

City of Crossville  
Municipal Court Judge and Administrative Hearing Officer  
RFQ Summary  
OPEN: 9/14/2023  
CLOSED: 9/29/2023 4:00PM

***ATTORNEY***

***Current/Past EXPERIENCE SUMMARY***

Nathan Clouse	Nathan Clouse, Attorney at Law	63 Taylor Avenue Crossville, TN	<ul style="list-style-type: none"> <li>• Nathan Clouse, Attorney at Law: Criminal, family, juvenile, real estate, probate and civil law, purchase agreements for residential and commercial properties, employment contracts, landlord/tenant issues</li> <li>• Acute Care Clinics of America, LLC: CFO/Chief Legal Counsel</li> <li>• One Bank of Tennessee: Compliance officer reviewing federal and state laws for lending, review loan documents, tax returns and financials, sales contracts, title work, ownership documents, liens</li> <li>• Lansford &amp; Stephens, CPA's: Staff accountant</li> </ul>
Tiffany S. Lyon	Tiffany S. Lyon, Attorney at Law	231 East First Street Suite 102 Crossville, TN	<ul style="list-style-type: none"> <li>• Tiffany S. Lyon, Attorney at Law: Civil claims, personal injury, social security disability, land contracts, deeds, estates, settlement negotiations</li> <li>• Administrative Hearing Officer Alternate: City of Crossville</li> <li>• Middle District of Tennessee Federal Court Admission</li> </ul>
Kevin D. Poore	Boston & Poore	60 North Main Street Crossville, TN	<ul style="list-style-type: none"> <li>• Boston &amp; Poore: General law practice, assisting with county and municipal government issues</li> <li>• Crossville Housing Authority Hearing Officer</li> <li>• Law office of Kevin Poore: Private practice, general law</li> <li>• Assistant District Attorney for 13<sup>th</sup> Judicial District: Prosecution of felony and misdemeanor cases</li> </ul>

City of Crossville  
Municipal Court Judge and Administrative Hearing Officer  
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Hayden T. Shadden	Law Office of Hayden T. Shadden	79 North Main Street PO Box 465 Crossville, TN	<ul style="list-style-type: none"> <li>• Law Office of Hayden T. Shadden: Tax/estate planning, mergers and acquisitions, employment law, corporate law, civil litigation, probate</li> <li>• Hale &amp; Hale Attorneys at Law: General practice, accounting with focus on corporate law, probate, estate planning, tax planning and real estate</li> <li>• Office of Legal Counsel, University of Memphis: Law Clerk</li> <li>• United States House of Representatives: Legislative Intern</li> <li>• Lamar Alexander for Senate: Field Representative</li> </ul>
Jeffrey A. Vires	Burnett Law	300 Thurman Avenue Crossville, TN	<ul style="list-style-type: none"> <li>• Burnett Law: Criminal law, family law, wills, estates and civil</li> <li>• Cecil W. Laws, Attorney at Law</li> <li>• Gillenwater &amp; Laws</li> <li>• Judge Advocate General (JAG) United States Air Force</li> </ul>
Brett A. York	Brett York, Attorney at Law	PO Box 3044 Crossville, TN	<ul style="list-style-type: none"> <li>• Brett York, Attorney at Law: Private practice</li> <li>• Law Office of Stanley Roger York: Law clerk</li> <li>• Cumberland Medical Center Chief Legal Counsel</li> </ul>

**BRETT A. YORK**  
**Attorney at Law**  
**931-261-6150**

September 29, 2023

Mr. R. J. Crawford  
Crossville City Mayor  
392 North Main Street  
Crossville, TN 38555

RE: Application for Crossville City Judge

Dear Mayor Crawford,

I am submitting my application to fill the position of Judge for the City of Crossville. I was born and raised in Cumberland County and have worked in the legal community for over 30 years. I worked for Cumberland Medical Center as Chief Legal Counsel for approximately 15 years which gave me invaluable experience in administrative duties working in a similar system.

I have sat as Judge well over 100 times in various courts in Cumberland County for the late Honorable James A. Bean and the late Honorable Larry M. Warner. As a result of this experience along with my numerous years of private practice, I think this uniquely qualifies me for this position. I am very familiar with our local legal system, clerks, attorneys, and judges in our district. I feel this will allow me to be fair and knowledgeable as a sitting judge. I have experience in appellate courts as well. I have Mediation certifications in both General Civil and Domestic Relations.

I am currently focusing my practice on Mediations and Arbitration, so my schedule is open to fill the position of Crossville City Judge immediately.

I appreciate your consideration of me for this position and am enclosing my resume for your review. Please feel free to contact me should you have any questions.

