

## EMPLOYMENT APPLICATION



CITY OF EL PASO  
300 N. Campbell  
El Paso, Texas 79901  
915-212-0045

<http://www.elpasotexas.gov>

Garcia, Elia  
A7718-0322 ASSOCIATE MUNICIPAL JUDGE

Received: 3/17/22 10:54 PM

For Official Use Only:

QUAL: \_\_\_\_\_

DNO: \_\_\_\_\_

Experience

Training

Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: ASSOCIATE MUNICIPAL JUDGE		EXAM ID#: A7718-0322
NAME: (Last, First, Middle) Garcia, Elia		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]		
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: TX Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Doctorate		

## PREFERENCES

MINIMUM COMPENSATION: \$45.00 per hour; \$93,600.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)	
OBJECTIVE: My objective is to practice law in the State of Texas and to serve the public interest.	

## EDUCATION

DATES: From: 9/2009 To: 5/2012	SCHOOL NAME: University of Wisconsin Law School	
LOCATION: (City, State/Province) Madison, Wisconsin	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Law	UNITS COMPLETED: 90 - Semester	
DATES: From: 8/2006 To: 5/2009	SCHOOL NAME: University of Texas at El Paso	
LOCATION: (City, State/Province) El Paso, Texas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Political Science/ Spanish Minor	UNITS COMPLETED: 124 - Semester	
DATES: From: 7/2002 To: 5/2006	SCHOOL NAME: Socorro High School	
LOCATION: (City, State/Province) El Paso, Texas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

## WORK EXPERIENCE

DATES: From: 10/2013 To: Present	EMPLOYER: Law Office of Elia Garcia	POSITION TITLE: Attorney
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 250 Horizon Blvd., Socorro, Texas, 79927		
PHONE NUMBER: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40		
DUTIES: -Solo practitioner with a focus in the area of criminal defense and immigration law		
DATES: From: 9/2017 To: 12/2020	EMPLOYER: City of Socorro, TX	POSITION TITLE: Mayor

ADDRESS: (Street, City, State/Province, Zip/Postal Code) 124 S. Horizon Blvd., Socorro, Texas, 79927		COMPANY URL: <a href="http://ci.socorro.tx.us">http://ci.socorro.tx.us</a>
PHONE NUMBER: [REDACTED]	SUPERVISOR: Adriana Rodarte - City Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$1,250.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: -Collaborate with City staff and constituents to provide municipal services		
REASON FOR LEAVING: Term ended.		
DATES: From: 5/2015 To: 9/2017	EMPLOYER: Town of Clint	POSITION TITLE: Municipal Court Judge
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 200 N. San Elizario Rd., Clint, Texas, 79836		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Charles Gonzalez - Mayor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 5	SALARY: \$150.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: -Preside over Class C citations and City Ordinances -Review probable cause affidavits, sign arrest warrants, and provide magistrate warnings as needed		
REASON FOR LEAVING: I got elected as Mayor for the City of Socorro.		
DATES: From: 12/2013 To: 12/2016	EMPLOYER: City of Socorro	POSITION TITLE: Municipal Court Judge
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 124 S. Horizon Blvd., Socorro, Texas, 79927		COMPANY URL: <a href="http://ci.socorro.tx.us/">http://ci.socorro.tx.us/</a>
PHONE NUMBER: [REDACTED]	SUPERVISOR: Adriana Rodarte - City Manager/HR	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 25	SALARY: \$3,541.67/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: -Preside over cases filed or pending in Municipal Court -Ensure that all necessary procedures are followed -Consider search warrants, emergency writs and orders, and other emergency items		
REASON FOR LEAVING: Contract terminated.		
DATES: From: 5/2013 To: 9/2013	EMPLOYER: Diocesan Migrant and Refugee Services, Inc.	POSITION TITLE: LOP Caseworker
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2400 E. Yandell, El Paso, Texas, 79903		COMPANY URL: <a href="http://www.dmrs-ep.org">http://www.dmrs-ep.org</a>
PHONE NUMBER: (915) 532-3975	SUPERVISOR: Michelle R. Martinez - Staff Attorney	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 35	SALARY: \$3,500.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: -Provide "Know Your Rights" presentations -Perform client interviews to screen for possible legal defenses -Conduct legal research to find relief for detained adults in immigration proceedings -Provide legal information for adult detainees		
REASON FOR LEAVING: Temporary assignment terminated.		
DATES: From: 2/2012 To: 4/2012	EMPLOYER: Dane County Circuit Court	POSITION TITLE: Legal Intern to the Honorable Juan B. Colas
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 215 S. Hamilton St., Room 7103, Madison, Wisconsin, 53703		COMPANY URL: <a href="http://www.countyofdane.com/court/">http://www.countyofdane.com/court/</a>
PHONE NUMBER: [REDACTED]	SUPERVISOR: David Schultz - Professor of Law	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 10	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: -Observe all hearings, trials, and other court proceedings		
REASON FOR LEAVING: Internship ended.		

