

**Cover Letter**

The undersigned hereby certifies that he/she understands the Request for Qualifications (RFQ) has read the document in its entirety and understands the provisions set forth in this document. The following information must be filled out in its entirety for the response to be considered.

Name: Jacob W. Dannen  
Office Address: 812 Chestnut Street, Bastrop, Texas 78602  
Home Address: 135 Periwinkle Lane, Bastrop, Texas 78602  
Office Phone: 512-400-2350 Cell Phone: 515-480-6396  
Email Address: JacobWDannen@gmail.com

Please answer the following:

1. Juris Doctorate Degree  Yes  No
2. From what institution University of St. Thomas - Minnesota
3. Currently Licensed with State Bar of Texas  Yes  No
4. Number of years practicing law in State of Texas 4.5
5. Number of years criminal trial experience 0
6. Number of years juvenile trial experience 0
7. Clear grievance record  Yes  No

  
\_\_\_\_\_  
Signature Date 6/7/2023

**PLEASE INCLUDE THIS COMPLETED PAGE AS THE FIRST PAGE OF YOUR SUBMITTAL.**

**JACOB WAYNE DANNEN**  
4825 DAVIS LANE, APT. 631, AUSTIN, TEXAS 78749 • 515-480-6396

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**EDUCATION**

**UNIVERSITY OF ST. THOMAS SCHOOL OF LAW**, Minneapolis, MN May 2016  
*Juris Doctor*

Activities: Family Law Society, President (2014); Admissions Student Ambassador; Elder Law Clinic

**UNIVERSITY OF NORTHERN IOWA**, Cedar Falls, IA May 2013  
*Bachelor of Arts in Psychology and German*

**TECHNISCHE UNIVERSITÄT DORTMUND**, Dortmund, Germany Spring 2011  
*ISEP Study Abroad Program*

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**LEGAL/POLITICAL EXPERIENCE**

**KEY LAW OFFICE**, BASTROP, TEXAS January 2022-Present  
*Family Law Attorney*

- Represented clients in all family law matters

**EVANS FAMILY LAW GROUP**, BASTROP, TEXAS January 2020-November 2021  
*Family Law Attorney*

- Represented clients in all family law matters

**HINSON SINGLA PLLC**, AUSTIN, TEXAS November 2018-December 2019  
*Attorney*

- Represented clients in all family law matters

**HINSON SINGLA PLLC**, AUSTIN, TEXAS August 2017-October 2018  
*Paralegal*

- Drafted family and criminal pleadings
- Researched legal issues relating to family and criminal law

**UNITED STATES DEPARTMENT OF HOMELAND SECURITY**, MINNEAPOLIS/ST. PAUL, MN Spring 2016  
*Immigration and Customs Enforcement Student Attorney*

- Represented the United States Government in removal proceedings
- Researched legal issues relating to immigration law in the Eighth Circuit
- Drafted trial and appellate briefs

**UNITED STATES DEPARTMENT OF STATE**, BERLIN, GERMANY Fall 2015  
*U.S. Embassy Berlin Intern*

- Assisted U.S. Diplomats spread U.S. foreign policy in Germany

**MESENBOURG & SARRATORI LAW OFFICES, P.A.**, COON RAPIDS, MN June 2014-July 2015/July 2018-Present  
*Law Clerk*

- Drafted a variety of legal documents including trial briefs and appellate briefs
- Researched and analyzed complex legal issues in civil and criminal cases

**MINNESOTA JUSTICE FOUNDATION**, Minneapolis, MN September 2013 – May 2014  
*Hennepin County Self-Help Family Law Volunteer*

- Assisted pro se clients with filling out a variety of family court forms
- Informed pro se clients of the law regarding divorce, child custody, and child support

**DUTTON, BRAUN, STAACK, HELLMAN P.L.C.**, Waterloo, IA August 2012 – August 2013  
*Runner*

- Assisted attorneys and support staff on all aspects of cases
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**LANGUAGES**

**GERMAN-FLUENT**

**PORTUGUESE – BEGINNER TO INTERMEDIATE**

**SPANISH-BEGINNER**

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**HOBBIES**

- Traveling, learning languages and cultures, photography, and watching the Chicago Cubs win