

Elena Popova Baron

Professional Experience:

SENIOR COURT ATTORNEY to Civil Court Judge

January 2017 to Present—Kings County Civil Court

Assisting Judge sitting in commercial landlord/tenant, consumer credit transactions, no-fault law, small claims and other civil law parts. Drafting decisions and orders for Judge's signature and publication. Researching substantive and procedural areas of civil law in connection with motions, trials, and other court proceedings. Assisting in all phases of trial work, preparing jury instructions and verdict sheets. Conferencing cases with attorneys and pro-se litigants for settlement and/or trial preparation in Commercial Landlord/Tenant part and Small Claims Court. Serving as a mediator and an arbitrator in Small Claims cases. Reviewing commercial landlord/tenant warrants for statutory compliance. Addressing ex-parte matters. Managing Judge's calendar. Responding to written attorney/pro-se communications with Judge's Chambers. Preparing monthly attendance, thirty day and quarterly reports.

PRINCIPAL LAW CLERK to Supreme Court Justice

January 2015 to December 2016—Kings County Supreme Court

Helped to resolve a year worth of back log in chambers from very busy Individual Assignment System ("IAS"), residential and commercial foreclosure court parts with cases involving disputes over \$25,000 while keeping all the interim reports clear. Converted the part from submit to an oral argument part. Decreased number of motions on the motions calendars in half by hearing and preparing written orders on all ready cases as well as conferencing cases to resolution in the courtroom.

Day to day duties include conferencing cases and hearing arguments on all ready motions in the IAS and the commercial foreclosure parts. Drafting orders for judge's signature on motions and bench trials. Conducting residential foreclosure conferences after cases are escalated from the foreclosure referees. Conducting pre-trial and charge conferences with counsel, preparing jury instructions and verdict sheets for jury trials. Researching substantive and procedural areas of civil law in connection with motions, trials, and other court proceedings. Reviewing settled orders on notice for judgments of foreclosure and sale, orders of reference and receiver appointments and discharges for compliance with substantive and procedural laws. Responding to written communications with Judge's Chambers. Preparing quarterly reports.

SENIOR COURT ATTORNEY to Acting Supreme Court Justice

Elena Popova Baron

January 2010 to December 2014--Kings County Civil Court
January 2009 to December 2010—Richmond County Civil Court

Helped to resolve a year worth of backlog in chambers. Assigned to parts in the no-fault law, commercial real estate transactions, consumer credit cases and guardianship matters. Daily responsibilities included drafting decisions and orders for judge's signature and publication. Helped to publish over fifty (50) cases on line, thirteen (13) cases in the Official Reporter (NY Miscellaneous Reports) and over thirty (30) cases in the New York Law Journal. Conferenced for settlement complex matters in the commercial landlord/tenant part and small claims with attorneys and unrepresented litigants. Researched substantive and procedural areas of civil law in connection with motions, trials, and other court proceedings. Assisted in all phases of trial work including preparation of jury instructions and jury verdict sheets. Reviewed commercial landlord/tenant warrants for statutory compliance. Reviewed court examiners' settlements of guardianship accounts, drafted decisions after guardianship hearings and reviewed guardianship filings for compliance. Addressed ex-parte matters. Established an internship program in chambers. Supervised and trained legal interns year round. Managed Judge's calendar. Prepared reports.

INHOUSE GENERAL COUNSEL

The Bokee Group, Inc

May 2006-December 2008—New York, NY

Lead international trade and customs practice. Oversaw foreign and domestic staff. Prepared and negotiated domestic and international agreements with domestic and foreign corporate entities. Oversaw compliance of US Customs and Board Protection laws. Analyzed Harmonized Tariff Schedule of the United States. Assessed and determined appropriate tariff classification, valuation and country-of-origin markings.

Educational Background:

Juris Doctorate

Brooklyn Law School—2005

Federal Judicial Internship: United States District Court, S.D.N.Y., Hon. Kevin Thomas Duffy, New York, NY

Work: Merrill Lynch, Oppenheimer & Co., Donahue & Partners LLP

Publication: "Trading on the Pink Sheets, the Lesson of Yukos Oil," New York State Bar Association, Vol. 79, No. 7

Bachelor of Arts

New York University, College of Arts and Science—2001

Major: Political Science/Computer Science Applications Minor

Honors: NYU Merit Scholarship Award, Dean's List

Work/Community Involvement: Vice President at the International Research Center; Italian American Civil Rights League

High School--Rabun Gap Nacoochee School, Rabun Gap, GA—1996

Elena Popova Baron

Awards & Publications:

NEWS LETTER EDITOR, Brooklyn Women's Bar Association; Brooklyn, New York
2013-2015

LEGAL WRITER, Brooklyn Barrister, Brooklyn, New York 2011-2013
Author of the Roll Call Column—a monthly newspaper column for the Brooklyn Bar Association
Analyzed Appellate Division Disciplinary Actions. Summarized Appellate Division Court cases involving attorney disbarment, censure, suspension and reinstatement.

BROOKLYN BARRISTER EDITORIAL BOARD, Brooklyn Bar Association, Brooklyn, NY
2011-2013

CO-AUTHOR: "Chapter on Tax Aspects of Mergers and Acquisitions," *Taxation of Corporate Transactions: A Handbook for Business Lawyers*, ABA (2008)

Professional Associations:

Brooklyn Women's Bar Association
Brooklyn Bar Association
New York State Bar Association, Real Property Section
Association of Small Claims Arbitrators
New York County Lawyers Association
American Bar Association

Volunteer Work and Community Involvement

EXECUTIVE BOARD MEMBER
NYSCALA Citywide Association of Law Assistants of the Civil, Criminal and Family Courts in the City of New York

The Association represents Court Attorneys who work for judges who sit in Civil, Housing, Criminal, Family and Supreme Court in all five boroughs of the City of New York. The Association currently has 470 active members and retirees.

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BOARD MEMBER

Brooklyn Community Board 14

Education, Libraries & Cultural Affairs Committee

Working with the Members of the Board, community residents and business owners, local elected officials, city agencies, and other institutions within the District. Participating in committee meetings and public hearings on proposals affecting the local community such as, enlarging houses, building new community facilities, establishing group homes for the developmentally disabled, improving commercial areas, and making other land use changes.

PARTICIPANT OF THE CB14 YOUTH CONFERENCE 2017—Representative of the NYS Unified Court System

The event hosted over 75 NYC agencies, businesses and community organizations offering, *inter alia*, jobs, internships, volunteer opportunities, after school programs, and college information to the hundreds of young people ages 12-21.

VOLUNTEER ARBITRATOR and MEDIATOR,

Civil Court, Small Claims Part, Richmond and Kings Counties, New York --January 2009 to Present

Presiding over trials and inquests by arbitration. Conferencing cases for settlement.

MEMBER OF THE SOUTH MIDWOOD RESIDENTS ASSOCIATION

The South Midwood Resident's Association was founded in 1901 and is one of the oldest active community organizations in the country.