

# JO ELLEN DARDICK LEWIS

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**EDUCATION**      **Georgetown University Law Center**, Washington, D.C.  
J.D., May 1986

**Honors:** Executive Editor - American Criminal Law Review  
Dean's Award for Service to GULC (1986)  
American Business Women's Scholarship  
Samuel Thurman Educational Foundation of St.  
Louis Scholarship

**University of Missouri**, Columbia, Missouri  
M.Ed., Special Education, August 1979  
B.S.Ed., Special Education, *cum laude*, 1978

**Honors:** Dean's Honor List  
Graduate Teaching Assistantship

**BAR MEMBERSHIP**      District of Columbia, December 1987  
Maryland, November 1986  
Missouri, February 1995

## SPECIALTY DESIGNATIONS AND AWARDS:

**Reviewer - Fulbright Scholar Applications** – 2017 - present  
Council for International Exchange of Scholars

**Recipient – Fulbright Senior Scholar Grant** – April-May 2010  
Fudan University School of Law – Shanghai, China

**Certificate – Women's Leadership Forum** – April 2014  
Washington University in St. Louis – Olin Business School

## PUBLICATIONS

June 2017      Telling Your Story: A Step-by-Step Guide to Drafting Persuasive  
Legal Resumes and Cover Letters, Carolina Academic Press

June 2010      *Legal Writing Programs in Korean Law Schools: Possible Structures  
and Resources*, 10 J. KOREAN LAW 381 (2010)

December 2009      *Developing and Implementing Effective Legal Writing Programs in  
Korean Law Schools*, 9 J. KOREAN LAW 125 (2009)

## TEACHING AND ADMINISTRATIVE EXPERIENCE

1995 - Present      **Washington University School of Law**, St. Louis, MO  
**Professor of Practice and Director of Legal Practice Program.**  
Revised entire Legal Practice (LP) (legal writing) program. Developed

and analyzed on-line survey to measure effectiveness of program. Drafted reports and conducted various presentations to faculty regarding LP program development. Develop syllabus for writing component of program. Hire, train and evaluate Professors of Practice to teach LP. Evaluate Professors of Practice on an on-going basis and draft evaluation reports for Dean. Coordinate with research professors to develop research component of program. Coordinate programs of Career Services Office and Student Services for the benefit of first year law students.

Courses taught: Legal Practice I and II; Introduction to United States Law – Legal Writing; Advanced Legal Writing; Real Estate Practice and Drafting; and Wiley Rutledge Moot Court.

Legal Practice I and II: Develop and implement Legal Practice course for 1L students. Lecture entire class and facilitate small group workshop classes. Meet with students on an individual basis in connection with writing projects. Supervise three upper-class law students who assist in problem development for program.

Introduction to United States Law - Legal Writing (On-Line Degree Program): Developed and taught course for LLM in U.S. Law offered on-line through innovative program, @WashULaw. Responsible for developing course curriculum, including asynchronous and synchronous materials and teaching cohorts of international students.

Advanced Legal Writing: Developed and implemented advanced writing course. Course designed to provide students with practice in several methods of legal writing and drafting. Incorporated a variety of legal documents into writing projects involving litigation, contract law, real estate law, and trusts and estates. Emphasized working with students on an individual basis to critique and improve their writing skills.

Real Estate Practice and Drafting: Developed and implemented real estate practice and drafting course. Course is a theory and practice course, combining the study of substantive law with practical application, drafting and problem solving. Course covered residential and commercial real estate transactions. Students required to discuss and role play the relative positions and motivations of the seller and purchaser, lessor and lessee, as applicable in the acquisition, financing and leasing of residential and commercial real estate.

Wiley Rutledge Moot Court: Served as faculty co-advisor for student led moot court program. Responsible for lecture component on appellate brief writing and oral argument. Assisted in selecting student board, problem development and selection of final judges, such judges usually from federal district or appellate courts.

June 2014

**Aoyama Gakuin University – Law School, Tokyo, Japan**

**Visiting Professor - Special Lecture in Modern Law: Current Topics in United States Law – Contracts and Fundamental Principles of United States Law**

Invited to teach a graduate law course and an undergraduate law course. Developed and taught graduate law course focusing on U.S. contract law, including drafting contracts, contract negotiations and drafting settlement agreements. Undergraduate law course focused on the American judicial system, with an emphasis on practicing law in the United States.

