

ATTORNEY GENERAL AUG 26 '20 AM 11:18 DAS
DEPARTMENT OF JUSTICE

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33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL



JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

August 25, 2020

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 reappoint Heather D. Neville to Position #9U503 (Appropriation #02-20-20-200510-2613-013-500132) as an Assistant Attorney General at a salary level of \$84,500, effective upon Governor and Executive Council approval or September 25, 2020, whichever is later, for a term ending September 20, 2025.

EXPLANATION


Ms. Neville is a resident of Derry 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 in 1999. Before joining the Department of Justice, Ms. Neville was a Director Attorney at Boynton, Waldron, Doleac, Woodman & Scott, P.A., in Portsmouth. Ms. Neville joined the Department of Justice in 2016 and was appointed an Assistant Attorney General in the Civil Bureau in June 2017. She was reassigned to the Environmental Protection Bureau in March 2019, where she will continue to serve. Her salary 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's reappointment as an Assistant Attorney General at the above-referenced salary for your approval and respectfully urge your favorable consideration. Thank you.

Respectfully submitted,


Gordon J. MacDonald
Attorney General

Heather Neville

SUMMARY OF EXPERIENCE

Admitted to practice in New Hampshire (2005) and Maine (2009). Proficient in all aspects of civil litigation, employment, 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, Environmental Protection Bureau*
 - Initiate litigation to protect the State's natural resources. Defend and counsel state agencies and boards. Act as Counsel for the Public before the Site Evaluation Committee.
- ▶ *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*
- ▶ *Real Estate/General Paralegal & 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.