



## INTERNSHIP PROGRAM INFORMATION

The Washington, Dreyer & Associates Law Firm offers internships at its headquarters in Atlanta, Georgia. The internship program is designed to provide students and recent graduates with an opportunity to learn about the operations of a law firm, its practices and the supporting areas of WASHINGTON, DREYER & ASSOCIATES LAW FIRM.

**Internship Positions Available:** Internship opportunities are available in most areas of the company. The Internship Opportunities bulletin lists the specific internships available at WASHINGTON, DREYER & ASSOCIATES LAW FIRM. The bulletin may be viewed on the WASHINGTON, DREYER & ASSOCIATES LAW FIRM's web site, or picked up from the lobby of our headquarters building between the hours of 9:00 a.m. and 6:00 p.m. Monday through Friday.

**Eligibility:** Potential candidates must be a graduate student; an undergraduate student; or have graduated from college within 18 months of beginning the internship.

**General Information:** Interns are expected to work a minimum of 15 to 20 hours a week during a 3 month internship period. Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if an agreement is made between the WASHINGTON, DREYER & ASSOCIATES LAW FIRM and the intern's college or university. All interns are subject to the applicable WASHINGTON, DREYER & ASSOCIATES LAW FIRM employee rules and guidelines.

### **Brief Internship Format:**

- Initial 2 weeks of cross-training in both Family Law, Personal Injury, Business Litigation and Government Affairs
- Skeletal orientation to the office administration of the firm and its operations
- Skills & Experience Options:
  - Shadow a lawyer
  - Accompany a lawyer to a court visit/appearance
  - Legal Writing Assignment/Sample

**Application Procedures:** Candidates must complete an application form and submit it with their cover letter and resume. Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

### **Mail, Fax, or Email Applications to:**

WASHINGTON, DREYER & ASSOCIATES LAW FIRM  
community@washingtondreyer.com



## **Internship Program Criteria and Guidelines**

The WASHINGTON, DREYER & ASSOCIATES LAW FIRM offers internships at its headquarters in Decatur, Georgia. The internship program is designed to provide students and recent graduates with an opportunity to learn about the operations of a law firm, its practices and the supporting areas of the WASHINGTON, DREYER & ASSOCIATES LAW FIRM. The program should further enhance the skills of the intern, adequately promote career readiness and nurture both professional and community relationships.

In its commitment to social responsibility, the WASHINGTON, DREYER & ASSOCIATES LAW FIRM is a community-based law firm that offers legal services in the area of personal injury, family law, business litigation and government affairs. The firm is active in community engagement through its community engagement division which provides educational programming, referrals for mental health support and pro bono legal services, and contributions to local community based initiatives.

### **Internship Application and Required Documents**

Applicants must submit the following documents, all together along with the Internship Application to the Internship Program Coordinator/Placements Team:

- a covering letter stating the reasons for applying
  - outline your interests, motivation and initiative; identify a strong academic record; and demonstrate any experience in and/or knowledge of community service, volunteerism, social justice, and/or other legal or fieldwork
- two-three written references
  - demonstrate reliability, integrity, strong interpersonal and communication skills
- copies of university and other degrees, and/or diplomas, and a list of courses taken
  - an up-to-date unofficial academic transcript listing all of university results

Applications that are not submitted in accordance with the requirements set out above, are regarded as incomplete, and may not be considered for any of the WASHINGTON, DREYER & ASSOCIATES LAW FIRM Internship Programs.

### **Selection Criteria**

Selection for an internship requires that you:

- have a strong academic record
- have an interest in the areas of law, legal research, social justice, government affairs, marketing or community engagement
- have strong cultural awareness and sensitivity
- have good interpersonal and communication skills
- are currently enrolled at a college/university or a recent graduate within the past 18 months
- commit to the minimum internship length of 3 months.



## **Selection Process**

- All applications are thoroughly reviewed by the Internship Program Coordinator and Placements Team
- Applicants are short-listed for the interview process
- Interviews are conducted face-to-face, video conference or by phone, if necessary
- Following the interview, successful applicants are short-listed as eligible to be proposed for an internship

The WASHINGTON, DREYER & ASSOCIATES LAW FIRM relies completely on the demands of its operations and the number of placements varies each semester or quarter. For this reason it may not be possible to place all applicants that have made it through to this stage of the selection process.

Applicants who successfully make it through to the interview round are encouraged to familiarize themselves with the options for internships and may be asked to list five internship placement preferences during the interview.

In the event that you are proposed for an internship, we aim to inform you as early as possible. Sometimes internships are confirmed as late as a week or two before you are scheduled to commence.

## **Internship Duration**

The duration of the internship is for a period of 3 months. Internships at the WASHINGTON, DREYER & ASSOCIATES LAW FIRM are preferably based on a full-time basis with a time commitment of 15 to 20 hours per week.

## **Support While On Internship**

The Internship Program Coordinator and/or Placements Team:

- correspond with you weekly
- are always available to discuss your concerns and offer support.

## **Expectations of Interns**

Prior to departure, interns are briefed in person or by telephone on expectations and the appropriate protocol to observe while on an internship.

