

ALEX GREEN IV

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EDUCATION

Wayne State University, Detroit, MI

Master of Arts in Dispute Resolution, May 2021 (GPA: 4.0)

Scholarships: Stanley H. Marx Endowed Scholarship

University of Detroit Mercy School of Law, Detroit, MI

Juris Doctor, December 2017 (GPA: 3.33)

Law Review: Junior Member

Moot Court: Junior Member

Awards: Dean's List, Veterans' Law Clinic Book Award

Scholarships: Dean's Scholarship, Presidential Scholarship, Beverley Ann Jasper

Activities: Black Law Students' Association, President, Secretary

Columbia University, New York, NY

Bachelor of Arts, May 2006

Awards: King's Crown Leadership, Silver Pin Recipient

Activities: Office of Residential Programs, Resident Advisor

Columbia College Student Council, Student Services Representative

Black Students' Organization, Vice-President, Treasurer, Secretary

Activities Board at Columbia, Representative

Supreme Court Administrative Office (SCAO) - approved Civil Mediator (Oakland, Wayne, Livingston, and Genesee Counties)

LEGAL EXPERIENCE

Alex Green IV, PLLC, Lathrup Village, MI

Attorney-at-Law, October 15, 2021-Present

- Represented private clients in probate, estates and trusts, landlord/tenant, real property, municipal, and contracts matters
- Provided clients with legal advice on the best strategies to achieve their objectives
- Drafted complaints, motions, orders, case evaluation and mediation summaries, and other filings before appearing for hearings
- Conducted depositions and engaged in discovery in preparation for trial

Kitch Drutchas Wagner Valitutti & Sherbrook, P.C., Mt. Clemens, MI

Associate Attorney, February 1, 2021 – October 15, 2021

- Practiced personal injury and no-fault insurance defense for Farmers Insurance Exchange as the assigned insurer for the Michigan Assigned Claims Plan (MACP) administered by the Michigan Automobile Insurance Placement Facility (MAIPF)
- Reviewed and summarized claim file materials in connection with applications for personal injury protection (PIP) benefits; redacted confidential and privileged content and created privilege logs
- Prepared and appeared for hearings on dispositive and non-dispositive motions
- Conducted depositions and examinations under oath
- Interacted with insurance adjusters on initial litigation plans and to provide updates on open files/ongoing lawsuits

Mediation Tribunal Association, Inc., Detroit, MI

Staff Attorney, November 2018-January 31, 2021

- Drafted pleadings including Summons, Complaints, Ex-Parte Motions, Proofs of Service, Orders of Dismissal and Orders to Show Cause in preparation for debt collection litigation
- Interfaced with Tribunal staff as well as attorneys and their law firms regarding case evaluation fees
- Prepared letters to attorneys and their law firms clarifying the Michigan Court Rule under which the Tribunal is authorized to charge case evaluation and mediation fees and to seek court intervention to recover unpaid fees
- Worked with the in-house accountant to reconcile outstanding invoices and billings

Mungo & Mungo at Law, PLLC, Bingham Farms, MI

Document Reviewer, October 2018-October 2018

- Performed a very short-term document review/e-discovery project for a solo-practice attorney specializing in civil rights and employment law

- Used various search criteria to mine for data in PDFs and Word documents to compile in a table, spreadsheet, or chart to determine the frequency of the occurrence or non-occurrence of an event to a statistically significant level in preparation for pending litigation

Strategic Legal Solutions (DiscoverReady), Novi, MI

Document Reviewer, May 2018-June 2018

- Use electronic discovery (e-discovery) and documentation review software including Relativity 9.0 and Recommind Axcelerate 5 to search e-mails, letters, marketing and advertisement material, charts and reports, internal and external memoranda, personnel manuals, and other literature for relevant and responsive language or topics
- Perform first and second pass reviews on most projects and completed quality control to enhance coding accuracy
- Learn methods to open and view documents that had corrupt, unreadable/illegible, or oddly formatted content

The Darren Findling Law Firm (The Probate Pro/Quiet Title.com), Royal Oak, MI

Law Clerk, May 2017-November 2017

- Worked on special projects including follow-up with new clients on completing and signing of paperwork for filing with the court to open new probate estates, closed-out files by preparing a final account, a Sworn Statement to Close, a final summary of administration, a Receipt of Distributive Share, a Settlement Statement, and an Amended Inventory
- Managed open probate administration files to remain current on required documents: Acceptance of Appointment, Annual Report of Guardian, Annual Accounts, Notice of Continued Administration, Letters of Authority, Proof of Restricted Annual Account Verification, Notice of Hearing, and Petition to Use Funds
- Filed Petitions, Motions, Complaints, Summons, Answers, and Settlement Agreements

United States District Court for the Eastern District of Michigan, Detroit, MI

Judicial Intern to the Hon. David M. Lawson, May 2016-August 2016

- Researched and drafted legal memoranda on employment, due process, and civil rights claims
- Observed bench trials, jury trials, motions, and conferences

BUSINESS EXPERIENCE

Alex Green III & Associates, Lathrup Village, MI

Co-Owner/Manager, May 2010-Present

- Manage a small, family-owned and operated business that offers tax preparation services and also has primarily commercial real estate holdings for rent in Detroit, Southfield, and Lathrup Village
- Conduct interviews and on-site visits to rental properties for potential occupants, prepare lease agreements, maintain rental accounts, and initiate eviction proceedings and civil cases for nonpayment of rent
- Interact with state, city, and private agencies to audit and review the status of utility bills, property taxes, insurance, and inspection fees for rental properties and establish an accurate accounting record of all monies owed and paid
- Communicate with contractors and vendors to request proposals and receive goods and services provided, including architectural drawings, installation of business fixtures, and renovation and routine maintenance of building structure for rental properties

ADMISSIONS/MEMBERSHIPS

American Bar Association (ABA) Member, 2020-2024

ABA Dispute Resolution Section Member, 2020-2024

Diversity Committee Fellow, 2020-2021, 2021-2022

Detroit Bar Association (DBA) Member, 2020-2024

National Bar Association (NBA) Member, 2020-2024

Oakland County Bar Association (OCBA) Member, 2020-2024

Wolverine Bar Association (WBA) Member, 2020-2024

State Bar of Michigan (SBM) Member, P82657 (July 24, 2018)

SBM 2020-2024 Practice Section Memberships

(Alternative Dispute Resolution, Business, Family, Insurance and Indemnity, Labor and Employment, Negligence, Probate & Estate Planning, Real Property, Solo & Small Firm)

PUBLICATIONS

Green IV, A., 2021. *Minorities in ADR: The Invisible Class*. [online] Just Resolutions - American Bar Association Dispute Resolution Section. Available at: <<https://www.americanbar.org/content/dam/aba/publications/just-resolutions/january-2021/green-minority-adr-neutrals-the-invisible-class.pdf>> [Accessed 15 March 2021].

Green IV, A., Bernstein, D., Gillespie, T. and Rigato-Piekarski, J., 2021. *How You Can Help Increase the Selection of Diverse Neutrals*. [online] americanbar.org. Available at: <<https://www.americanbar.org/content/dam/aba/publications/just-resolutions/january-2021/green-how-you-can-help-increase-selection-of-diverse-neutrals.pdf>> [Accessed 15 March 2021].