May-June 2012

**Aoyama Gakuin University – Law School, Tokyo, Japan  
Visiting Professor - Special Lecture in Modern Law: Current Topics in United States Law – Torts and Fundamental Principles of United States Law**

Invited to teach a graduate law course and an undergraduate law course. Developed and taught graduate law course focusing on U.S. tort law, including tort reform, settlement of tort claims and drafting settlement agreements. Undergraduate law course focused on the American judicial system, with an emphasis on practicing law in the United States.

April-May 2010

**Fudan University School of Law, Shanghai, China**

Fulbright Senior Scholar invited to teach Global English to PhD and LLM law students and Intentional Torts to undergraduate law students. Graduate courses focused on communication with U.S. lawyers on behalf of Chinese clients doing business in the U.S. Undergraduate course focused on an introduction to U.S. tort law, including elements of, and defenses to, intentional torts. Course also included examples of written communication, including client letters and settlement agreements in connection with a hypothetical negligence case.

July 2009

**Seoul National University – School of Law, Seoul, South Korea  
Korean Association of Law Schools**

Invited to design and present a three-day workshop for South Korean law schools on developing and implementing effective legal writing programs. Topics covered included: 1) Basics of Teaching Legal Writing, including Designing Effective Assignments and Course Syllabi; 2) Teaching Techniques; 3) Critiquing Assignments; 4) Conferencing with Students; 5) Program Structure and Resources; 6) Taking Legal Writing to the Next Level – Clinical Education Programs; and 7) Teaching Students the Skill of Oral Presentation of Research Results. Attendees included law faculty and Deans from various South Korean law schools.

June-July 2009

**Aoyama Gakuin University – Law School, Tokyo, Japan  
Visiting Professor - Special Lecture in Modern Law: Current Topics in United States Law – Business Regulation and Contracts and Fundamental Principles of United States Law**

Invited to teach a graduate law course and an undergraduate law course. Developed and taught graduate law course focusing on

contract law, including the enforceability of contract clauses, considerations of contract disputes, settlement of contract claims and drafting settlement agreements. Undergraduate law course focused on the American judicial system, with an emphasis on practicing law in the United States.

September-October  
2008

**Universade Catolica Portuguesa – School of Law,  
Lisbon, Portugal  
Faculty – LL.M. Catolica Advanced Master of Laws  
International Business Law – Competition Law  
Global Legal Studies – Masters of Law  
Lawyering Skills I – English Legal Writing**

**Lawyering Skills II – Legal Research - United States Law**  
Invited to teach in LL.M. programs to practicing attorneys and graduate law students who had just matriculated to the Global Masters program. Developed and taught courses designed to enhance foreign lawyers' understanding of objective and persuasive analysis and writing, transactional drafting and legal research sources to create a base of knowledge in United States law that would allow foreign lawyers to converse with U.S. lawyers regarding legal issues affecting clients doing business in the United States.

August 2008

**Seoul National University School of Law, Seoul, Korea  
Korean Association of Law Schools  
Lectures: Process Oriented Approach to Teaching Legal  
Research, Analysis and Writing**

Invited to give a series of lectures to faculty members of Seoul National University School of Law and other law schools in South Korea designed to teach such faculty how to develop and teach courses, including legal analysis and legal writing, that are required curriculum in new graduate law program to commence in Spring 2009 in South Korea.

June - July 2006

**Aoyama Gakuin University – Law School, Tokyo, Japan  
Visiting Professor - Fundamental Principles of United States Law  
and Special Lecture in Modern Law: Current Topics in United  
States Law**

Invited to teach an undergraduate and a graduate course to law students. Developed and taught courses regarding objective and persuasive legal analysis using state and federal law. Focused on first amendment in graduate law class.

June - July 2005

**Aoyama Gakuin University – Law School, Tokyo, Japan  
Visiting Professor - U.S. Real Estate Transactions**

Invited to teach a course on U.S. Real Estate transactions to graduate law students. Developed and taught course regarding methods of structuring and financing basic real estate transactions in the United States. Included material comparing and contrasting the Japanese real estate system with the American system.

**Guest Lecturer for Graduate Tax Law Course.** Lectured on the tax implications of selected U.S. real estate transactions to graduate law students. Included material regarding tax implications with respect to real estate transactions conducted by individuals and corporate entities. Lecture involved theoretical and practical implications regarding U.S. tax treatment of transactions.