Sincerely,

  
Brett A. York

**BRETT A. YORK**  
**Attorney at Law**

**POST OFFICE BOX 3044**  
**CROSSVILLE, TENNESSEE, 38557**  
**(931)-261-6150**  
**e-mail- [brett.york@brettayorklaw.com](mailto:brett.york@brettayorklaw.com)**

**PERSONAL:**

Born: Crossville, TN October 18, 1968  
Marital Status: Married (Wife: Melissa A. York-Cosmetologist/Aesthetician)  
Children: Stanley Michael York -Business Owner  
                  Shawn David York - Insurance Agent  
Stepchildren: Alexandria Nicole Angel -Radiology Technician  
                  Michael Brandon Tollett -Electrical Lineman/Journeyman  
                  Casey Blake Hepburn -Student Stone Memorial High School

**EDUCATION:**

Cumberland County High School 1986  
  
Tennessee Tech University 1990  
  
Nashville School of Law 1995  
  
Admitted to Practice Law October 1995  
  
Certified Mediator in Domestic Relations - December 2022  
Certified Mediator in General Civil - May 2023

**PROFESSIONAL PRACTICE:**

Law Office of Stanley Roger York - Law Clerk 1989-1995  
  
Private practice of law October 1995 to current

**Licensed to Practice:**

All Tennessee Courts  
United States District Court Middle District for Tennessee

LAW OFFICE OF

Hayden J. Shadden

September 27, 2023

Leah Crockett, Human Resources Manager  
Crossville City Hall  
392 North Main Street  
Crossville, Tennessee 38555

Re: Municipal Court Judge and Administrative Hearing Officer Position

Dear Leah:

I am writing to express my interest in the position of Municipal Court Judge and Administrative Hearing Officer for the City of Crossville, Tennessee. With deep roots in Crossville and a profound connection to its community and public service, I am excited about the opportunity to serve as the Municipal Court Judge and Administrative Hearing Officer for the City.

Having grown up in Crossville and being part of a family with a longstanding history in this city and state, I have witnessed the unique challenges and opportunities that our community faces. This connection has instilled in me a deep commitment to the well-being of Crossville and its residents.

My educational background includes a Bachelor of Science in Political Science, *summa cum laude*, from Tennessee Technological University and a Juris Doctor degree from the University of Memphis Cecil C. Humphreys School of Law. During my law school career, I clerked for the University of Memphis's Office of Legal Counsel where I worked extensively with employees, their counterparts, and university administration in administering, reviewing, and deciding matters relating to the Uniform Administrative Procedures Act (UAPA) within the system on various issues. Upon completing my legal studies, I made the deliberate choice to return to Crossville to practice law. Since then, I have established my own private practice, with two office locations, which has since thrived. With two offices, one in Crossville and one in Fairfield Glade, my law practice predominantly focuses on civil law. This extensive experience in civil law has equipped me with a solid foundation in legal principles and procedures that will be invaluable in the role of Municipal Court Judge and Administrative Hearing Officer.

I am particularly drawn to the responsibilities outlined in the City Charter for the Municipal Court Judge, including imposing fines, costs, and forfeitures; enforcing city ordinances; and maintaining order in court. It is my belief that a Municipal Court Judge must possess a deep commitment to fairness, ethics, and the rule of law. I take pride in my reputation for upholding these principles throughout my legal career and the ethical responsibility imposed on me by the

LAW OFFICE OF

Hayden T. Shadden

Board of Professional Responsibility, Tennessee Supreme Court, Tennessee State Constitution and the United States Constitution.

Furthermore, the exclusive authority granted to the City Judge to remit or suspend fines and costs aligns with my commitment to applying justice with discretion, equity, fairness, and always with the best interests of the City and community in mind and the law and facts first.

In conclusion, I am eager to bring my legal expertise, experience, strong ties to Crossville, and unwavering dedication to ethical and fair judicial practices to the role of Municipal Court Judge and Administrative Hearing Officer for the City of Crossville. I am confident that my background and values align seamlessly with the requirements and expectations of this position.

Enclosed you will find a resume with my qualifications and experiences listed and a list of professional references. I look forward to the opportunity to discuss, in detail, how my qualifications and experience make me the strongest candidate for this role. Please feel free to reach out to me at 931-787-5455 or [hayden@haydenshadden.com](mailto:hayden@haydenshadden.com) should you have any questions.

Sincerely,

Hayden T. Shadden

# HAYDEN THOMAS SHADDEN

79 N. Main Street • Crossville, TN 38555  
931-787-5455 • [hayden@haydenshadden.com](mailto:hayden@haydenshadden.com)

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## EDUCATION

### **The University of Memphis, Cecil C. Humphreys School of Law**, Memphis, TN

*Juris Doctor*, May 2020

Activities: Member, Phi Alpha Delta Law Fraternity  
Member, Tennessee Association of Criminal Defense Attorneys  
Member, Association of Woman Attorneys

Seminar/Dissertation Title: The Modern Family: Equality for Fathers in the Determination of Legal Parentage in Surrogacy Arrangements Post-Obergefell

Licensure Date: *TN Supreme Court*, BPR 038751, *COVID-19 Emergency Licensure*, May 2020 and *full bar admittance*, December 2020.

### **Tennessee Technological University**, Cookeville, TN

*Bachelor of Science*, Political Science, *summa cum laude*, December 2016

GPA: 3.94/4.00

Honors: Dean's list each semester, Pi Sigma Alpha

Activities: Member, Pre-Law Society  
Member, Collegiate Model United Nations  
Senator, Student Government Association  
Justice, Student Judicial Board

## EXPERIENCE

### **Law Office of Hayden T. Shadden**, Crossville, TN

*Managing Attorney*

*May 2021-present*

- Boutique law firm specializing in tax/estate planning, mergers and acquisitions for privately held corporations, employment law, corporate law, civil litigation and probate with a strong emphasis on customer service and client-driven results. A firm with two offices to best serve the legal needs of citizens in the Upper Cumberland region.