<b>DATES:</b> From: 9/2010 To: 4/2012	<b>EMPLOYER:</b> Community Immigration Law Center	<b>POSITION TITLE:</b> Legal Volunteer/Translator
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b> 810 W. Badger Road, Madison, Wisconsin, 53713		<b>COMPANY URL:</b> <a href="http://cpcmadison.org/internationals/immigration-counseling/">http://cpcmadison.org/internationals/immigration-counseling/</a>
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> Jean-René Watchou - Director of International Outreach	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 5	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> -Assist with client intakes, ensuring that the Spanish-speaking clients understand the process		
<b>REASON FOR LEAVING:</b> Semester ended.		
<b>DATES:</b> From: 9/2011 To: 12/2011	<b>EMPLOYER:</b> University of Wisconsin Economic Justice Institute	<b>POSITION TITLE:</b> Legal Volunteer in the Family Court Assistance Project Restraining Order Clinic
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b> 975 Bascom Mall, Law School Room 1342, Madison, Wisconsin, 53706		<b>COMPANY URL:</b> <a href="http://www.law.wisc.edu/eji/familycourt/index.html">http://www.law.wisc.edu/eji/familycourt/index.html</a>
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> Rosa Frazier - Clinical Assistant Professor	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 5	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> -Help walk-in, pro se litigants complete forms and provide information on court procedures		
<b>REASON FOR LEAVING:</b> Semester ended.		
<b>DATES:</b> From: 9/2011 To: 11/2011	<b>EMPLOYER:</b> Wisconsin Department of Justice	<b>POSITION TITLE:</b> Legal Extern in the Civil Litigation Unit
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b> 120 Martin Luther King Jr. Blvd., Madison, Wisconsin, 53702		<b>COMPANY URL:</b> <a href="http://www.doj.state.wi.us/dls/civil-litigation-unit">http://www.doj.state.wi.us/dls/civil-litigation-unit</a>
<b>SUPERVISOR:</b> Joanne Kloppenburg - Assistant Attorney General	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 10	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> -Conduct legal research on issues related to incarcerated individuals, including medical negligence and excessive force, as well as employment-related matters -Draft internal memoranda with findings		
<b>REASON FOR LEAVING:</b> Semester ended.		
<b>DATES:</b> From: 12/2010 To: 3/2011	<b>EMPLOYER:</b> The Law Firm of Felipe D.J. Millan, P.C.	<b>POSITION TITLE:</b> Law Clerk
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b> 1147 Montana Ave., El Paso, Texas, 79902		<b>COMPANY URL:</b> <a href="http://www.felipemillan.com/">http://www.felipemillan.com/</a>
<b>PHONE NUMBER:</b> (915) 566-9977	<b>SUPERVISOR:</b> Felipe D.J. Millan - Attorney at Law	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> -Conducted legal research in immigration topics under the INA and prepared legal memoranda -Drafted motions for immigration proceedings and federal court		
<b>REASON FOR LEAVING:</b> Returned to school.		
<b>DATES:</b> From: 9/2010 To: 12/2010	<b>EMPLOYER:</b> University of Wisconsin Economic Justice Institute	<b>POSITION TITLE:</b> Student Attorney/Translator in the Domestic Violence Immigration Clinic

