

AREAS OF CONCENTRATION

Family Law, Social Security and Wills & Estates

EXPERIENCE

Edward Waters College Jacksonville, FL – Adjunct Professor

August 2016 – Present

- Teach Juvenile Law, Business Law and The Color of Law in the Criminal Justice and Business Administration Departments
- Awarded Adjunct Faculty of the Year for 2018

Lipscomb Smith Law, PLLC Jacksonville, FL – Owner

March 2015 – Present

- Represent claimants at their Social Security hearings throughout Florida and Georgia
- Provide legal representation to low-income clients with criminal infractions, probate and family law issues
- Work with various law firms on high volume discovery projects; highly proficient with Relativity Software

Smith•McCrary Architects Inc. Jacksonville, FL – Legal Administrator

June 2014 – April 2015

- Drafted construction contracts in compliance with American Institute of Architects (AIA) regulations
- Reviewed contracts between the owner, architect, contractor and engineer to ensure they are in conformity with the governing prime agreement

Public Defender's Office, 4th Judicial Circuit Jacksonville, FL – Volunteer Attorney

Summer/Fall 2014

- Represented clients for arraignments, violation of probation hearings and participated in pre-trial conferences
- Assisted on numerous depositions and witness interviews

North Carolina Guardian Ad Litem Program Durham, NC – Guardian Ad Litem

2010 – 2012

- Made independent recommendations to the court regarding the needs of the children
- Appointed to represent and promote the best interests of abused, neglected and dependent children in the court system
- Developed plans to ensure child safety and placement in permanent homes

Federal Public Defender Orlando, FL – Legal Intern

Spring 2009

- Researched case law and drafted sentencing memos for criminal trials in the Middle District of Florida
- Interviewed clients and witnesses to determine case issues and organized discovery materials
- Attended depositions, initial appearances, detention and preliminary hearings and trials

Florida A&M University College of Law Orlando, FL – Law Student Library Assistant

2008 – 2009

- Aided students and outside patrons with research materials that were best suited for their legal inquiries
- Researched data, such as statutes, legal articles and codes from file documents, publications and recordings
- Presented factual information by using report writing techniques

McCarty and Bottex, PLLC Orlando, FL – Legal Intern

Fall 2007

- Conducted extensive legal research and drafted motions in criminal and civil cases
- Administered initial interviews with potential clients in order to assess their legal needs
- Attended court hearings for criminal proceedings

Patterson Harkavy, LLP Chapel Hill, NC – Legal Assistant/Receptionist

2005 – 2007

- Prepared for trial by performing tasks such as organizing exhibits and compiling trial notebooks
- Directed and coordinated law office activity, including delivery of subpoenas

EDUCATION

Florida A&M University College of Law Orlando, FL – Juris Doctor

May 2009

Activities: Phi Alpha Delta Law Fraternity
 Volunteer Income Tax Association (VITA)
 Juris Scholar Book Scholarship
 American Bar Association

University of North Carolina at Greensboro Greensboro, NC – Bachelor of Arts in Political Science

May 2002

Activities: Pi Sigma Alpha, Political Science Honor Society
 Model United Nations Representative

BAR ADMISSIONS

The Florida Bar, May 2014

Georgia Bar, July 2015

AWARDS

Edward Waters College - Distinguished Adjunct Faculty Award for 2018

Outstanding Pro Bono Service Award, 2016-2018

VOLUNTEER

Empowerment Resources, Inc, Advisory Council, 2014 – Present

Annie Ruth Foundation, Community Partner, 2017 – Present

D. W. Perkins Bar Association, Secretary

Jacksonville Bar Association

APPLICATION FOR ETHICS COMMISSION APPOINTMENT

Note: all data on this form will become public record and can be released. If you have a concern about this, please contact the Ethics Office.

This form must be completed in full, signed, notarized and accompany a current resume.

- 1 Board(s) of Interest: Jacksonville Ethics Commission (Section 602, Part 9. Ordinance Code)
2. How did you hear / learn about this appointment opportunity? D.W. PERKINS BAR ASSOCIATION NEWSLETTER

Personal Information

3. Name: Mrs. LUTANIA Lipscomb Smith
Dr./Mr./Mrs./Ms. First Middle/Maiden Last Suffix (Jr./Sr./III/etc.)

4. Residence: Street City County Zip Code 2
Post Office Box City County Zip Code

Telephone: (area code) number (914) 308-6781
Mobile (area code) number

5. Business: Lipscomb Smith Law
Business Name

Street City County Zip Code

Post Office Box City County Zip Code

Telephone: (area code) number (904) 323-2027
FAX: (area code) number

6. Email Address: LIPSCOMB.SMITH.ESQ@GMAIL.COM

7. To which address do you prefer correspondence regarding this application be sent?
Residence Business
Email

8. Is your address exempt from Chapter 119, Florida Statutes, regarding Public Records?
Yes No
If yes, please explain and please do not list your address on this form.

9. Your Gender: Male Female

10. Describe yourself within one or more of the categories below This information is requested pursuant to Section 760.80, Florida Statutes.