### **Hale & Hale, Attorneys at Law**, Crossville, TN

*Associate Attorney*

*May 2020-May 2021*

- General practice law and accounting firm with focuses on corporate law, probate, estate planning, tax planning and compliance and real estate.

### **University of Memphis - Office of Legal Counsel**, Memphis, TN

*Law Clerk*

*April 2019-October 2019*

- Researched and drafted memorandums on various legal topics and advised University General Counsel and University Board of Trustees on legal issues.
- Worked extensively on federal post-secondary education compliance in accordance with state and local laws.
- Actively engaged in employment law cases and situations that involved the University of Memphis system and employees.

- Created a system-wide database that incorporated legislative bills signed into law by the Governor of Tennessee in order for University of Memphis system employees compliance with state law.

**United States House of Representatives, Washington, DC**

*Legislative Intern*

*Summer 2016*

- Researched and drafted memorandums regarding essential information on current legislation and committee information for staffers and the Congressman.
- Provided responsive services to constituents and other members of Congress.
- Created draft responses to constituent legislative inquires.
- Drafted legislative memorandums for the Ways and Means Committee and Budget Committee hearings and mark-ups.
- Acted as liaison between various committees and administrative staff for special projects.

**Lamar Alexander for Senate, Nashville, TN**

*Field Representative*

*March 2014 – December 2014*

- Worked with local, state, and federal officials with scheduling official appearances.
- Assisted in coordinating and training fellow employees and volunteers in various campaign work.
- Planned multiple events on behalf of the Senator throughout the state of Tennessee.
- Aided in campaign financial filings and contribution in-take.



# HAYDEN THOMAS SHADDEN

79 N. Main Street • Crossville, TN 38555  
931-787-5455 • [hayden@haydenschadden.com](mailto:hayden@haydenschadden.com)

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## *References*

### **Honorable William Ridley**

*Circuit Court Judge*  
233 East 1<sup>st</sup> Street  
Crossville, TN 38555  
931-250-7322

### **Honorable Caroline Knight**

*Circuit Court Judge*  
321 E Spring Street  
Suite 302  
Cookeville, TN 38501  
423-883-0716

### **Honorable Amanda Worley**

*General Sessions Judge*  
60 Justice Center Drive  
Suite 209  
Crossville, TN 38555  
(931) 200-5173

### **Ms. Dawn Shaw**

*Owner of PEG Broadcasting, Inc.*  
961 Miller Avenue  
Crossville, TN 38555  
931-248-3296

### **Ms. Kalli Buck**

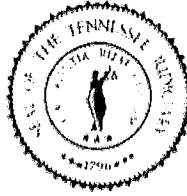
Guidance Counselor  
(931) 267-5347

### **Mr. Richard Brock Hill**

Former Cumberland County Mayor and Assistant Commissioner for TDEC  
56 South Main Street  
Crossville, TN 38555  
(931) 248-0001

### **Ms. Linda Bottoms**

Cumberland County Election Commission  
(931) 248-6998



Counties:  
Clay  
Cumberland  
DeKalb  
Overton  
Pickett  
Putnam  
White

## THE CIRCUIT COURT OF TENNESSEE

THIRTEENTH JUDICIAL DISTRICT, PART II

CAROLINE E. KNIGHT

CIRCUIT JUDGE

321 East Spring Street  
Suite 302  
Cookeville, TN 38501  
931/526-6692  
Fax: 931/520-1193

September 29, 2023

Leah Crockett, Human Resources Manager  
Crossville City Hall  
392 North Main Street  
Crossville, Tennessee 38555

**Re: *Application of Hayden Shadden*  
for Municipal Court Judge and Administrative Hearing Officer Position**

Dear Ms. Crockett and To Whom it May Otherwise Concern:

This respectfully requests your consideration of Hayden Shadden for the City of Crossville's Municipal Court Judge vacancy. Mr. Shadden has continued a family heritage steeped in public service by working in the legislature, obtaining a law degree and engaging in the private practice of law in Crossville. Mr. Shadden's experience in both public policy and administrative law serves as a strong judicial foundation, and his resume highlights a career-long dedication to education in, and adherence to, the rule of law.

Having been acquainted with Hayden Shadden professionally for several years, I am confident he will administer justice impartially and will, without difficulty, faithfully discharge all the duties incumbent upon him to the best of his skills and abilities. As judge, Mr. Shadden will uphold the Constitution of the United States of America and the Constitution of the State of Tennessee while continuing to support our community.

If I may be of further service to you in considering Mr. Shadden's application, or in any other matter, please do not hesitate to contact me directly at 423-883-0716.

Thank you.

Sincerely,

CAROLINE E. KNIGHT,  
Circuit Court Judge, Part II

cc: Hayden Shadden, Attorney at Law



**THE GENERAL SESSIONS COURT OF CUMBERLAND COUNTY, TENNESSEE**  
**AMANDA M. WORLEY, JUDGE**

COURTS  
GENERAL SESSIONS  
FAMILY AND PROBATE  
JUVENILE

60 JUSTICE CENTER DRIVE  
SUITE 209  
CROSSVILLE, TN 38555  
(931)484-2447  
FAX (931)456-4007  
Email: [judge.amanda.worley@tncourts.gov](mailto:judge.amanda.worley@tncourts.gov)

September 28, 2023

To Whom it May Concern:

I am writing this letter in reference to the application of Mr. Hayden Shadden for the vacancy of the Crossville Municipal Court Judge and Administrative Hearing Officer. I have had the pleasure of having Mr. Shadden in my court on a variety of civil matters. He is always well prepared and makes reasoned legal arguments. I am certain that he possesses the knowledge, skill, and temperament required for this position. Mr. Shadden feels strongly for not only his profession but the community in which he lives. If chosen, I believe he will serve the community with the same intensity.