## **PRESENTATIONS**

- September 2017 **ABA Section on Commercial Litigation Roundtable (Webinar)**  
Panelist: “Taking Control of Your Professional Life”
- July 2017 **Association of Legal Writing Directors Biennial Conference – Hosted by University of Minnesota Law School, Minneapolis, MN**  
Presentation: “Celebrating Diversity by Encouraging Students to Discover, Highlight, and Share Their Uniqueness”  
Panelist: “Collaboration between Legal Writing and Other Law Departments”
- December 2015 **Legal Writing Institute One-Day Workshop – Hosted by Washington University School of Law**  
Organized workshop and gave opening remarks
- September 2015 **Central States Area Legal Writing Conference – Hosted by St. Louis University Law School, St. Louis, MO**  
Panelist – “Teaching: Our Favorite Things and Greatest Hits”
- May 2015 **Global Legal Skills X – Hosted by John Marshall Law School, Chicago, IL**  
Presentation – “Distance Learning: Developing On-Line Courses with Particular Attention to Courses for International Lawyers and Students”
- June 2014 **Aoyama Gakuin University Law School, Tokyo, Japan**  
Presentation for Law Faculty - “Developing and Teaching an On-Line Legal Writing Course for International Lawyers”
- May 2014 **Global Legal Skills IX – Hosted by University of Verona Law School, Verona, Italy**  
Presentation – “Teaching and Learning from Today’s Teachers and Tomorrow’s Learners: Lessons from Around the Globe”
- December 2013 **Legal Writing Institute – One-Day Workshop at St. Louis University Law School – “The Evolving Legal Classroom” St. Louis, MO**  
Presentation – “Expanding the LRW Curriculum: Advanced Legal Writing with Practitioners”
- June 2013 **Association of Legal Writing Directors – 2013 Biennial Conference hosted by Marquette University Law School, Milwaukee, WI**  
Presentation - “Promoting Faculty and Your Program Through Faculty Evaluations”

Panelist – Innovative Teaching Workshop

- December 2012 **Legal Writing Institute – One-Day Workshop at New York Law School – “Teaching Legal Research and Writing for a ‘Practice Ready’ Job Market” - New York, NY**  
Panelist – “There’s Nothing ‘Soft’ About Professional Development, Cultural Competency, Ethics and Social Justice”
- June 2012 **Waseda University Institute of Clinical Legal Education – Waseda University Law School, Tokyo, Japan**  
“Clinical Legal Education: Training Future Practitioners”
- May 2011 **Global Legal Skills VI – Hosted by the John Marshall School of Law – Chicago, IL**  
“Teaching the Teachers: Lessons from Around the Globe”
- January 2011 **American Association of Law Schools Annual Conference – Teaching Methods Section – San Francisco, CA**  
“From the Classroom to the Conference Room – Teaching Law Students the Essential Skill of Oral Communication”
- December 2010 **Legal Writing Institute – One-Day Workshop for Adjunct Professors and New Legal Writing Professors – Washington, D.C.**  
Panelist – “Nuts and Bolts of Teaching Legal Writing – Developing Assignments and a Syllabus”
- February 2010 **Global Legal Skills Conference V – Facultad Libre de Derecho de Monterrey – Monterrey, Mexico**  
“Teaching Legal Skills to International Faculty and Students”
- December 2009 **Legal Writing Institute – One-Day Workshop for Adjunct Professors and New Legal Writing Professors – New York, New York**  
Panelist – “Nuts and Bolts of Teaching Legal Writing – Developing Assignments and a Syllabus”
- July 2009 **Korea University – School of Law Seoul, South Korea**  
“Clinical Legal Education: Developing and Implementing Clinical Education Programs”
- July 2009 **Waseda University – Graduate School of Law Tokyo, Japan**  
“Teaching Students the Skill of Oral Presentation of Research Results: A Renewed Emphasis in American Law Schools”
- June 2007 **Association of Legal Writing Directors - 2007 Biennial Conference University of Denver Sturm College of Law – Denver, Colorado**  
“Creating a Ten-Year Strategic Plan for Your Program”
- July 2006 **Aoyama Gakuin University Law School – Tokyo, Japan**

Presentation for Law Faculty: “Eminent Domain Before and After *Kelo v. City of New London*”

