

DAN COOKE
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CURRICULUM VITAE

EDUCATION

UNIVERSITY OF MINNESOTA LAW SCHOOL, Minneapolis, Minnesota -- Juris
Doctorate, *cum laude* (1990);
UNIVERSITY OF MICHIGAN, Ann Arbor, Michigan -- Bachelor of Arts (1987).

EXPERIENCE

Consulting Attorney

Minneapolis, Minnesota

Sole-practitioner providing legal writing support to other lawyers on a contract basis. Over ten years of experience in appellate practice, civil procedure, and criminal law and procedure. Principle areas of litigation support include criminal trials and appeals, intellectual property, employment, defamation and legal and medical malpractice. Proven track record of appellate results. Wrote the first chapter of the book *CGL Policy Handbook*, Hagglund, *et al.* (Aspen Publishers, New York, 2000) and has ghost-written a variety of legal articles for other attorneys.

Mediator

Minneapolis, Minnesota

Mediates disputes to help parties resolve their differences and avoid lengthy and costly litigation. Specializes in family and marital dissolution matters. Services may be scheduled through the "Mediation Center for Dispute Resolution" at Hamline University in St. Paul, Minnesota (please contact Mr. Cooke for more information).

Administrative Hearing Officer

FOURTH JUDICIAL DISTRICT OF MINNESOTA,
Minneapolis, Minnesota.

Presided as referee over civil default hearings and name change hearings, handling up to 60 cases per calendar while managing a courtroom of attorneys, parties and witnesses. Analyzed and resolved a variety of legal issues including the detailed interpretation of bonding requirements, bail amounts and civil contempt standards.

Law Clerk

THE HONORABLE BRUCE HARTIGAN, MINNESOTA, DISTRICT
COURT JUDGE,
Minneapolis, Minnesota.

Responsible for writing, organizing and editing all judicial orders and opinions.
Retained on an indefinite basis after consistently demonstrating strong legal writing
skills. Wrote language that was specifically cited with approval by the appellate
courts of the State of Minnesota and, in one instance, by the Court of Appeals of
Ohio.

VOLUNTEER ACTIVITIES

UNITED WAY, Minneapolis, Minnesota

Over eight years of volunteer service with a variety of United way initiatives
including the United Way's 2-1-1 information and referral system the United Way's
Success by Six program.

GRAYWOLF PRESS, St. Paul, Minnesota

Summarized and critiqued fiction and non-fiction manuscripts for the publishing
house's senior editors.

WALKER ART CENTER, Minneapolis, Minnesota

Tour guide. Prepared, organized and led tours through art installations in the
Walker's galleries and in the Minneapolis Sculpture Garden.

CREDENTIALS & RECOGNITIONS

Member, State Bar of Minnesota.

Unsung Hero Award (2000), given by the United Way to selected volunteers for
"Outstanding Volunteer Achievement."

Good Neighbor Award (2001), WCCO Radio, Minneapolis, Minnesota.