- Caucasian Asian American physically disabled
African American Native American
Hispanic American American woman

11. As of what date have you been a continuous resident of:
A. Duval County? 11/15/2013 B Florida? 11/15/2013
Month/Day/Year Month/Day/Year

12 Are you a U.S. Citizen? Yes No

13 Are you registered to vote in Florida? Yes No If yes, County of Registration: DUVAL

Education

14. High School: NORTHERN HIGH SCHOOL DURHAM NC
Name City State

15. Postsecondary Institutions:

Name and Location	Dates Attended	Certificate/Degree Earned
<u>UNCG; GREENSBORO, NC</u>	<u>1998-2002</u>	<u>B.A.</u>
<u>FAMU-COL; ORLANDO, FL</u>	<u>2006-2009</u>	<u>J.D.</u>

Employment

16. Provide the requested information for all employers within the last five years beginning with the most current. Please elaborate in your attached resume.

A. Lipscomb Smith Law 20000
Employer Address
LAW FIRM ATTORNEY/OWNER MARCH 2015 - PRESENT
Type of Business Occupation/Job Title Dates of Employment

B. EDWARD WATERS COLLEGE
Employer Address
COLLEGE ADJUNCT PROFESSOR AUGUST 2016 - PRESENT
Type of Business Occupation/Job Title Dates of Employment

C. SMITH Mc LARY ARCHITECTS JACKSONVILLE, FL
Employer Address
ARCHITECTURE FIRM LEGAL ADMINISTRATOR JUNE 2014 - APRIL 2015
Type of Business Occupation/Job Title Dates of Employment

Special Qualifications

17. A. Three (3) of the nine (9) appointments to the Ethics Commission are required to be appointed by the Ethics Commission. The only qualification is that the Ethics Commission appointee has been a registered voter in Duval County for six (6) months prior to introduction of his/her nomination for confirmation. This is the position for which the Ethics Commission is currently soliciting applications.

B. The other six (6) of the nine (9) appointments to the Ethics Commission are required to be appointed by each of the following City of Jacksonville governmental officials (one for each): the Mayor, the President of the Council, the Sheriff, the Chief Judge for the Fourth Judicial Circuit, the State Attorney for the Fourth Judicial Circuit, and the Public Defender for the Fourth Judicial Circuit. Each of the Ethics Commission members appointed by the designated City of Jacksonville governmental officials are required to have one or more of the following qualifications: (1) an attorney; (2) a certified public accountant with forensic audit experience; (3) a former elected official; (4) a former judge; (5) a higher education faculty member or former faculty member with experience in ethics; (6) a former law enforcement official with experience in investigating public corruption; (7) a corporate official with a background in

human resources or ethics; (8) a former board member of a City of Jacksonville independent authority, or a (9) former government executive with ethics experience.
 In the event you are not selected by the Ethics Commission for appointment to the Commission, your application will be kept on file with the Office of Ethics, Compliance and Oversight for possible consideration by the designated City of Jacksonville governmental officials for their respective Ethics Commission appointments.

C Please select which of the following qualifications are applicable to you, and describe. If you qualify for more than one, please check all applicable qualifications:

- attorney
- CPA with forensic audit experience
- former elected official (what/when)
- former judge
- higher education faculty member
- higher education faculty, former, with ethics experience
- former law enforcement with experience in investigating public corruption
- corporate HR or ethics experience
- former Board member of a COJ Independent Authority
- former government executive with ethics experience
- registered voter of Duval County for six months (prior to the introduction of nomination for confirmation)

If one or more of these categories is checked, please provide details:

I am an attorney licensed in both FL & GA. In addition to being a solo practitioner, I also teach at Edward Waters College. I've been a registered voter of Duval County for over 4 years.

List any other special qualifications you think are relevant to your appointment to the Ethics Commission, including any type of licensure or certification you hold, as well as any civic, professional, or political organization to which you belong. Please elaborate in your attached resume.

Type or Name of License or Certificate	Number	Granting Agency	Date Granted
FL LEGAL LICENSE	110441	THE FLORIDA BAR	MAY 2014
GA LEGAL LICENSE	445445	GEORGIA BAR	JULY 2015

Name of Civic, Professional or Political Organization	Officer/Field	Membership Dates
EMPOWERMENT RESOURCES, INC.	ADVISORY COUNCIL	2014 - PRESENT
ANNIE RUTH FOUNDATIONAL	COMMUNITY PARTNER	2017 - PRESENT
D.W. PERKINS BAR ASSOCIATION	SECRETARY	2016 - PRESENT

18. Give any additional information you believe is relevant to your appointment to the Ethics Commission. Please elaborate in your attached resume.