ADDRESS: (Street, City, State/Province, Zip/Postal Code) 975 Bascom Mall, Law School Room 1342, Madison, Wisconsin, 53706		COMPANY URL: <a href="http://www.law.wisc.edu/eji/dvic/index.html">http://www.law.wisc.edu/eji/dvic/index.html</a>
PHONE NUMBER: [REDACTED]	SUPERVISOR: Rosa Frazier - Clinical Assistant Professor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 10	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: -Presented "Know Your Rights" seminars to the community -Implemented client interview and counseling procedures -Conducted legal research and submitted documents for U-Visa and VAWA cases		
REASON FOR LEAVING: Semester ended.		
DATES: From: 2/2009 To: 4/2009	EMPLOYER: Eighth Court of Appeals of Texas	POSITION TITLE: Legal Intern to the Honorable Guadalupe Rivera
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 500 E. San Antonio Ave., Room 1203, El Paso, Texas, 79901		COMPANY URL: <a href="http://www.8thcoa.courts.state.tx.us/court/justices.asp">http://www.8thcoa.courts.state.tx.us/court/justices.asp</a>
PHONE NUMBER: [REDACTED]	SUPERVISOR: Rachel Serrano - UTEP LSPI Administrative Services Coordinator	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: -Contributed to the preparation of draft opinions and observed hearings and trials -Conducted legal research and writing in the area of appellate law and prepared legal memoranda		
REASON FOR LEAVING: Internship ended.		
DATES: From: 9/2008 To: 11/2008	EMPLOYER: United States District Court for the Western District of Texas	POSITION TITLE: Legal Intern to the Honorable Philip R. Martinez
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 525 Magoffin Avenue, Suite 105, El Paso, Texas, 79901		COMPANY URL: <a href="http://www.txwd.uscourts.gov/default1.asp">http://www.txwd.uscourts.gov/default1.asp</a>
PHONE NUMBER: (915) 747-8866	SUPERVISOR: Rachel Serrano - UTEP LSPI Administrative Services Coordinator	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: -Accompanied judge to all trials and hearings -Performed research in the are of federal civil procedure and prepared legal memoranda -Assisted with various administrative duties, including filing case folders and keeping the library updated		
REASON FOR LEAVING: Internship ended.		
DATES: From: 11/2006 To: 12/2006	EMPLOYER: Socorro Independent School Distrcit-Food Services	POSITION TITLE: Administrative Assistant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 12440 Rojas Drive, El Paso, Texas, 79928		COMPANY URL: <a href="http://www.sisd.net/page/120">http://www.sisd.net/page/120</a>
PHONE NUMBER: [REDACTED]	SUPERVISOR: Sylvia Holguin - CNS Supervisor/Trainer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$960.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: -Assisted with inputting nutritional data and recipes into CNS program		
REASON FOR LEAVING: Returned to school.		

TYPE: Law License	
LICENSE NUMBER: 24085322	ISSUING AGENCY: State Bar of Texas
TYPE: Law License	
LICENSE NUMBER: 1090619	ISSUING AGENCY: State Bar of Wisconsin

Skills	
OFFICE SKILLS: Typing: 40 Data Entry: 8000	
OTHER SKILLS:	
LANGUAGE(S): Spanish - <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	

ADDITIONAL INFORMATION	
Interests & Activities Dancing Folklorico: 10+ years' experience, member of Grupo Folklorico Quetzales and Viva! El Paso cast member 2016 through 2019	
Miscellaneous International: Organization of American States (OAS), International Observer Electoral Observation Mission-Peru 2nd Round Elections (June 5, 2011)	
Honors & Awards Latino Law Student Association-Outstanding 3L of the Year Award, 2012	
Honors & Awards Pro Bono Society, 2012	
Interests & Activities Women's Law Student Association	
Volunteer Experience Legal Information Center, Madison, WI	
Volunteer Experience Language Academic Friendship Program, Madison, WI	
Volunteer Experience Incoming Student Mentorship Program, Mentor, Madison, WI	
Interests & Activities Students for Equal Access to Law School, Mentor, Madison, WI	
Interests & Activities Wisconsin Journal of Law, Gender & Society, Cite Checker	
Additional Information Study Abroad: Pontificia Universidad Catolica del Peru in Lima, Peru (Spring 2011)	

REFERENCES		
REFERENCE TYPE: Professional	NAME: Michelle R. Martinez	POSITION: County Attorney
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 500 E. San Antonio St., Suite 503, El Paso, Texas 79901		
EMAIL ADDRESS: mimartinezsq@gmail.com		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Ivan Martinez	POSITION: Assistant City Attorney
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 300 N. Campbell, El Paso, Texas 79901		
EMAIL ADDRESS: martinezvi@elpasotexas.gov		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Ruben Nunez	POSITION: Attorney at Law
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 3224 Montana Ave., El Paso, Texas 79903		
EMAIL ADDRESS: rubennunezatty@yahoo.com		PHONE NUMBER: [REDACTED]

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of El Paso and will not be returned. I understand that the City of El Paso may contact prior employers and other references.

