

May 24, 2024,

Dear Ms. Benites,

I am writing to express my interest in the open positions on West Virginia's Jefferson County Commission and I present this cover letter and my attached resume as my application to either of the open districts.

I purchased our home at [REDACTED] in 2022 and have developed a deep understanding and appreciation of the opportunities our county has to offer.

I am particularly drawn to this experience to serve due to the County's dedication to navigating growth in our community.

Enclosed is my resume which details my Thirty-Three years as an Attorney and my work for the Federal Government, Loudoun County, Virginia, Government, and as a Member and Vice Chair of the Jefferson County, West Virginia Board of Zoning Appeals.

I appreciate your review of my credentials and the anticipated positive response as to my application.

Please note that my date of birth is [REDACTED] and that I am a member of the Republican Party.

Thank you again for your consideration.

Best,

Deirdre J. Catterton

[REDACTED]  
I



**Edwina Benites**

---

**From:** [REDACTED]  
**Sent:** Friday, May 24, 2024 2:16 PM  
**To:** Edwina Benites  
**Subject:** Re: Application for Commission vacancy

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Hi,

My apology as to the error in my email below.

I purchased our home in 2002.

Best,

Deirdre J. Catterton  
[REDACTED]

On Friday, May 24, 2024 at 02:12:06 PM EDT [REDACTED]

Good Afternoon,

Attached please find my cover letter and my resume for the vacant positions on the Jefferson County, West Virginia, County Commission.

If you have any questions, please do not hesitate to contact me at this email and/or via cell at [REDACTED]

Please confirm receipt of this email and attachments.

Best,

Deirdre J. Catterton



# Deirdre J. Catterton

25414

## EDUCATION

### **Juris Doctor**

HAMLIN UNIVERSITY SCHOOL OF LAW, St. Paul, Minnesota

### **Masters of Public Administration**

GEORGE MASON UNIVERSITY, Fairfax, Virginia

### **Bachelor of Arts – Government & Politics**

GEORGE MASON UNIVERSITY, Fairfax, Virginia

## CLEARANCE - Public Trust

United States Government, Department of Homeland Security – FEMA contractor –  
Federal Emergency Response Official

## EMPLOYMENT

### **Attorney – Orlans PC**

1602 Village Market Blvd SE #310, Leesburg, VA 20175

October 2022 - present

Lead District of Columbia (DC) Foreclosure attorney. Handle foreclosure status hearings and mediations. Review and revise all foreclosure pleadings, pre-foreclosure documents and documents to be recorded on the DC Land Records. Communicate with clients, opposing counsels, unrepresented Defendants, Third Party purchasers, settlement companies, and numerous government offices. Knowledgeable of DC Codes and the DC Superior Court Rules of Civil Procedure pertaining to all aspects of the foreclosure process. Drafted the firm's DC Judicial Foreclosure Standard Operating Procedure (SOP) as well as the Title SOP.

### **Pre Processor/ Pre Reviewer– Navy Federal Title Services**

21631 Ridgeway Circle Suite 265. Sterling, VA 20166

March 2020 – October 2022

Worked on all aspects of pre resale closings throughout multiple states, including but not limited to, obtaining mortgage payoffs, HOA dues, Front Foot Benefits Fees, and survey requests.

Worked on title review of all abstracts assigned for refinancing throughout multiple states. Found and identified to title curative team any and all encumbrances on the property, e.g., mortgage(s), unreleased Trusts, judgments and the like. Noted and received information on any Trust documentation, easements, additional parcels, lis pendens, prior foreclosures, and proper legal descriptions,

### **Senior Paralegal – Brock & Scott, PLLC (successor by merger to Stern & Eisenberg)**

7564 Standish Pl., Ste. 115, Rockville, MD 20855

October 2019 – March 2020

Title reviewer for all District of Columbia cases. Drafted Pleadings, efiled, and recorded Pleadings and documents respectively. Maintained attorneys/ District of Columbia Superior Court and Landlord Tenant Court calendars, updated case management system, and provided effective communication with clients.