- September 2005 **Central States Region Legal Writing Conference**  
**Indiana University School of Law - Indianapolis**  
Presentation: “Teaching Law in a Foreign Country”
- June 2005 **Washington University School of Law Alumni Lectures**  
**Whitney R. Harris Institute for Global Legal Studies**  
**Tokyo, Japan**  
Presentation: “Japanese Investment in U.S. Real Estate”
- July 2003 **Association of Legal Writing Directors**  
**University of Windsor - Windsor, Canada**  
Presentation: “Leadership Through Information: Using Data from On-Line Surveys to Evaluate, Refine, and Build Support for a Legal Writing Program”
- December 2001 **Central Region Conference on the Teaching of Legal Research, Analysis & Writing**  
**DePaul College of Law - Chicago, Illinois**  
Presentation: “Talking is Thinking in the Air (Organizing Your Thoughts Before Speaking or Writing)”
- July 2000 **Legal Writing Institute**  
**Seattle University School of Law - Seattle, Washington**  
Presentation: "Teaching Students to Orally Present Legal Research and Analysis"
- September 1999 **Central Region LRW/Lawyering Skills Conference**  
**University of Missouri - Kansas City School of Law – Kansas City, Missouri**  
Presentation: "Teaching Ethics in Legal Writing"
- June 1998 **Legal Writing Institute**  
**University of Michigan Law School - Ann Arbor, Michigan**  
Presentation: "Process Oriented Approach to Legal Analysis and Writing"
- May 1998 **Center for Environmental Education and Training**  
**Saint Louis University School of Public Health**  
Moderator: "Environmental Concerns in Residential Real Estate"

## **LEGAL EXPERIENCE**

- 1997 - Present **Law Office of Jo Ellen D. Lewis, Esquire, St. Louis, MO**  
**Solo Practitioner.** Practice focuses on high-end residential and commercial real estate development, purchase and sale, lease and finance. Negotiated and drafted agreement for sale of undeveloped property to major retailer on behalf of seller. Negotiated construction contract for \$2M+ residential construction. Represented various sellers and purchasers in high-end residential transactions. Negotiate and draft office leases on behalf of health-care professionals.

- 1988 - 1994 **Tucker, Flyer & Lewis**, Washington, D.C. (45 attorneys)  
**Senior Associate.** Sophisticated commercial real estate and general business practice. Negotiated and documented improved and unimproved real estate sales and acquisitions. Represented landlords and tenants in major lease negotiations. Represented lenders and borrowers in secured and unsecured loan transactions.
- 1986 - 1988 **Morrison & Foerster**, Washington, D.C. (250+ attorneys)  
**Associate.** Sophisticated commercial real estate, corporate transactional and financial services practice. Drafted various commercial real estate documents. Legislative work in the consumer credit area included drafting floor documents and "Dear Colleague" letters. Financial services practice involved researching and advising major banks regarding federal regulations and monitoring federal legislation and proposed regulations.
- Summer 1984 **The Honorable Irma S. Raker, Circuit Court of Montgomery County, Maryland. Judicial Intern.** Researched and drafted opinions involving civil and criminal law and provided trial support.
- 1984 - 1986 **Georgetown University Law Center**  
**Head Tutor.** Tutored first year law students in all subject areas and prepared and edited legal writing assignments

## **PROFESSIONAL AND COMMUNITY APPOINTMENTS AND ASSOCIATIONS**

**Member – Washington University C2RG Meeting Group (cross campus discussion group focused on improving higher education) (2017 – present)**

**Member – Strategic Planning Committee – Covenant Place St. Louis (HUD senior housing community) (2015-present)**

**Member – Executive Committee of the American Association of Law Schools (AALS) Section on Legal Writing, Reasoning and Research (2011-2013)**

**Member – Global Skills Committee – Legal Writing Institute (2010-2012)**

**Co-Leader – Mentoring Committee – Legal Writing Institute (2010 – 2012)**

**President (2005-2006) and Member of Board of Directors (1999 – 2001, 2004-2005, 2007-2009)**

**Association of Women Faculty - Washington University  
 St. Louis, Missouri**

**President (2006-2007) and Membership Chair (2005-2006) Clayton High School Football Parents Booster Club**

**Chairperson - Scholarship Committee (1999-2010)**



**Brith Sholom Kneseth Israel Congregation  
St. Louis, Missouri**

**Member - Strategic Issues Committee for the City of Clayton, MO  
(1999-2003) - Appointed by Mayor Frank Kenney**

**Chairperson (1996-1998) JCCA/BSKI Congregation Children's  
Activity Center  
St. Louis, Missouri**

**Chairperson of Scholarship Committee (1998-1999) -  
Commercial Real Estate Women of St. Louis**

**Chairperson (1993-1994) - Forest Glen Sector Plan Citizens  
Advisory Committee - Silver Spring, Maryland  
Appointed by the Montgomery County Planning Board**

**OTHER PROFESSIONAL EXPERIENCE**

Winter 1983      **The Honorable Thomas F. Eagleton, United States Senator  
Intern/Speech Writer.** Conducted research and wrote speech  
regarding Harry S. Truman's senatorial career and prepared  
memorandum regarding areas of concern in public education.