

4H *tem*

**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD  
ATTORNEY GENERAL



JANE E. YOUNG  
DEPUTY ATTORNEY GENERAL

February 25, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

Your Excellency and Members of the Council:

**REQUESTED ACTION**

That approval be and hereby is given to the Attorney General to appoint Heather D. Neville to Position #9U503 (Appropriation #02-20-20-200510-2613-013-500132) as an Assistant Attorney General at a salary level of \$77,685.30 effective upon Governor and Executive Council approval or March 15, 2019, whichever is the latter. Ms. Neville will be fulfilling a position term which ends on September 20, 2020.

**EXPLANATION**

Ms. Neville is a resident of Derry, New Hampshire and a member of the New Hampshire Bar. She received her law degree from Suffolk University Law in 2005 and her undergraduate degree from Salem State College. Before joining the Department of Justice, Ms. Neville worked with the law firm of Boynton, Waldron, Doleac, Woodman & Scott in Portsmouth as a Director Attorney. Ms. Neville joined our Office in 2016 and was appointed an Assistant Attorney General in the Civil Bureau in June, 2017. I plan to reassign her to the Environmental Bureau to fill a recent vacancy. Her salary as an Assistant Attorney General is currently \$77,685.30 and will remain the same. A copy of her resume is attached.

RSA 94:1-a(I)(c)(3) provides that designation of positions, salary levels, and salary increases for attorneys at the Department of Justice shall be determined by the Attorney General, subject to approval of the Governor and Council, within appropriations made to the Department of Justice.

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I am very pleased to offer Ms. Neville for this reappointment as an Assistant Attorney General at the above-referenced salary amount and respectfully urge your favorable consideration. Thank you.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gordon J. MacDonald", with a long horizontal flourish extending to the right.

Gordon J. MacDonald  
Attorney General

#2305476

# Heather Neville

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## SUMMARY OF EXPERIENCE

Admitted to practice in New Hampshire (2005) and Maine (2009). Proficient in all aspects of civil litigation, employment, general probate, and real estate matters. Communicate effectively both verbally and in writing. Strong interpersonal and relationship development skills in order to lead, influence, and interact with clients and individuals at all levels of an organization.

## EDUCATION

Suffolk University Law School, Boston, MA

Juris Doctor, May 2005

- Recipient of Trustee's Grant
- Member Phi Delta Phi, The International Legal Fraternity

Northeastern University, Boston, MA

Certified Paralegal – December 1999

Salem State College, Salem, MA

Bachelor of Science, *cum laude*, Business Administration, May 1999

- Presidential Scholar in Honor Program, 1995-1999
- Member of National Honor Society of the Business Discipline: Delta Mu Delta
- Member of the Salem State Honor Society, 1995-1999

## LEGAL EXPERIENCE

New Hampshire Department of Justice, Concord, NH

December, 2016-Present

▶ *Assistant Attorney General with the Attorney General's Office, Civil Bureau*

- Represent the State, its agencies, officers, and employees, in a variety of matters in state and federal trial and appellate courts, including employment, civil rights, torts, and constitutional and administrative litigation. Advise on avoiding, managing and resolving lawsuits.
- Manage and supervise interns

Boynton, Waldron, Doleac, Woodman & Scott, PA, Portsmouth, NH

July 2004-December, 2016

▶ *Director Attorney*

▶ *Law Clerk July 2004-October 2005*

- Handle a variety of civil cases from initial client contact to resolution
- Argued before the New Hampshire Supreme Court and handled bench and jury trials
- Draft and respond to discovery requests, initial lawsuits, prepare motions, and advocate at hearings & depositions
- Research and analyze legal issues, case specific
- Review and revise contracts; identify and discuss business and legal concerns
- Conduct all aspects of real estate cases; including handle closings

Compass Title Services, Londonderry, NH

May 2004-July 2004

▶ *Real Estate Paralegal*

- Manage all real estate matters, order funds from lending institutions, and prepare all closing documents

Middlesex District Attorney's Office, Child Abuse Unit, Cambridge, MA

May 2002-May 2004

▶ *Litigation Paralegal*

- Support Assistant District Attorneys with all aspects of trial investigation and preparation for Superior and District Court
- Research and analyze legal issues, case specific
- Draft discovery materials and review various records
- Orchestrate DNA draws with nurse, police, and crime laboratory
- Coordinate both lay and expert witnesses for grand jury, trial preparation, and trial
- Generate subpoenas and summons
- Maintain and update court event status database and track cases

Carter & Coleman Law Office, North Andover, MA

March 2000-May 2002

▶ *Real Estate Paralegal*

▶ *Internship through Northeastern University March 2000-June 2000*

- Order title exams, plot plans, and other legal work on new files and manage accounts
- Review title exams and prepare necessary documents, update, and record at Registry
- Order payoffs, request insurance binders, appraise title exams, and handle discharges
- Delegate responsibilities and supervise Office Assistants

## SKILLS

PracticeMaster, Prolaw, Westlaw, Lexis, Standard Solutions, ProDocs, Damion, Rainmaker.