



CLYDE R. LEUCHTAG

1019 Congress St Floor 15
Houston TX 77002-1799

713-398-0855
713-755-8265 work

RESUME

(for Adjunct Teaching Position)

EXPERIENCE:

Harris County Attorney's Office, Houston, Texas

Assistant County Attorney, General Counsel Division

Nov 2000 – Present

- * Knowledge Mgt: Coordinate development of legal information management systems for 200+ person office (e.g., client-accessible automated contract drafting system, practice management databases, employee web site portals, etc.) and serve as the Office's lead liaison with the Harris County Information Technology Center
- * Problem Solving: Provide compliance counseling, transactional, and litigation support to various Harris County government boards and their corresponding departments, including the Juvenile Board, Bail Bond Board, Protective Services Board, Joint City-County Commission on Children, Juvenile Probation Department, Harris County Protective Services for Children and Adults
- * Litigation: As Trial Division Chief for 6 months in 2001, organized Trial Division of 11 attorneys and over 400 cases, and successfully handled own docket of civil rights cases.
Published Cases: [Greenlee v. Allread](#), 126 Fed.Appx. 656, 2005 [WL](#) 564135 (5th Cir.)

Court Reporting Institute of Houston, Houston, Texas

Adjunct Instructor, Paralegal Program

Aug 2009 – Present

- * Subjects: *Law Office Technology, Civil Litigation, Introduction to law, Legal Terminology.*

Hudson Legal, Houston, Texas

Online Document Review Contract Attorney

Oct 2007 – May 2008

- * Conducted document review on evening shift for 32 hours per week utilizing a Concordance FYI Reviewer on-line database for a confidential client involving complex multi-state class-action litigation involving wage and hour issues.

Shell Oil Company, Legal Services, U.S., Houston, Texas

Attorney, Litigation Management Section

May 1996 – Oct 2000

- * Received Scales of Excellence Award in 1999 for establishing highly functional case management system for organization, tracking, and management of the nationally diverse personal injury docket of over 150 cases, reducing litigation costs & cycle times; Successfully prevented litigation by working with clients to craft creative resolutions to pre-suit environmental claims; Established innovative task-based billing system for outside counsel in environmental Leaking Underground Storage Tank litigation.
Published Cases: *Achee v. Port Drum Co.*, [197 F.Supp. 2d](#) 723, (E.D.Tex. 2002)

Harris County Attorney's Office, Houston, Texas

Assistant County Attorney, Federal Trial Division

February 1993 – May 1996

- * Successfully tried 14 cases and several appeals from 1990 to 1995, primarily in the area of civil rights and employment discrimination litigation.
Published Cases: *Meyers v. Klevenhagen*, 97 F.3d 91 (5th Cir. 1996); *Edwards v. Harris County Sheriff's Dept.*, 864 [F.Supp.](#) 633 (S.D. Tex. 1994)

Baker Botts, L.L.P., Houston Office
Associate, Trial Department

August 1990 - February 1993

* Successfully crafted argument for the unconstitutionality of TX DTPA statute, which contributed to a multi-million dollar settlement in favor of our plaintiff client; Successfully second-chaired trial for breach of shipping contract, \$300,000 judgment for client; Successfully handled several 5th Circuit appeals as first-chair; Supported senior associates on litigation matters, including legal research, discovery, and trial preparation. Published Cases: [Lucky-Goldstar, Int'l v. Phibro Energy Int'l](#), 958 F.2d 58 (5th Cir. 1992)

Foodmaker, Inc., Houston, Texas
Restaurant Manager

1984 – 1986

EDUCATION:

South Texas College of Law, J.D., *magna cum laude*

May 1990

Honors: Alumni Association Honor Scholar 1989, Federal Bar Association Award for Excellence in Federal Procedure, Vinson & Elkins Academic Excellence Scholarship

American Jurisprudence Awards: for excellence in Torts, Contracts, Professional Responsibility, Federal Procedure, and Texas Civil Pre-trial Procedure

Activities: Law Review, Spurgeon Bell Moot Court Competition, Black Law Student Association

Rice University, B.A., Managerial Studies and Organizational Psychology

May 1985

BAR ADMISSIONS:

Texas 1990; U.S. Court of Appeals, 5th Circuit 1991; U.S. District Court, Southern District of TX 1992

ADDITIONAL SKILLS:

Mediation & Negotiation
Online Document review using Concordance based software
Online Legal Research
Legal Information Management Systems Design
HotDocs Document Assembly Design
Microsoft Office Professional, including Access

OTHER:

- * Mediator, Houston Police Dept. Citizen Mediation Program, 2005 to present
- * Elected Pct Chair and Election Judge, 1996 to present
- * Texas Basic Peace Officer License, 1992 to present
- * Board Member, University Oaks Civil Association, 2004 to 2008
- * Board Member & Volunteer Mediator, Harris County Dispute Resolution Center, 2003 to 2005
- * Board Member, Crossroads Community Partnership for Youth, Inc., 1999 to 2003
- * Founding Bd Member and Gen Counsel, *Houstonians Futbol Club for Urban Youth Soccer, Inc.*, 2000 to 2003
- * Vice-chair, Diversity Committee, Shell Black Networking Group, 1999 to 2000
- * Secretary and Board Member, South Texas College of Law Alumni Association, 1992 to 2000
- * Co-Chair, HBA Minority Opportunities in the Legal Profession Committee, 1997 to 1998
- * Volunteer Tutor, HBA Volunteers in Public Schools Program (HISD), 1997 to 1998
- * Board Member and Volunteer, Houston Volunteer Lawyers Program, Inc., 1992 to 1996
- * Volunteer Tutor, Contemporary Learning Center High School (HISD), 1981 to 1982

REPRESENTATIVE CLIENTS:

Ed Emmett, *Juvenile Board Chairman* and Harris County Judge

George Ford, J.D., *Executive Director*, Harris County Protective Services for Children and Adults

Ginger Harper, *Community Youth Services Director*, Harris County Protective Services for Children and Adults

Harvey Hetzel, J.D., *Chief Juvenile Probation Officer*

Sherea McKenzie, J.D., *Director*, Joint City County Commission on Children

Judge John Phillips, *Juvenile Board Member*, Administrative Juvenile Judge and Judge of 314th Juvenile District Court

Judge Armando V. Rodriguez, *Bail Bond Board Member* and Justice of the Peace Pct. 6, Place 2

Judge Michael Schneider, *Juvenile Board Member* and Judge of 315th Juvenile District Court

Judge Pat Shelton, *Juvenile Board Member* and Judge of 313th Juvenile District Court

Glenn Strickland, *Bail Bond Board Chairman* and Independent Business Owner