

## KAREN BOYD WILLIAMS

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### **SUMMARY**

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Experienced Judge, Arbitrator, Hearing Officer, and Attorney with 18+ years of experience:

- presiding over more than 1,000 cases, including healthcare, property tax, financial, municipal, and criminal law
- practicing healthcare, personal injury, real estate, contract, financial, and insurance law
- excellent issue-spotting and analysis
- ability to provide sound, practical advice on complex legal matters
- adept at research, drafting, review, negotiation, communication, and case decisions
- attention to detail, continuous improvement, learning, and innovation
- strong sense of professionalism, accountability, work ethic, and confidentiality.

### **RELEVANT EXPERIENCE**

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*City of Fort Worth Municipal Court, Fort Worth, Texas*

12/2023 - present

#### **Municipal Court Judge**

- Preside over arraignments in an impartial manner, take pleas, and issue written decisions concerning various outstanding criminal violations as governed by Texas law
- Conduct hearings and review police affidavits and issue search and/ or arrest warrants pursuant to Texas law
- Review arrest records and police affidavits to determine whether or not probable cause existed and arrest was proper as dictated by Texas law, and issue Orders
- Swear in and examine witnesses and regulate proceedings
- Manage dockets to efficiently handle cases and ensure timely resolutions

#### **Hearing Officer**

- Presided over hearings in an impartial manner, took pleas, and issued written decisions concerning various administrative appeals as provided in the City Code, including, but not limited to, parking citations, junked vehicle removals, solid waste violations, game room permits, multifamily dwelling complex registrations, and vehicle immobilizations
- Reviewed citations, contests, and evidence, swore in and examined witnesses, and exercised independent judgment to determine liability pursuant to municipal ordinances
- Swore in and examined witnesses and regulated proceedings
- Managed dockets to efficiently handle cases and ensure timely resolutions

#### **Arbitrator, United States**

06/2020 – present

*Texas Department of Insurance*

*Texas Comptroller, Property Tax Division*

*Financial Industry Regulatory Authority (FINRA)*

*American Health Law Association*

*State Corporation Commission, Balance Billing Virginia*

*Colorado Department of Insurance – Division of Insurance Arbitration Program*

*Washington State Office of the Insurance Commissioner*

*Michigan Department of Insurance and Financial Services*

- Preside over hearings in an impartial manner, applying laws, procedures, and industry knowledge, and issue written decisions for disputes regarding property taxes, medical billing, and financial securities violations
- Compel, review, and analyze documentation, records, and other evidence presented by parties in dispute, and exercise independent judgment to determine liability pursuant to State laws and industry regulations
- Swear in and examine witnesses and regulate proceedings
- Manage dockets to efficiently handle cases and ensure timely resolutions

### **PROFESSIONAL LICENSES & CERTIFICATIONS**

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- Member of State Bar of Texas since November 2015
- Member of Illinois State Bar since May 2007
- Member of United States District Court for the Northern District of Texas since May 2016
- Member of United States District Court for the Northern District of Illinois General and Trial Bars since June 2009

### **PROFESSIONAL ASSOCIATIONS**

- Texas State Bar, Municipal Judges Section
- National Association of Hearing Officers

### **EDUCATION**

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**DePaul University College of Law – Juris Doctor**

Honors: CALI Award (highest grade in class) for Health Policy and the Law

Activities: Journal of Art and Entertainment Law (Assistant Editor), Intellectual Property Law Society, Student Bar Association

**American InterContinental University** – Master of Business Administration in Global Technology and E-Commerce

Honors: Honor Student

**Truman State University** – Bachelor of Arts in Mass Communication

Honors: Dean's List

#### **ADDITIONAL NEUTRAL/JUDICIAL TRAINING**

Practising Law Institute (PLI)	Effective Use of Arb & Med	1.00 hour	7/2024
National Association of Hearing Officials State Bar of Texas	Spring Mini Conference	3.00 hours	4/2024
State Bar of Texas	Advanced ADR	6.75 hours	5/2023
State Bar of Texas	ADR 101	4.00 hours	5/2023
Texas Municipal Courts Association	Magistrate Duties: Bail	8.00 hours	5/2025
Texas Municipal Courts Association	Regional Judges' Seminar	16.00 hours	4/2025

#### **EXPERIENCE**

*Law Office of Karen Boyd Williams, Texas and Illinois* 05/2007 - present

##### **Attorney**

- Research and analyze, provide legal advice and recommendations, draft orders, memos, contracts, agreements, letters, disclosures, and other legal documents regarding corporate, real estate, contract, and financial law matters
- Represent clients in judicial proceedings
- Negotiate and represent clients in non judicial settings

*Legility LLC, Clark Hill Strasburger, Redgrave LLP, DTI/Epiq, Tower Legal, D/FW, Texas* 02/2016 - 08/2021

##### **Attorney, EDiscovery & PreLitigation**

- Led teams of up to 39 attorneys across multiple States in preparation for litigation involving healthcare, insurance, contracts, and financial law matters
- Reviewed and analyzed matter materials, applying pertinent laws, managed workflow, quality control processes, and production schedules and deadlines, and ensured all assignments were complete and in compliance with client specifications
- Created and timely delivered daily, weekly, ad hoc, and closing reports, including
- metrics tracking, substantive summaries, and project narratives, pursuant to communicated specifications and schedules of client and agency

*Joseph, Lichtenstein & Levinson, Chicago, IL* 05/2005 - 11/2005

##### **Law Clerk**

- Researched, and analyzed legal and factual issues; drafted, prepared, and filed pleadings, motions, discovery, and letters for personal injury and workers' compensation matters
- Assisted in the review of medical and other records and in compiling settlement packages

#### **COMMUNITY SERVICE**

- **Association of Women Attorneys of Lake County** – Board of Directors: Bylaws Committee Co-Chairperson
- **U.S. Bankruptcy Court** – Volunteer Panel Attorney
- **Prairie State Legal Services** – Volunteer Attorney
- **NAACP Lake County** – Executive Board: Legal Redress Committee Chairperson
- **Salvation Army** – Board of Advisors
- **Ms. Glades School of Chaplaincy** – Board of Directors
- **Daisy's Resource Optional School** – Board of Directors
- **Mansfield ISD Leadership Committee**
- **DJMS PTA** – Executive Board: Vice President Volunteers and Media
- **MLIS PTA** – Executive Board: Treasurer