

CHAVON D. CARR

Chavon.carr@gmail.com

Houston, Texas 77004

404-441-4119

EDUCATION

Saint Louis University School of Law
J.D., Certificate in Health Law, May 2006

Spelman College
B.A., Psychology, December 2002

BAR MEMBERSHIP

Admitted to Texas State Bar, 2006

Admitted to Southern District of Texas, 2018

MEMBERSHIP/VOLUNTEER

- Board Member for William A. Lawson Institute for Peace and Prosperity
- Former Board Member for One Delta Plaza Educational Center
- Former Board Member for Houston Texans YMCA
- Former Steering Committee Member for the Northern Third Planning Committee
- Delta Sigma Theta Sorority, Inc.
- Will a Thon, Organizer
- Houston Volunteer Lawyers
- President of Legal Ministry at Wheeler Avenue Baptist Church
- Texas Bar Association Probate and Estate Section
- Texas Minority Counsel Program
- National Alumnae Association of Spelman College
- Houston Bar Association
- Houston Lawyer Association

WORK EXPERIENCE

Law Office of C. D. Carr, PLLC dba Carr + Associates, Houston, Texas

Managing Partner, March 2015- Present

- Represent individuals and companies in the administration of decedent's estate through various probate proceedings.
- Draft and execute estate planning documents for individuals including Wills, Special Needs Trust, Irrevocable Trust, Revocable Trust and other ancillary estate planning documents to ensure client's assets and interest are protected.
- Represent individuals in the establishment and administration of Guardianships.
- Provide litigation support for contested Probate, Real Estate and Guardianship matters.
- Serves as an Attorney Ad Litem for families in the Harris County Probate Court and Fort Bend County Court.
- Conduct estate planning and probate seminars for members of the State Bar and community organizations.

Earl Carl Institute for Legal and Social Justice, Houston, Texas

Staff Attorney, August 2016- August 2017

- Provided legal services to low-income Texans at risk of losing inherited real property.
- Advocated for individuals during real property disputes including partition suits, tax suits and adverse possession.
- Oversaw law school student-attorneys in the administration of legal services.
- Completed assignments in a high-energy, fast-paced environment with precision and attention to detail.
- Displayed strong interpersonal skills by creating and maintaining solid working relationships across the organization and externally.

Step toe & Johnson PLLC, Houston, Texas

Associate Attorney, May 2013-March 2015

- Analyzed complex probate, trust and estates issues for corporate clients.
- Drafted certified title opinions for energy companies, to ensure compliance with regulatory standards.
- Negotiated, drafted, analyzed and interpreted various agreements used in the energy industry and real estate law.
- Performed due diligence projects for energy companies to analyze the risk associated with an acquisition or merger.
- Participated in the transactional energy group's continuous learning programs.

Sadler Law Firm, LLP, Houston, Texas

Attorney, July 2011- May 2013

- Analyzed complex probate, trust and estates issues for corporate clients.
- Prepared title opinions for drilling, division order and financing transactions.
- Provided pre-closing due diligence and assisted in negotiating and drafting of assignment and purchase and sale agreements.

Devon Energy, Houston, Texas

Lease Analyst/Contractor, October 2010 – July 2011

- Set-up and provided maintenance of oil and gas leases and contracts to ensure accurate representation of company's ownership interest.
- Analyzed mineral and lease ownership based on field title work, title opinions, and contracts.

US Right of Way- METRO, Houston, Texas

Attorney/Eminent Domain Specialist, August 2007 – September 2010

- Participated in the acquisition of properties for the expansion of the METRO light rail project, including negotiating with multiple commercial and residential developers and governmental agencies.
- Provided litigation management, while working with outside counsel on complex legal matters, including condemnation proceedings.
- Provided review, oversight, and drafting of various real estate documents including complex purchase agreements, covenants, restrictions, development agreements.
- Performed the audit of acquisitions to ensure compliance with local, state and federal requirements.

Sherwood United LLC, Houston, Texas

Attorney/Landman, January 2007- August 2007

- Lead title curative efforts to clear title to encumbered real property due to probate issues.
- Participated in multi-discipline teams in formulating and implementing business strategies.
- Performed title examination for real property.

CLERKSHIPS/INTERNSHIPS

Missouri Court of Appeals Eastern District, St. Louis, Missouri

Judicial Intern for Chief Judge George W. Draper, January 2005 – May 2005

United States District Court Southern District of Texas, Houston, Texas

Judicial Intern for Judge Kenneth M. Hoyt, June 2004- July 2004

Harris County 215th District Court, Houston, Texas

Judicial Intern for Judge Levi J. Benton, May 2004 – August 2004

- Observed trial and appellate court proceedings, conducted legal research and drafted orders on civil and criminal proceedings on state and federal issues.