department, Pro Bono Attorneys and Volunteers.

Lansing Area Road to Restoration Clinic October 2022 and April 2023: Partnership with Michigan Department of State, their sponsors and local sponsors Capital Area Transportation Authority; Lansing Board of Water and Light, Michigan State University Federal Credit Union, Pro Bono Attorneys and Volunteers