Please feel free to contact me if you have any questions.

Sincerely,

Amanda Worley  
General Sessions Judge

\*This is a personal reference based upon my personal knowledge.

September 28, 2023

Crossville City Hall  
392 N. Main Street  
Crossville, TN 38555

Re: Hayden T. Shadden recommendation

To Whom It May Concern:

It is with great enthusiasm and privilege I express to you my highest recommendation of Hayden T. Shadden for the honorable position of Municipal Court Judge and Administrative Hearing Officer for the City of Crossville.

As a well-seasoned civil law attorney, Hayden maintains the integral legal acumen and embodies the integrity and rectitude essential to fulfilling this distinguished role. His devotion to upholding justice coupled with his commitment to the betterment of the community makes him an exception and most fitting choice for the position.

Sincerely,

A handwritten signature in cursive script that reads "Kalli Buck". The signature is written in black ink and is positioned below the word "Sincerely,".

Kalli Buck\*  
in her individual and personal capacity and based upon personal knowledge



## BURNETT LAW

Philip D. Burnett ♦ Jeffrey A. Vires

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September 27, 2023

Leah Crockett  
Human Resources Manager  
Crossville City Hall  
392 North Main Street  
Crossville, Tennessee 38555

Re: Municipal Court Judge

Dear Mrs Crockett

Please consider me for appointment to Municipal Court Judge for the City of Crossville.

I am a 1990 graduate of the University of Tennessee School of Law, and have been a licensed Tennessee attorney since then.

Upon graduation from UT Law School, I joined the Air Force as a JAG (Judge Advocate General). I spent 20 years in the Air Force, serving primarily in the area of military justice, prosecuting and defending service members at the trial and appellate level. In the later part of my career, I was managing attorney for one of the Air Force's regional labor law centers, representing the Air Force before the EEOC and MSPB, as well as dealing with civilian labor unions. I also deployed in support of Operations ENDURING FREEDOM and IRAQI FREEDOM. I retired in 2011 at the rank of Major.


Upon retirement from the Air Force, I returned to Tennessee and began practicing law in Crossville. While in Crossville, I have practiced in all courts: Criminal Court, General Sessions, Probate & Family, Chancery, Circuit and Juvenile. I have sat as special judge in General Sessions during the absences of Judges Warner and Worley.

I have been active in our community through leadership positions held in the Crossville Breakfast Rotary and the American Legion. I also belong to the Elks and the VFW.

I have attached my resume for consideration, along with letters of recommendation from Judges Worley and McKenzie.

As a practicing attorney for 30+ years, I bring unparalleled qualifications and experience to the table, and look forward to continued community service in the role of municipal court judge.

Sincerely,



JEFFREY A. VIRES, Esq.

**JEFFREY A. VIRES**  
**6348 Osage Road**  
**Crossville, Tennessee 38572**  
**(931) 787-6747**  
**jeffrey.vires@spectrum.net**

### **Education**

University of Tennessee College of Law (Knoxville, Tennessee, 1987-1990)  
Licensed to practice in the State of Tennessee

University of Tennessee (Knoxville, Tennessee, 1986-1987)  
Bachelor of Arts Degree in Political Science (with Honors)  
-Member of Pi Sigma Alpha National Political Science Honor Society

King College (Bristol, Tennessee, 1983-1985)  
-Member of King College History/Political Science Club

### **Work Experience**

#### Attorney-at-Law

**Burnett Law**, Crossville, Tennessee. Criminal Law, Family Law, Wills and Estates, and General Civil (August 2019-Present)

**Patton & Hyder**, Crossville, Tennessee. Criminal Law, Family Law, Wills and Estates, VA Disability and Personal Injury (December 2017-August 2019)

**Vires Law**, Crossville, Tennessee. Criminal Law, Family Law, Wills and Estates, VA Disability and Personal Injury (September 2015-December 2017)

#### Associate

**Burnett Law**, Crossville, Tennessee. Criminal Law, Family Law, VA Disability and Wills/Estates (October 2010-September 2015)

-President, Cumberland County Bar Association (April 2013-14)

-Vice-President, Cumberland County Bar Association (May 2012-13)

**Cecil W. Laws, Attorney at Law**, Bristol, Tennessee (December 1990-January 1991)

**Gillenwater & Laws**, Bristol, Tennessee (November-December 1990)

Litigation Attorney Managing attorney of a regional labor law center. Represented the Air Force in labor-management relations, equal employment opportunity, and civilian personnel law cases. Defended the Air Force in litigation affecting crucial civilian personnel policies. Advised commanders, supervisors, the Air Staff, and the Secretariat on civilian personnel law and labor relations. Represented the Air Force before the EEOC, MSPB and FLRA, as well as participating in ADR.

**Labor Field Support Center-Eglin Regional Office**, Eglin Air Force Base, Florida (September 2007-October 2010)

Policy Advisor Provided military oversight of private security contractors operating under DoD contracts in Iraq. Liaison with Congressional committees, Department of State and Iraqi Government.