I understand that completion of this Application for Employment does not guarantee that I will be employed by the City of El Paso.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by the Company until after my becoming employed, is grounds for, and may result in, my immediate termination.

Application time limit: I understand that application forms are active for the length of the eligible list which is normally six months unless otherwise stated. All persons must reapply after that period.

Falsification: I understand that falsification of information listed on my application or presented to the City of El Paso can be grounds for serious reprimand or termination.

Employment testing: I understand that all required drug tests, pencil-and-paper tests, physical exams, or electronic or other tests will be used in the employment decision.

Condition of Employment: I understand that I must provide official proof of Education (transcripts, diplomas, certificates), driver's license (if required), within 3 days of being contacted with a job offer.

This application was submitted by Elia Garcia on 3/17/22 10:54 PM

# ELIA GARCIA

March 17, 2022

**RE: Associate Municipal Court Judge**

Dear Selection Committee:

I am a law graduate of the University of Wisconsin Law School, and I am a member of the State Bar of Wisconsin as well as the State Bar of Texas. I am a practicing criminal defense attorney in the borderland area, and I am writing to express my sincere interest in working with the City of El Paso as an Associate Municipal Court Judge. As you will note from my resume, I have gained considerable experience as I served as the Municipal Court Judge for the City of Socorro for three years, as well as the Municipal Court Judge for the Town of Clint. I have been a solo practitioner with a focus in the area of criminal defense for over 6 years, and I am an exceptional candidate for this position because it couples my practical interests and experience nicely.

I have the necessary skills needed to be beneficial to the City of El Paso. I am fluent in both English and Spanish, which will allow me to communicate well with clients in their native language. I am able to relate well with others due to my personal background. I was born in Las Cruces, New Mexico, but raised in Socorro, Texas, as the first daughter of immigrant parents. Growing up and working in the borderland community has widened my horizons. I am able to interact with a variety of people from different backgrounds.

Furthermore, I served as the Municipal Court Judge for the City of Socorro for three years; and as the Municipal Court Judge for the Town of Clint for two years. In this capacity, I had the duty to oversee all Class C citations, consisting mostly of traffic violations. I worked closely with the Town Clerk and Court Coordinator to move the dockets along. During my time in service, I was on call and assisted a number of local law enforcement agencies with the signing of arrest warrants, magistrate warnings, and blood search warrants. I signed over 1,200 warrants for: the City of Socorro Police Department, Horizon Police Department, Clint Police Department, Sheriff's Office, and Texas Department of Public Safety, amongst others. In my role as Judge, I took pride in ensuring that each individual was treated with dignity and respect, and that the court process was as simple as possible and above all fair for all the parties. Then, as a defense attorney, I take pride in assisting those most in need and to be able to walk my clients through the unfamiliar process a step at a time. I have many goals and aspirations, and I am confident that my experience and my desire to help others will allow me to be an asset to the City of El Paso.

I am determined to expand my experience and provide an exceptional service to the City of El Paso. Please let me know if I can provide any additional information in support of my candidacy. Thank you for your time and consideration. I look forward to hearing from you soon.

Respectfully,

*Elia Garcia*

# ELIA GARCIA

Admitted to the State Bar of Texas (May 2013)  
Admitted to the State Bar of Wisconsin (October 2012)

## EDUCATION

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### University of Wisconsin Law School

Madison, WI

*Juris Doctor*

May 2012

- Journal:** *Wisconsin Journal of Law, Gender & Society*, Cite Checker  
**Leadership:** Latino Law Student Association (LLSA), *Treasurer*  
**Honors:** LLSA-Outstanding 3L of the Year Award, 2012  
Pro Bono Society, 2012  
**Activities:** Women's Law Student Association  
**Volunteer:** Legal Information Center  
Language Academics Friendship Program  
Incoming Student Mentorship Program, *Mentor*  
Students for Equal Access to Law School, *Mentor*  
**Study Abroad:** Pontificia Universidad Católica del Perú in Lima, Perú (Spring 2011)

### The University of Texas at El Paso

El Paso, TX

*Bachelor of Arts, Political Science; Minor: Spanish*

May 2009

- Honors:** Graduated *cum laude*; University Honors Program,  
Mortar Board Honor Society; Alpha Lambda Delta Honor Society  
Men and Women of Mines Award (2009)--Recognizes students who demonstrate  
outstanding service to the University  
**Activities:** Law School Preparation Institute (Summer 2008); Chicano Pre-Law Society

