



## Cara H. Jarrell | Of Counsel

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**LICENSURE** KY  
**EDUCATION** J.D. University of Louisville, Brandeis School of Law

Cara Jarrell has a diverse practice with a primary focus in the area of business litigation. Ms. Jarrell plays a vital role in litigation matters through her experience with the review, identification, and analysis of electronically stored information.

Participating in the Center for Nonprofit Excellence, Ms. Jarrell has experience providing services to a variety of local and regional nonprofits, providing start-up advice, policy and procedure development, litigation avoidance counseling, board governance, and being a trusted advisor when day-to-day legal questions arise. Ms. Jarrell is the former Executive Director of the Department of Revenue, Office of Property Valuation for the Commonwealth of Kentucky where she directed and managed employees in all types of personnel matters. She also assisted in drafting regulations and reviewing proposed legislation.

### REPRESENTATIVE EXPERIENCE

Assisted nonprofit clients with issues related to governance, including board member education regarding legal duties and responsibilities, conflicts of interest guidance, and adherence to bylaws

Directed nonprofit organization management on day-to-day issues, including the development and enforcement of employment policies

Assisted nonprofit organization in its initial formation, including all required state, local, and federal document submissions

Drafted legally compliant governing documents, including articles of incorporation, bylaws, and conflict of interest policies

Reviewed mid-sized and large-scale electronic and hard copy documents to expeditiously synthesize information to provide refined collections of data to litigation teams for use in case development

Reviewed and analyzed legal issues involving medical device litigation and class action suits involving product liability to assist in preparation of expert witness deposition testimony

Analyzed documents in business litigation, product liability litigation, tort and insurance defense and antitrust litigation for relevance, privilege, confidentiality and sensitivity and provided summarized information in a workable form to assist in the discovery process

Drafted regulations and reviewed proposed legislation

Presented an oral argument involving a labor and employment dispute before the United States Court of Appeals for the Sixth Circuit

## **WORK EXPERIENCE**

- 2014 Steptoe & Johnson PLLC
- 2008-2014 Frost Brown Todd
- 2007 Executive Director, Department of Revenue, Office of Property Valuation, Commonwealth of Kentucky
- 2006-2007 Director, Department of Revenue, Division of State Valuation, Commonwealth of Kentucky
- 2005-2006 Assistant Counsel, Commerce Cabinet, Kentucky Department of Fish and Wildlife Resources, Commonwealth of Kentucky
- 2003-2005 Assistant County Attorney, Jefferson County Attorney's Office
- 2002-2004 Isaacs & Isaacs, PSC

## **MEMBERSHIPS AND AWARDS**

### **PROFESSIONAL**

- Kentucky Bar Association
- Louisville Bar Association
- Brandeis Law Journal

### **INDUSTRY/CIVIC**

- Leadership Kentucky, Class of 2017
- Citizens Foster Care Review Board Member