

## Jenna Merten

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### EDUCATION:

#### **Marquette University Law School – Milwaukee, Wisconsin**

*Juris Doctor*, May 2005

- G.P.A.: 3.290/4.000 Class Rank: Top 33%
- *Marquette Sports Law Review*, Executive Editor
- Labor Law Moot Court Team, Member
- CALI Award (highest grade), Prosecutor Clinic, 2005

#### **Marquette University – Milwaukee, Wisconsin**

Bachelor of Arts, *cum laude*, May 2002

Major: Journalism Minor: Criminology and Law Studies

- G.P.A.: 3.511/4.000

### PUBLICATIONS:

- Comment, *Raising a Red Card: Why Freddy Adu Should Not Be Allowed to Play Professional Soccer*, 15 MARQ. SPORTS L. REV. 205 (2004).
- *2004 Annual Survey*, 15 MARQ. SPORTS L. REV. 531 (2005).

### LEGAL EXPERIENCE:

#### **Assistant City Attorney III – Civil, City of West Allis, Feb. 2016 - present**

- Provide legal advice to Common Council, City boards, and City departments; advise Common Council and boards as to parliamentary procedures
- Defend the City in civil litigation matters, such as personal injury, federal civil rights actions, property damage, and contract claims; draft motions, pleadings, affidavits, interrogatories, releases, and judgments; negotiate settlements
- Draft City policies, including ones for police, public works, and finance
- Pursue collection matters for property damage, worker's compensation, personal property taxes, health insurance, housing loans, and judgments
- Manage bankruptcy cases and handle claims filed against the City
- Review contracts, including purchase and sale agreements, consumer mortgage notes, development agreements, loans, and agency contracts
- Present at conferences, including the statewide Lead Enforcement Conference in 2016 and statewide Health Inspector Conference in 2015

#### **Assistant City Attorney III – Prosecution – City of West Allis, 2008-2016**

- Prosecuted thousands of municipal citations and code violations; work included several jury trials, numerous motion hearings, and thousands of court trials
- Trained police officers and other city employees in criminal law and criminal procedure, municipal law, and citation issuance
- Litigated collection matters, raze orders, and public nuisance injunctions
- Researched and drafted ordinances on various topics
- Advised Common Council on licensing and health matters
- Provided legal advice to numerous City departments and officials
- Drafted appellate briefs for Court of Appeals cases

#### **Assistant District Attorney – Milwaukee County, 2005 - 2008**

- Prosecuted twenty jury trials and several court trials
- Handled thousands of various felony and misdemeanor matters in court
- Drafted appellate briefs and affidavits for search warrants
- Drafted and argued motions, including bail, identification, joinder, *Miranda*, search and seizure, and excited utterance

### OTHER EXPERIENCE:

- Teaching Assistant, Marquette University Law School, Fall 2003; Teaching Assistant, Milwaukee Area Technical College, 2001-2004

### ACTIVITIES:

- Playing and watching sports, physical fitness, baking, and traveling
- Winner of over 30 baking ribbons in State Fair competitions
- Enjoy reading, especially baseball history and the 1919 World Series