**Armed Contractor Oversight Branch, Multi-National Force-Iraq,**  
Baghdad, Iraq (February-September 2009)

Staff Judge Advocate Managing attorney for deployed legal office providing full-spectrum legal services for a variety of criminal/civil matters. Worked complex international legal issues arising from collision between USAF and Kyrgyz commercial aircraft; provided assistance to all levels of inquiries: AIB, SIB and ICAO investigations. Advised U.S. Ambassador on Kyrgyz jurisdiction over servicemember, use of force, and Foreign Claims Act after shooting by U.S. servicemember generated interest at highest levels of U.S. and Kyrgyz Governments.

**376 Air Expeditionary Wing, Manas Air Base, Kyrgyzstan** (September 2006-January 2007)

Labor Law Attorney Legal advisor to commanders, directors and supervisors on handling civilian employee adverse actions, Equal Employment Opportunity (EEO) complaint mediations, and union negotiations over employment conditions. Management representative at EEO administrative hearings and state Unemployment Insurance Appeal Board cases. Legal office liaison to security forces squadron, providing guidance on issues unique to DoD civilian police.

**SMC/JA, Los Angeles Air Force Base, California** (July 2005-August 2007).

Deputy Chief, General Law Division-United States Air Force Advises ARPC Commander, ARPC staff agencies, and commanders Air Force-wide on military justice and administrative actions involving reservists. Prepares cases for discharge, gathers evidence, contacts witnesses, and prepares affidavits to present during board hearings. Manages legal office involvement in the screening and separation of officers in the Inactive Status List Reserve Section. Advises on mobilization and demobilization.

**HQ Air Reserve Personnel Center/JA, Denver, Colorado** (August 2002-July 2005).

-Selected as 2003 HQ ARPC Staff Officer of the Year.

Chief, Appellate Defense Counsel-United States Air Force Provides management and direction of 22 member staff. Represents appellants before the Air Force Court of Criminal Appeals, the U.S. Court of Appeals for the Armed Forces, and the Supreme Court of the United States. Presents oral argument and written briefs before appellate courts. Assigns all cases to counsel and monitors division workload. Provides trial defense counsel with instruction at Area Defense Counsel Orientation Course and circuit workshops.

**Air Force Legal Services Agency/JAJA, Bolling Air Force Base, D.C.** (July 1999-August 2002)

Deputy Staff Judge Advocate-United States Air Force Principal assistant to Staff Judge Advocate (SJA) in delivery of legal services to wing commander, 5 group commanders, 25 squadron commanders, and all first sergeants of the Wing. Prosecutes trials by courts-martial. Conducts Article 32, UCMJ pretrial investigations. Serves as Legal Advisor and Recorder in administrative discharge hearings. Advises commanders and first sergeants on disciplinary and administrative actions, operations law, and civil law matters. Principal legal advisor for all ethics issues arising under the Joint Ethics Regulation. Primary legal advisor to Wing Inspector General. Manages in-house attorney training program for 7 lawyers. Serves as SJA in absence of incumbent.

**347 Wing/JA**, Moody Air Force Base, Georgia (June 1997-June 1999).  
Appointed Special Assistant United States Attorney (October 1997-1998)

Area Defense Counsel-United States Air Force Represents members facing interrogation; Article 32, UCMJ investigations; pretrial confinement hearings; summary, special and general courts-martial; and all post trial and clemency matters. Serves as respondent's counsel in involuntary discharge, demotion, and nonjudicial punishment proceedings; flying evaluation, physical evaluation, and medical credentials boards; and all other adverse personnel actions in which counsel is authorized or required.

**USAF Judiciary/ADC**, Patrick Air Force Base, Florida (January 1995-May 1997)

**Detachment QD7H/ADC**, Andersen Air Force Base, Guam (June 1994-January 1995)

Assistant Staff Judge Advocate-United States Air Force

As Chief, Civil Law, responsible for legal reviewing of all civil law subjects, including FOIA/Privacy Act requests and Line of Duty determinations. Review administrative adverse actions in civilian misconduct cases. Handles all administrative discharge actions. Management responsibility for Legal Assistance and Environmental Law programs. Serves as recorder to administrative discharge boards, trial counsel in courts-martial, and Article 32, UCMJ Investigating Officer.

As Chief, Military Justice, is responsible for supervising all courts-martial and Article 15, UCMJ actions. Provides counsel to commanders and first sergeants on proposed disciplinary actions. Legal representative for base urinalysis program. Trial counsel in courts-martial; government representative in Article 32, UCMJ investigations; recorder in administrative discharge boards. Serves as Assistant Claims Officer in reviewing transportation claims and researching tort claims. Supervises enlisted paralegals.

**633 Air Base Wing/JA**, Andersen Air Force Base, Guam

-Chief, Civil Law (January-June 1994)

-Chief, Military Justice (June-December 1993)

**92 Bomb Wing/JA**, Fairchild Air Force Base, Washington

As Chief, Military Justice, is responsible for supervising all courts-martial and Article 15, UCMJ actions. Provides counsel to commanders and first sergeants on proposed disciplinary actions. Legal representative for



base urinalysis program. Trial counsel in courts-martial; government representative in Article 32, UCMJ investigations; recorder in administrative discharge boards.

