

# Erica R. Hughes, Esq.

[e.hughes@hugheslawfirmpllc.com](mailto:e.hughes@hugheslawfirmpllc.com)

11601 Shadow Creek Pkwy, Suite 111-264 | Pearland TX, 77584

**SUMMARY:** Detail-oriented, successful, conscientious and organized Attorney with legal experience representing plaintiffs on cases in private practice and other civil matters.

## **Highlights:**

- Skilled mediator
- Court procedures
- Professional and personable
- Strong leader
- Litigation management

## **ACCOMPLISHMENTS:**

Operated a civil law firm for 11 years. Criminal Justice and Paralegal instructor for 12 years. Extensive legal writing and analysis experience.

## **LEGAL EXPERIENCE:**

### **Immigration Judge**

Department of Justice (2021-Present)

Preside as a federal administrative adjudicator over formal and quasi-judicial hearings. Adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the United States Immigration laws.

### **Veterans Court Judge**

Harris County Misdemeanor Veterans Court (2019- 2021)

Preside over the county's numerous Veteran cases. Serve a large segment of the justice-involved veteran population. Work effectively with an interdisciplinary team, Veterans Health Administration, State Department of Veteran Affairs, Veterans Benefit Administration. Adjudicate cases timely and fairly under the law.

### **Presiding Judge**

Harris County, Houston, Texas (2019-2021)

Interpret and apply laws and precedents to determine outcomes of criminal cases. Preside over the daily dockets to make rulings on legal matters. Oversee voir dire, trials, hearings, and other legal proceedings and ensure they are handled fairly and timely under the law.

### **Judge Advocate General**

Army National Guard Texas

Serve as a legal advisor to the command of the 36<sup>th</sup> Infantry. Serve as the personal legal advisor to the commander. Serve as prosecutor for the military when conducting courts-martial. Charged with both the defense and prosecution of military law as provided in the Uniform Code of Military Justice.

### **Managing Partner/Fee Attorney**

The Hughes Firm/Vision Title, Houston, Texas: (2008 –2018)

Designing a budget plan for investment and firm organizational structure. Establishing firm guidelines and principles for associates. Organizing trial docket and planning for filing, serving, and retaining clients. Establishing trial tactics and plans for firm growth. Practicing Criminal Law within Harris County and surrounding Counties. Prepare and review legal documents related to real estate transactions within the state of Texas. Represent the title company in commercial and residential real estate transactions.

**Pre-Law Coordinator/Adjunct Instructor, Political Science and Criminal Justice**

San Jacinto College, Houston, Texas ( 2007 - Present)

Teach upper division courses in my specialty, introductory courses in criminal justice, and classes at a remote location when necessary for program development. Worked with students individually and in groups to prepare for the LSAT examination. Introduced students to the Texas Criminal Justice System and parole process. Coordinated instructing schedules and assessed other professors' performance. Other duties included: committee work, working with and presenting programs to local community and legal organizations. Also recruiting and advising students, research and publication, grant writing, and advising the Criminal Justice student organization.

**Contract Outside Legal Attorney**

State of Texas Criminal Board of Pardons and Paroles Houston, Texas: (2006 - 2018)

Teach other attorneys the Texas Parole System within the U.S. Criminal Justice System. Represent indigent offenders before the State board in preliminary and revocation hearings. Provide advice to offenders during Preliminary and revocation hearings to consider revocation of their administrative release or other sanctions. Instruct offenders on the workings of the Criminal Justice System and how to avoid recidivism upon parole.

**Attorney**

State Farm Insurance Co., Claims Litigation Center, Dallas, Texas (2006-2008)

Assisted attorneys in trial preparation. Performed research, prepared and filed court documentation for the county docket. Learned the county and district procedures by assisting paralegals in research and attending court sessions. Attended minor prove-up hearings and summary judgment hearings. Assisted insureds in client mediation sessions and in trial. Learned the method of insurance defense discovery by depositions and answering discovery disclosure, interrogatories, production, and admissions. Prepared motions in limine and motions for summary judgment for a pending case and prepared demand letters for accounts pending.

**Planning Engineer**

Northrop Grumman, Inc. Grand Prairie, Texas (Summer 2003)

Worked in Maintenance Planning & Controls division and served on Plant Energy Initiative Team. Completed cost analysis and budget review of plant utility, electric, and gas cost. Implemented action items and negotiated to reduce the company's annual cost with suppliers of utilities, electricity, and gas. Assisted in planning the plant shutdowns and performed energy audits.

**EDUCATION:**

**Texas Southern University, Thurgood Marshall School of Law**

Houston, Texas

Juris Doctor – May, 2006

Admitted to Texas State Bar – November, 2006

**Prairie View A&M University**

Prairie View, Texas

Bachelor of Science, Electrical Engineering – May, 2003

**INTERESTS/MEMBERSHIPS:**

Reading and Writing,  
Texas Young Lawyers Association,  
State Bar of Texas,  
Houston Lawyers Association,

**ACTIVITIES & COMMUNITY SERVICE:**

Board Member Homeless Coalition, Association of Women Attorneys, Houston Lawyers Association, Prairie

View Alumni Association, Texas Southern University Alumni Association, Intellectual Property Society, Society of Women Engineers (SWE), Institute of Electrical and Electronic Engineers (IEEE), Delta Sigma Theta Sorority, Inc.