

## **AMBER TRACEY, ESQ.**

8461 Lake Worth Road :: Suite 404 :: Lake Worth, FL 33467

Telephone: 561.320.3810 · Alt: 305.967.5710 · E-mail: [amber@tracey-law.com](mailto:amber@tracey-law.com)

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### **STATEMENT OF INTEREST**

Applicant served as Senior Legal Advisor of the Office of the General Counsel for the Eleventh Judicial Circuit of Florida, the largest judicial circuit in Florida, and the fourth largest circuit in the country. In this capacity, applicant supervised attorneys who performed legal research and writing assignments for the judiciary and the general counsel; guided attorneys to develop effective methods of legal research and writing; and integrated lawyering skills such as interviewing, counseling, negotiation and pre-trial-practice while representing clients (the Administrative Office of the Courts, judiciary and court staff). Based on applicant's knowledge of Florida practice, ability to train groups, legal writing and research skills, applicant seeks a faculty position.

### **NOTABLE SPEAKING ENGAGEMENTS**

The Florida Bar 2013 Annual Convention **CLE Approved** June 2013  
Legal Services Plans in Florida - A Way To Grow Your Private Practice/Tech Tips/Traffic Infrac.

Legal Writing Institute One-Day Workshop December 2012  
Panel Participant - Teaching Legal Writing, University of Miami School of Law

New Judges Training, Eleventh Judicial Circuit **CJE Approved** November 2012

Sexual Harassment Training for Judicial Officers **CLE Approved** September 2011  
"Did I Do That?" Eleventh Judicial Circuit of Florida

Civil Traffic Hearing Officer Annual CLE Seminar **CLE Approved** 2005 - 2012

Who Wants to be a Millionaire? Judicial Ethics Edition Dec 2008, Mar 2009  
Eleventh Judicial Circuit New Judges' Orientation **CJE Approved** Mar 2011

Who Wants to be a Millionaire? Civil Traffic Hearing Officer Edition Dec 2008, July 2009  
Civil Traffic Hearing Officer Annual CLE Seminar **CLE Approved**

Penalties and Dispositions June 2009, Dec 2010  
Civil Traffic Infraction Officer Training **CLE Approved**

Who Wants to be a Millionaire? Judicial Ethics Edition Aug 2009, Oct 2009  
Florida Trial Court Staff Attorney Conference **CLE Approved**

Ethics for Court Paralegals October 2008

Florida Circuit Judges/Trial Court Administrators' Conference December 2007  
"I Did Not Have (Media) Relations"

## **NOTABLE EXPERIENCE**

Dependency – Assisted judge by drafting a 52-page legal opinion in a high-profile dependency case. Provided legal counsel and legal research and writing assistance to presiding judge.

Civil – Assisted judge by drafting a 41-page legal opinion in a high-profile case involving the construction of the Miami Marlins stadium. Provided legal counsel, legal research and writing assistance to presiding judge throughout legal proceedings.

Federal - Drafted a meritorious Memorandum of Law in Opposition to Defendant's Motion for Summary Judgment against a major airline on behalf of a Plaintiff claiming title VII civil rights violations.

Adoption – Assisted judge by drafting a 47-page legal opinion in a high-profile adoption case challenging the constitutionality of Florida's "gay adoption" statute.

Administrative Office of the Courts – Draft, review, critique and edit complex contracts, formal and informal business correspondences for substantive content and coherency; and grammar and spelling adherence.

## **PROFESSIONAL EXPERIENCE**

### **Attorney – Tracey Law, PA**

**October 2015-Current**

Attorney manages a boutique law firm offering legal services in all facets of real estate including residential and commercial transactions, property management, leasing, evictions, probate, estate planning and business counseling.

### **Senior Legal Advisor - Eleventh Judicial Circuit**

**August 2004-Sept 2015**

As Director of the Research and Analysis Division, I represent and advise the judiciary and the Administrative Office of the Courts in all legal matters, including judicial ethics, trial procedure and judicial administration. I provide legal advice and counsel to the General Counsel, the judiciary, and personnel of the Eleventh Judicial Circuit and ensure the circuit's judicial and administrative decisions and actions are based on sound legal and ethical principles. I supervise, review and edit the work of attorneys assigned perform complex legal research projects to assist county and circuit trial court judges and general magistrates in deciding rulings on a variety of cases. I review and summarize legislation, present Continuing Legal Education and Continuing Judicial Education courses to judges, hearing officers, and attorneys. I also provide considerable advisement regarding the management of high profile cases and judicial and court staff ethics.

### **Trial Attorney - PhillipsMathis LLP**

**June 2003-July 2004**

Associate position in high litigation-based law firm offering legal services in areas including criminal, civil and family law. Position required daily court appearances arguing pre-trial motions including, but not limited to, bond hearings, plea negotiations and discovery motions.

### **Law Clerk - U.S. District Court, Southern District of Florida**

**Summer 2002-2003**

Law Clerk Intern to the Honorable Wilkie D. Ferguson, Jr. Developed ability to draft legal memoranda, summarize Report and Recommendations of Magistrates and Motions for Summary Judgment. Intimately involved with all pending cases in section. Position entailed researching the sufficiency of legal briefs and memoranda of law of pending cases, reviewing and summarizing Certificates of Appealability for pro se litigants and witnessing daily judicial proceedings.

**Intern - Senator Bill Nelson****Summer 2003**

Served as a liaison between Senator Nelson and constituents seeking redress from grievances or requesting the Senator's assistance in various matters. Internship entailed representing Senator Nelson at various meetings, events, and conferences in the tri-county area. Maintained daily contact with Senator Nelson's statewide and Washington offices.

**BAR ADMISSIONS**

U.S. District Court, Southern District of Florida      District of Colombia      Florida

**EDUCATION**

St. Thomas University School of Law, Miami, Florida

Juris Doctorate, December 2003

*Book Award, Trial Advocacy Practice*

Florida International University, Miami, Florida

Bachelor of Arts in Sociology/Anthropology, April 1998

**ACHIEVEMENTS/MEMBERSHIPS**

Legal Writing Institute      Member (2010-current)

University of Miami School of Law      Diversity Panel Participant (2012)

University of Miami School of Law      Oral Argument Judge (2012)

Administrative Office of the Courts      2009 "Whatever It Takes" (W.I.T.) Award Recipient

Chief Judge Joseph P. Farina      2007 Certificate of Appreciation for Outstanding Performance and Dedicated Service to the Judiciary

Office of the General Counsel      2006 Certificate of Appreciation for Outstanding Performance