As Claims Officer, supervises one civilian claims examiner and two paralegals assigned to the claims division. Supervises the investigation and adjudication of claims for and against the government and personally investigates more complex claims. Acts as trial counsel in general and special courts-martial and represents the government in administrative discharge boards.

As Chief, Legal Assistance and Preventive Law Division, administers legal assistance program providing proactive and reactive legal services to a client base numbering more than 20,000 active duty members, retirees, and dependents.

-Chief, Military Justice (March-June 1993)

-Claims Officer (May 1992-March 1993)

-Chief, Preventive Law/Legal Assistance (April 1991-May 1992)

#### Research Assistant

**Neil Cohen, Professor of Law**, University of Tennessee College of Law, Knoxville, Tennessee (January-March 1990)

#### Law Clerk

**Gillenwater & Laws**, Bristol, Tennessee (September-October 1990)

**Norton & Luhn**, Knoxville, Tennessee (February-July 1989)

**Thomas Monceret, Attorney at Law**, Knoxville, Tennessee (October 1988-February 1989)

**Layman, Child, O'Connor & Petty**, Knoxville, Tennessee (February-September 1988)

#### **Professional Associations**

National Association of Criminal Defense Lawyers (NACDL)

Tennessee Association of Criminal Defense Lawyers (TACDL)

Tennessee Bar Association (TBA)

Cumberland County Bar Association

#### **Community Organizations**

American Legion Post 163

Crossville Breakfast Rotary

Elks Lodge 2751

VFW Post 5025



**THE GENERAL SESSIONS COURT OF CUMBERLAND COUNTY, TENNESSEE**  
**AMANDA M. WORLEY, JUDGE**

COURTS

GENERAL SESSIONS  
FAMILY AND PROBATE  
JUVENILE

60 JUSTICE CENTER DRIVE  
SUITE 209

CROSSVILLE, TN 38555  
(931)484-2447

FAX (931)456-4007

Email: [judge.amanda.worley@tncourts.gov](mailto:judge.amanda.worley@tncourts.gov)

September 28, 2023

To Whom it May Concern:

I am writing this letter in reference to the application of Mr. Jeffrey Vires for the vacancy of the Crossville Municipal Court Judge and Administrative Hearing Officer. I first met Mr. Vires when he moved to Crossville after his retirement as a Judge Advocate General in the United States Air Force. I worked with him as an attorney and with him now in my court. Mr. Vires has practiced in criminal, civil, juvenile, and probate and family courts handling a variety of complex matters. He is a dedicated professional in the courtroom. I am confident of Mr. Vires's knowledge and ability in the courtroom. I'm certain he will serve Crossville well.

Please feel free to contact me if you have any questions.

Sincerely,

Amanda Worley  
General Sessions Judge

\*This is a personal reference based upon my personal knowledge.



THE CRIMINAL COURT OF TENNESSEE  
**THIRTEENTH JUDICIAL DISTRICT**

GARY S. MCKENZIE, JUDGE

COUNTIES:

CLAY  
CUMBERLAND  
DEKALB  
OVERTON  
PICKETT  
PUTNAM  
WHITE

321 EAST SPRING STREET  
SUITE 303  
COOKEVILLE, TN 38501  
931/528-1114  
FAX 931/520-0455  
Email: judge.mckenzie@tncourts.gov

September 21, 2023

To whom it may concern,

I am writing this letter in recommendation of Mr. Jeffrey Vires for the vacancy of Crossville City Court Judge. I have had the pleasure of working with Mr. Vires as an attorney and now having him in my court. I know first-hand how dedicated, professional and prepared he is when carrying out his duties. I can attest to his knowledge of the law and ability to come to correct legal conclusions. Mr. Vires has experience handling numerous complex criminal and civil cases. Like myself, Mr. Vires is also a Veteran of Operation Iraqi Freedom where he served as a Judge Advocate General for the United States Air Force. I am confident that he will serve the citizens of Crossville City well in this position. If I can be of any assistance or if you have any questions, please feel free to contact me in the future.

Sincerely,

Gary McKenzie  
Criminal Court Judge  
13<sup>th</sup> Judicial District, TN

\*This is a personal reference based upon my personal knowledge.



*Randal R. Boston*

*Kevin D. Poore*

# *Boston & Poore*

*60 N. Main Street  
Crossville, TN 38555*

*931-707-7701 (phone)*

*931-707-7704 (fax)*

September 28, 2023

Leah Crockett  
Human Resources Manager  
Crossville City Hall  
392 North Main Street  
Crossville, TN 38555

Re: Qualifications for Municipal Court Judge and Administrative Hearing Officer

Dear Ms. Crockett,

By virtue of this letter, I would like to express my interest in the position for Municipal Court Judge and Administrative Hearing Officer for the City of Crossville, Tennessee. A brief synopsis of qualifications is included as well as a letter of recommendation from 13 District Criminal Court Judge Gary S. McKenzie.

I graduated from the Nashville School of Law in June 2002 and was licensed to practice law in the State of Tennessee in October, 2002. Shortly after receiving my license to practice law, I accepted a position as an Assistant District Attorney for the 13<sup>th</sup> Judicial District of the State of Tennessee. As an Assistant District Attorney, I was assigned primarily to the Crossville, Tennessee office and charged with the responsibility of prosecuting felony and misdemeanor cases in the 13<sup>th</sup> Judicial District.