**Senior Paralegal – Stern & Eisenberg**

22375 Broderick Dr., Ste. 235. Dulles, VA 20166

April 2019 – October 2019 (2019 – present Brock & Scott successor by Merger -

Worked directly for the Director of Litigation and the Chief Operating Officer as lead on special assignments regarding accounting matters. Analyzed, monitored, and reconciled accounts payables for litigation hourly and flat fee billing for legal services within twelve states and the District of Columbia. Audit Specialist in preparation of District of Columbia foreclosure accountings. Actively participated in month end close out in thirteen jurisdictions. Designed Standard Operating Procedure Manual for fee requests and approvals and case time management. Collaborated with System Administrator and IT to execute more efficient tracking of accounts payables and accounts receivables. Established and maintained relationships with clients, vendors, and appearance counsel to ensure retention. Drafted pleadings and filed for Virginia, West Virginia, District of Columbia, and Maryland Foreclosure matters.

**Senior Paralegal – Orlans PC**

1602 Village Market Boulevard SE, Suite 310. Leesburg, VA 20175

March 2017 – April 2019

Responsible for preparing draft correspondence and draft legal documents such as motions, complaints notices, orders and praecipes in accordance with instructions and prescribed procedures; finalized and ensured timely filing of legal documents with the courts including e-Filing. Maintained proper scanning/uploading of electronic versions of documents in electronic system and indexing and filing of hard copy legal documents and designated correspondence in the litigation/hearing files. Performed research including specifically internet, on-line dockets, people locator services as requested or required. Constant communication with clients of the company, court personnel, and opposing/debtors' counsel regarding the status of cases, ensured that client vendor websites were reviewed and updated daily in accordance with the company and client requirements. Prepared and sent outgoing communications via appropriate methods, including -e-mail, USPS, courier, facsimile, and overnight delivery. Responsible for proactively monitoring and timely notification of attorney of scheduled events as noted on the Legal Department Master Calendar and on the Outlook calendar of assigned attorney, including monitoring dockets and court dates, and scheduled appointments as requested. Prepared, updated and reviewed task reports daily and ensured timely completion of assigned tasks. Ensured compliance with fee approval authorization process of the company and its clients, and maintained hourly fee approval tracking spreadsheet for attorney.

**Paralegal – Document Manager - The Legacy Elder Law Center (The Clark Law Firm)**

107 South Street, Ste. E, Leesburg, VA 20175

October 3, 2016 – January 6, 2017

Assisted clients with Estate Planning matters, document crafting, interpretation, review, and analysis. Daily communication and interaction with clients, in person, via telephone, and/or email. Responsible for Document Management within the office. Active in retitling of client's real property. Involved with Medicaid and Veterans Affairs assistance matters.

**Field Representative/Case Worker - U. S. House of Representatives**

300 Foxcroft, Ste. 102, Martinsburg, WV 25401

February 2, 2015 - March 1, 2016

Assisted constituents in all aspects of Federal matters, including, but not limited to Social Security, Social Security Disability, Medicare/Medicaid, and a myriad of other issues including but not limited to Veterans Administration and Veterans Affairs. Handled appearances at Senior Centers and other mobile offices, e.g. libraries, around the District on behalf of the Congressman – many public appearances, etc. Available on a 24/7 notice to assist in matters pertaining to Congressional affairs.

**Budget and FOIA Coordinator - County of Loudoun**

1 Harrison Street, S.E., Leesburg, VA 20177

August 2012 – July 2014

- Coordinated and prepared Department budget and work plans
- Established procedures for and provided supervision of revenue collection and transmittal
- Oversight, management, and review of purchase contracts
- Lead the department's efforts in records retention and property records management
- Payroll liaison for Department
- Assisted with long and short term planning for the division consistent with the Board of Supervisors' Strategic Plan
- Handled all FOIA requests
- Coordinated administrative requirements of the State-wide Building Code and applicable Codified Ordinances of the County dealing with the Building Code and prepared Department's agenda items for and attended the Transportation and Land Use Committee meetings