## LEGAL EXPERIENCE

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### Clint Municipal Court Judge

Clint, TX

Preside over Class C citations and City Ordinances;

May 13, 2015 to September 5, 2017

### Socorro Municipal Court Judge

Socorro, TX

- Preside over Class C citations and City Ordinances December 20, 2013 to December 1, 2016
- Review probable cause affidavits, sign arrest warrants, and provide magistrate warnings as needed

### Law Office of Elia Garcia

El Paso, TX

*Attorney at Law*

October 1, 2013 to Present

- Solo practitioner with a focus in the area of criminal defense and immigration law

### Diocesan Migrant and Refugee Services, Inc.

El Paso, TX

*Legal Orientation Program Caseworker*

May 2013 to September 2013

*Legal Intern in the Unaccompanied Minors Program and Trial Unit*

Summer 2010, 2011, and 2012

- Provided "Know Your Rights" presentations
- Performed client interviews to screen for possible legal defenses
- Conducted legal research to find relief for detained immigrant children and adults in immigration proceedings
- Assisted with Special Immigrant Juvenile Visa, Asylum cases, and DACA Applications
- Compiled motions for change of venue and motions to accelerate
- Represented juveniles in immigration court proceedings (Juvenile Docket)



- Dane County Circuit Court** **Madison, WI**  
*Legal Intern to the Honorable Juan B. Colás* *Spring 2012*  
  - Observe all hearings, trials, and other court proceedings
- Community Immigration Law Center** **Madison, WI**  
*Legal Volunteer / Translator* *Fall 2010 and 2011; Spring 2012*  
  - Assist with client intakes, ensuring that the Spanish-speaking clients understand the process
- Wisconsin Department of Justice** **Madison, WI**  
*Legal Extern in the Civil Litigation Unit* *Fall 2011*  
  - Conduct legal research on issues related to incarcerated individuals, including medical negligence and excessive force, as well as employment-related matters
  - Draft internal memoranda with findings
- University of Wisconsin Economic Justice Institute** **Madison, WI**  
*Legal Volunteer in the Family Court Assistance Project Restraining Order Clinic* *Fall 2011*  
  - Help walk-in, pro se litigants complete forms and provide information on court procedures
- The Law Firm of Felipe D.J. Millan, P.C.** **El Paso, TX**  
*Law Clerk* *Winter 2010- 2011*  
  - Conducted legal research in immigration topics under the INA and prepared legal memoranda
  - Drafted motions for immigration proceedings and federal court
- University of Wisconsin Economic Justice Institute** **Madison, WI**  
*Student Attorney / Translator in the Domestic Violence Immigration Clinic* *Fall 2010*  
  - Presented “Know Your Rights” seminars to the community
  - Implemented client interview and counseling procedures
  - Conducted legal research and submitted documents for U-Visa and VAWA cases
- Eighth Court of Appeals of Texas** **El Paso, TX**  
*Legal Intern to the Honorable Guadalupe Rivera* *Spring 2009*  
  - Contributed to the preparation of draft opinions and observed hearings and trials
  - Conducted legal research and writing in the area of appellate law and prepared legal memoranda
- United States District Court for the Western District of Texas** **El Paso, TX**  
*Legal Intern to the Honorable Philip R. Martinez* *Fall 2008*  
  - Accompanied judge to all trials and hearings
  - Performed research in the area of federal civil procedure and prepared legal memoranda
  - Assisted with various administrative duties, including filing case folders and keeping the library updated

## ADDITIONAL INFORMATION

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- Languages:** Spanish: Native fluency (reading, writing, and speaking)
- Government:** Civil Service Commissioner of the City of Socorro (June 6, 2013-December 2, 2013)  
Ethics Commissioner of the City of Socorro (October 3, 2013-December 2, 2013)
- International:** Organization of American States (OAS), *International Observer*  
Electoral Observation Mission – Peru 2<sup>nd</sup> Round Elections (June 5, 2011)
- Volunteer:** University of Texas at El Paso Center for Civic Engagement  
*Tutoring Engagement and Mentoring or TEAM* (Spring 2007; Spring 2008)  
Tutored elementary and middle school students in reading, writing, and math
- Employment:** Socorro Independent School District – Food Services, *Administrative Assistant*  
(November-December 2006, June-July 2005)
- Interests:** Dancing Folklorico: 10+ years’ experience and member of *Grupo Folklorico Quetzales*  
and cast member of *Viva! El Paso 2016, 2017, 2018, and 2019*