After leaving the District Attorney's office in October 2004, I opened a solo private law practice at the Arches Building in Crossville, Tennessee, practicing in various areas of the law. In January 2007, I began practicing law with local attorney Randal R. Boston and formed the partnership of Boston & Poore, Attorneys at Law in January 2010.

During my years in private practice, I have established a general law practice zealously representing people in many areas of the law. I have had the opportunity to assist in certain issues pertaining to county and municipal government during that time.

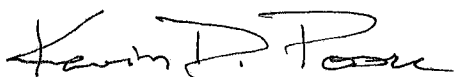
I have assisted in the formation of non-profit health organizations in the county. Additionally, I have voluntarily assisted the Crossville Housing Authority as a Hearing Officer as part of its Formal Grievance Hearing procedure for the past several years. I have also obtained judicial experience setting as Special Judge in the General Sessions Court of Cumberland County on several occasions over the years for Judge Larry M. Warner, Judge William T. Ridley and Judge Amanda Worley.

I am also currently serving as Vice Chairman of the City of Crossville Planning Commission. I have served on the City of Crossville Planning Commission for more than ten years.

During my more than 20 years of practicing law, I have gained extensive knowledge and skills in a variety of legal areas and have a good working relationship with law enforcement. I have the ability to work well with others. My qualifications, ability, and work ethic give me a strong background in dealing with the issues that would require the attention of the Municipal Court Judge and Administrative Hearing Officer for the City of Crossville.

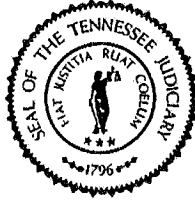
Thank you for your time and consideration of my interest in the position of Municipal Court Judge and Administrative Hearing Officer for the City of Crossville. Should you require any additional information from me, please do not hesitate to contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin D. Poore". The signature is fluid and cursive, with the first name "Kevin" and last name "Poore" clearly legible.

Kevin D. Poore

Enc.



THE CRIMINAL COURT OF TENNESSEE  
**THIRTEENTH JUDICIAL DISTRICT**

GARY S. MCKENZIE, JUDGE

321 EAST SPRING STREET  
SUITE 303  
COOKEVILLE, TN 38501  
931/528-1114  
FAX 931/520-0455  
Email: judge.mckenzie@tncourts.gov

COUNTIES:

CLAY  
CUMBERLAND  
DEKALB  
OVERTON  
PICKETT  
PUTNAM  
WHITE

September 21, 2023

To whom it may concern,

I am writing this letter in recommendation of Mr. Kevin Poore for the vacancy of Crossville City Court Judge. I have known Mr. Poore for most of my professional career. We worked together for several years as Assistant District Attorneys for the 13<sup>th</sup> Judicial District and as colleagues when Mr. Poore went into private practice. I have also had the pleasure of having Mr. Poore appear in the Criminal Court where I preside as Judge. Mr. Poore is an excellent attorney with years of experience handling numerous civil and criminal cases of varying degrees of complexity. I am certain that Mr. Poore possesses the knowledge and skill for this position. I am also certain that Mr. Poore would represent the citizens of Crossville well.

If I can be of any further assistance, please feel free to contact me.

Sincerely,

Gary Mckenzie  
Criminal Court Judge, Part I  
13<sup>th</sup> Judicial District

\*This is a personal reference based upon my personal knowledge.

**NATHAN CLOUSE, ESQ.**  
**376 Magnolia Lane**  
**Crossville, TN 38555**  
**931-248-1618**

September 21, 2023

City of Crossville  
Attn: Leah Crockett  
Human Resource Manager  
Crossville City Hall  
392 N. Main Street  
Crossville, TN 38555

Dear Mrs. Crockett:

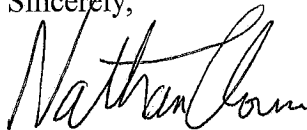
I am writing to apply for the Municipal Court Judge and Administrative Hearing Officer. I have the experience and qualifications that you are looking for, and I am confident that I would excel in this position.

I have been a practicing attorney for eight years. During this time, I have represented clientele in criminal and civil litigation. Prior to becoming an attorney, I spent over a decade interpreting federal and state laws in my accounting and banking careers. With over two decades of experience dealing with interpreting, implementing and enforcing laws and regulations, I believe that I am the perfect candidate for this position.

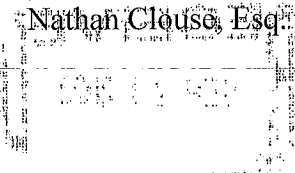
I am a strong leader and team player. I have served on the board for multiple community organizations using my knowledge for the betterment of those organizations. I am passionate about making a difference in this community and the lives of its citizens. I believe that this position would allow me to use my skills and experience to continue making a positive impact in this community.

Thank you for your time and consideration. I am confident that I have the experience, skills and qualifications that the City of Crossville is looking for in a Municipal Court Judge and Administrative Hearing Office.

Sincerely,



Nathan Clouse, Esq.



# Nathan Clouse

## Attorney at Law

### Contact

63 Taylor Avenue  
Crossville, TN 38555  
(931)248-1618  
nathan@clouselegal.com

### Key Skills

Lexis/Nexis  
Westlaw  
Excellent oral and written  
communication  
Organized, diligent and tenacious

### Profile

Analytical, energetic and detailed oriented attorney with broad experience in business and real estate matters, including business formation, real estate transactions, contract and lease negotiations and landlord/tenant

### Experience

*November 2015-Present*

Owner/Operator Law Firm in Crossville, Tennessee

Practice in multiple areas of law including criminal, family, juvenile, real estate, probate and civil suits. Draft, negotiate and enforce leases, purchase/sale agreements for residential and commercial properties, employment contracts and purchase/sale agreements for business acquisitions. Handle landlord/tenant issues including leasing, eviction and dispute resolution. Research and analyze federal and state laws.