**Bonds Management/Permits Team Leader – County of Loudoun**

1 Harrison Street, S.E., Leesburg, VA 20177

April 2008 – August 2012

- Assisted in the preparation of the Department budget and management plans by preparing Department budget
- Ensured adequate process were in place and ten member staff was trained and available to provide customer service related to the Building Code and Zoning Ordinances
- Payroll liaison for Department
- Assumed full responsibility for the Permit/Administration Division (including supervising twenty nine member staff) during the absence of the Assistant Director for Permit Issuance
- Handled all FOIA requests
- Department's Custodian of Records attesting to the authenticity of the Department's documentation
- Assisted in the submission of transmittals to the Treasurer's office
- Assisted with procurement, purchasing and payroll issues involving Department staff
- Managed and maintained Personnel Actions within the Department and conducted ScreeningOne credit and background checks for the Department on new hires in positions of trust

**Attorney/Settlement Officer – Key Title**

722 East Market Street, Ste. 101, Leesburg, VA 20176

January 2006 – March 2008

Real Estate\*

**\*Attorney/Settlement Officer – Stockman Title & Escrow, Inc.**

1 South King St, Leesburg, VA 20175

August 2002 – January 2006

Real Estate

- Conducted residential and commercial real estate settlements
- Handled title issues and probate matters
- Reviewed and resolved real property tax issues i.e. land use and elderly relief matters
- Interacted daily with clients, real estate agents, and lenders
- Dealt with foreclosure departments at lenders and work out departments at foreclosure law firms
- Reviewed titles and resolution of title related issues
- Handled all aspects of settlement from pre to post closing matters
- Handled all re sale settlements for the Loudoun County Affordable Dwelling Unit Program

**Attorney – Draper & Goldberg, PLLC/Tuscarora Title Corporation**  
803 Sycolin Road, Ste. 301, Leesburg, VA 20175  
January 2000 – August 2002

**Real Estate**

- Handled all serious title issues and title claims (pre-foreclosure and post-foreclosure stage)
- Opened and administered Probates in Maryland, Virginia, the District of Columbia and Delaware
- Reviewed surveys, judgments, title examinations, title commitments, title policies, and senior and junior liens on a daily basis
- Handled all tax and general creditor issues
- Monitored staff's small claim resolution progress
- Liaison between client and Title Insurer
- Handled Landlord - Tenant Docket at the District of Columbia Superior Court on a bi-monthly basis
- Conducted residential real estate and REO closings in Maryland, Virginia, and the District of Columbia

**BAR ADMISSIONS**

CURRENT:	THE DISTRICT OF COLUMBIA COURT OF APPEALS UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA	1993 – present (Active status)
(PAST:	THE SUPREME COURT OF THE STATE OF MINNESOTA	2023 – present (Active status) 1990 – 2020)

---

**COMPUTER SKILLS:**

---

Full knowledge of Microsoft Office (Word, Excel, and PowerPoint). Import understanding of Access. Proficient in the following software applications: RESWARE, JOBAPPS, FAMIS, LMIS, LOLA, WebLogis, Loudoun Clerk of the Circuit Court Intranet Public Access Web Service (Land Records), Bonds Admin, e-permitting, Personnel Actions, Budget Adjustments, Advertisement Requests, Performance Assessments, Request for Payment, Travel Reimbursement, Oracle, and Oracle Hyperion. Proficient in the following software programs: GOV/MAX, ACR, ecivis, Pictometry, Laserfische (Community Development and Accounting, ScreeningOne, Cyborg, IQ, elearning, Elderdox, Aspen Grove, Black Knight, Tempo, ADR, CaseAware, CaseWare, and Serengeti, CID.

**BOARD OF ZONING APPEALS JEFFERSON COUNTY, WEST VIRGINIA**

Alternate 2017-2018  
Member 2018-2021  
Vice Chairman 2021-2022

---

**REFERENCES UPON REQUEST**