Ethical Disclosure

19. Ethics Commission members are required by Florida law to annually file a limited financial disclosure regarding sources of income (not amounts). Will you file the required annual financial disclosure statements? Yes No

20. Have you been a registered lobbyist or have you lobbied at any level of government at any time during the past four years? Yes No

If yes, did you receive compensation other than reimbursement for expenses? Yes No

<u>Agency Lobbied</u>	<u>Principal(s) Represented</u>	<u>Date(s)</u>
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21. Has probable cause ever been found that you were in violation of:
 A. Part III, Chapter 112, *Florida Statutes*, the Code of Ethics for Public Officers and Employees? Yes No
 B. Chapter 602, *Jacksonville Municipal Code*, the Jacksonville Ethics Code? Yes No

If yes to either above, please provide

<u>Date</u>	<u>Nature of Violation</u>	<u>Disposition</u>
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22. Have you ever been suspended from any public office or appointment? Yes No
 If yes, please provide:

<u>Title of Office</u>	<u>Date of Suspension</u>	<u>Reason for Suspension</u>	<u>Result (Reinstated/Removed)</u>
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23. Have you ever been convicted of a violation of any federal, state, county, or municipal law or ordinance? (Exclude traffic violations for which a fine of \$150 or less was paid.) Yes No
 If yes, please provide

<u>Date</u>	<u>Place</u>	<u>Nature of Violation</u>	<u>Disposition</u>
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24. Have you ever been refused a fidelity, surety, performance, or other bond? Yes No
 If yes, please provide:

<u>Type of Bond</u>	<u>Insurer or Bond</u>	<u>Date</u>	<u>Reason(s) Given</u>
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25. Do you know any reason why you would not be able to attend fully to the duties of the office or position to which you may be appointed? Yes No
If yes, please explain:

History of Service

26. Have you ever been elected to any public office in Florida? Yes No
If yes, please provide:

<u>Office Title</u>	<u>Date of Election</u>	<u>Term of Office</u>	<u>Level of Government</u>

27. Have you previously been appointed to any office that required confirmation by the Jacksonville City Council? Yes No
If yes, please provide:

<u>Title of Office</u>	<u>Term of Appointment</u>

28. Have you ever been employed by any local governmental agency in Jacksonville/Duval County? Yes No
If yes, please provide:

<u>Position</u>	<u>Employing Agency</u>	<u>Dates of Employment</u>

29. If you served on an appointed board, commission, council, or committee, and missed any regularly scheduled meetings, please provide:

<u>Number of Meetings Attended</u>	<u>Number of Meetings Missed</u>	<u>Reason for Absences</u>

AUTHORITY FOR RELEASE OF INFORMATION
(Background Investigation Waiver)

APPLICANT'S FULL NAME: LATONNA LIPSCOMB SMITH
First Middle Last Suffix (Jr / Sr / III / etc.)

MAIDEN NAME, IF APPLICABLE: LIPSCOMB

RESIDENTIAL ADDRESS: _____

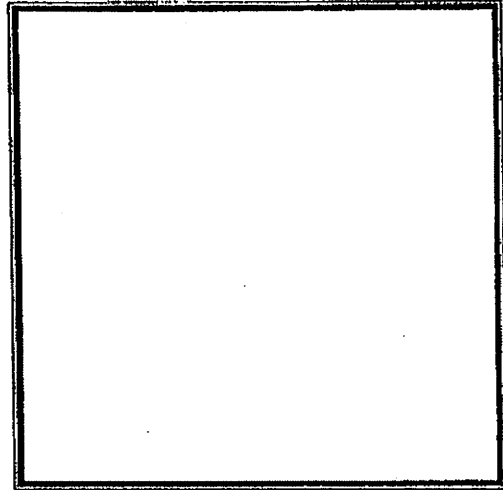
RACE: AFRICAN AMERICAN SEX: FEMALE

I hereby authorize the release of personal information. A photocopy of this form will be as effective as the original. Pursuant to Sections 943.13 (4), (5), and (7), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.

Latonya Lipscomb Smith
Applicant's Signature

10/12/2018
Date

JSO use only.



The following information will be deleted from public records:

BIRTH DATE: 09/27/1980 BIRTH PLACE: SOUTH BOSTON, VA USA
Month/Day/Year City State Country

DRIVER LICENSE: 5530-532-80-847-0 FL
Number State

CERTIFICATION / AFFIDAVIT

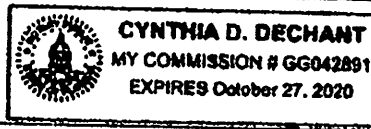
STATE OF Florida COUNTY OF Duval

Before me, the undersigned Notary Public, personally appeared La Tanya Lipscomb Smith who, after being duly sworn, says: (1) that he/she has carefully and personally reviewed the answers to the foregoing questions; (2) that the information is complete and true; (3) that he/she executed the foregoing instrument of his/her own free will and accord, with full knowledge of the purpose therefore, and (4) that he/she will, as appointee, uphold the Constitutions of the United States and of the State of Florida.

La Tanya Lipscomb Smith
Signature of the Applicant

Sworn and subscribed before me this 2nd day of October, 2018

Cynthia D. Dechant
Signature of Notary Public



Print, type, or stamp commissioned name

Personally Known OR Produced Identification

Type of identification produced