*June 2022-May 2023*

CFO/Chief Legal Counsel Acute Care Clinics of America, LLC

Negotiate and draft purchase/sale agreements, leases and employment contracts. Review employment policies and procedures.

*March 2006 – November 2015*

Compliance officer for One Bank of Tennessee

Review applicable federal and state laws for all areas of lending. Review loan documents for compliance with federal and state laws. Review tax returns and financials to evaluate cash flow ability on individuals and businesses. Review sales contracts, title work and ownership documents to ensure proper loan documentation. Ensure proper lien perfection for real estate, equipment and personal property.

*January 2004 – March 2006*

Staff accountant for Lansford & Stephens, CPAs

Monthly bookkeeping. Review and prepare financial statements. Prepare federal and state sales tax, payroll tax and income tax returns. Review and analyze federal and state tax laws. Audit financial statements.



*August 1997 – April 2003*

Staff accountant for James F. McKinnie in Cookeville, TN

Monthly bookkeeping. Review and prepare financial statements

Prepare federal and state sales tax, payroll tax and income tax returns.

Review work of other staff accountants for quality and accuracy.

Review and analyze federal and state laws.

## **Education**

*May 2015*

Juris Doctorate from The Nashville School of Law

*December 1999*

Bachelor of Business Administration/Accounting from Tennessee  
Technological University

# Tiffany S. Lyon

## Attorney at Law

Telephone  
(931) 250-5966

231 E. First St., Suite 102  
Crossville, TN 38555  
tiffanylyonlaw@gmail.com

Facsimile  
(931) 484-6159

September 29, 2023

Ms. Leah Crockett  
Human Resources Manager  
Crossville City Hall  
392 N. Main Street  
Crossville, TN 38555

Dear Ms. Crockett:

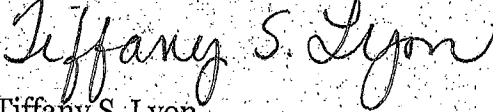
Please accept this letter and the accompanying resume as my application and interest for the Municipal City Judge and Administrative Hearing Officer which has been recently advertised.

I am extremely interested in this position as I have been the alternate Administrative Hearing Officer for the City of Crossville since 2015. My private practice has strengthened my research and writing skills, exposed me to a number of interesting and complicated legal issues, and taught me about preparing multifaceted cases for trial.

I believe that the skills I have gained from my legal experience, which include skills in dealing with clients, problem solving, and using professional judgment, would qualify me for this position. In addition, I bring maturity from my years of professional experience and a commitment to the work as well as tremendous enthusiasm.

I welcome the opportunity to meet with you and discuss my qualifications and interest in this position.

Sincerely,

  
Tiffany S. Lyon

# TIFFANY S. LYON

## Attorney at Law

231 East First Street, Suite 102  
Crossville, Tennessee 38555

Office: 931-250-5966

Cell: 615-426-4425

### QUALIFICATIONS

Alternate Administrative Hearing Officer for the City of Crossville since 2015. Skilled attorney who represents and negotiates with counsel and opposing parties. Investigates claims, collects data and coordinates as warranted. Prepares, reviews and litigates complaints, settlements, development agreements, and appeals. Excellent legal research, writing, and presentation skills. Meticulously organized and detail focused; excellent interpersonal and communication skills. Adapts quickly to new environments and thrives on multiple tasks.

### EXPERIENCE

Middle District of Tennessee Federal Court Admission	May 14, 2018-Present
Alternate Administrative Hearing Officer, City of Crossville	2015-present
TIFFANY S. LYON, Attorney at Law	2009-Present

- Established and currently manages all aspects of a law firm.
  - Prepares and works within a budget.
  - Provides legal counsel to various civil clients.
  - Conducts case management and discovery of complex claims; administers depositions and negotiates settlements.
  - Serves as lead counsel to obtain successful verdicts.
  - Personal injury, social security disability, land contracts, deeds, estates.
- 
- Interned with the District Attorney Office. 2007-2009  
General Sessions/ Provided legal counsel.

### EDUCATION

NASHVILLE SCHOOL OF LAW, Nashville, Tennessee	2005-2009
• <b>Doctor of Jurisprudence</b>	
TENNESSEE STATE UNIVERSITY, Nashville, Tennessee	2003-2004
<b>Bachelor of Science: Major: Biology, Minor: Chemistry</b>	
• Graduated <i>Cum laude</i> , Top 15%, Dean's List 2003-2004, G.P.A. 3.7	
ROANE STATE COMMUNITY COLLEGE, Harriman, Tennessee	1998-2003
<b>Associate of Science, Business/Marketing</b>	
• Graduated <i>Cum Laude</i> , Top 10%, Dean's List 1998-2003	

**RULE 31 MEDIATOR**  
***Civil and Family Law***

2020-Present

BAR ADMISSION

- *Member, Tennessee State Bar*
- *Middle District of TN Federal Court admission*

2009- Present

2018-Present