The briefing will advise the following:

- To embrace the unique focus of the program – internships should be mutually benefitting
- To feel privileged to be given the opportunity
- To assist the WASHINGTON, DREYER & ASSOCIATES LAW FIRM in its operations
- To be flexible and open-minded about internship options, the tasks to be undertaken and level of supervision
- To have a roll-up-your-sleeves attitude
- To be an ambassador of the program.



**To fulfill your obligations while you are an intern, you need to:**

- Comply with the intern obligations and code of conduct
- Provide weekly written emails to the Internship Program Coordinator or assigned supervisor on the progress of the internship
- Complete an Intern Evaluation at the completion of the internship
- Promote the WASHINGTON, DREYER & ASSOCIATES LAW FIRM Internship Program at your university – graduates are exempted
- Write and organize the publication of a promotional article about your intern experience
- Continue your internship to the agreed end date.

**Intern Activities**

The activities of the intern will include:

- basic legal research
- requesting and/or obtaining police reports
- preparing preliminary motions
- attending meetings
- being present at court hearings
- and a variety of tasks that may assist the lawyers in their duties.

**What sort of work can I expect to do during my internship?**

Interns can be placed on-site with the WASHINGTON, DREYER & ASSOCIATES LAW FIRM supporting legal and research staff or other departments and office executives. Interns should expect to be given a balance of challenging and interesting tasks along with a fair amount of administration tasks (database entry, filing etc.)

**Examples of work done by past interns:**

- Legal research
- Preparation of briefs to counsel
- Preparation of affidavits
- Preparation of summary from client meeting notes
- Drafting of consent determinations, court documents
- Drafting of reports and articles summarizing community events
- Attending and taking minutes at claimant group and other meetings
- Attending court with the WASHINGTON, DREYER & ASSOCIATES LAW FIRM's staff
- Administrative tasks - filing, photocopying, data entry, courier services, answering phones, event planning, project management
- Researching and preparing information for the firm's website or preparing press releases
- Preparing and attending events specific to the WASHINGTON, DREYER & ASSOCIATES LAW FIRM or other related events.



### **Intern Guidelines and Regulations**

The following Guidelines and Regulations apply to the WASHINGTON, DREYER & ASSOCIATES LAW FIRM's Internship Program and its

participants:

- The intern shall not be considered in any respect to be an official or staff member of the Washington, Dreyer & Associates Law Firm.
- The WASHINGTON, DREYER & ASSOCIATES LAW FIRM accepts no responsibility for costs arising from accidents and/or illness incurred during an internship
- The intern is bound by the same duties and obligations as the WASHINGTON, DREYER & ASSOCIATES LAW FIRM's staff members.

### **Intern Code of Conduct**

- Interns must represent the highest standards of professional behavior consistent with the values of the setting, including dress, punctuality, client contacts and interpersonal relationships.
- Failure to meet these standards will result in negative evaluations and/or removal from the internship program.

### **The intern shall undertake the following obligations with respect to the internship program:**

- to observe all applicable rules, regulations and instructions of the WASHINGTON, DREYER & ASSOCIATES LAW FIRM
- to refrain from any conduct that would adversely reflect on the WASHINGTON, DREYER & ASSOCIATES LAW FIRM
- and not to engage in any activity which is incompatible with the good will and objectives of the Washington, Dreyer & Associates Law Firm.
- to keep confidential any and all unpublished information made known to the intern by the Washington, Dreyer & Associates Law Firm during the course of the Internship, that the intern knows or ought to have known
  - has not been made public, and except with the explicit authorization of the WASHINGTON, DREYER & ASSOCIATES LAW FIRM, not to publish anything on the basis of information obtained during the internship, both during and after the completion of the internship
- to provide the WASHINGTON, DREYER & ASSOCIATES LAW FIRM with a copy of all materials prepared during the internship, and to provide immediate written notice in case of illness or other circumstances which might prevent the Intern from completing the internship.

On completion of the WASHINGTON, DREYER & ASSOCIATES LAW FIRM's Internship Program, the intern is required to complete a substantive report on the assignments. This will be included in his/her files and will be forwarded, upon request, to a sponsoring and/or educational institution.



## Shadow Legal Internship Program

Welcome to the **Washington, Dreyer & Associates Law Firm Internship Program**. The purpose of this program is to offer access to students looking for exposure to the legal field and the business of a law firm.

The main activity of a shadowing legal intern is to do the following,

1. Sign the confidentiality agreement and complete the main forms located in the internship program overview.
2. Study the definition of the areas of practice our firm offers
3. Review the firm calendar for the active court cases 2 weeks ahead of each visit.
4. Research and summarize one active case in each area of practice.
5. Request projects that can be completed during the time of your shadowing experience.
6. Attend a 15 min review of the firm and the operations software packages and main storage folders.
7. Draft an end of day email with a summary of work completed and location of work completed to the assigner of the task, the partners and your direct supervisor.

Items to complete during your downtime.

1. Study the intake process diagram.
2. Research examples of complaints and demands.
3. Research cases and outcomes similar to the cases.
4. Review the calendar for upcoming court dates or depositions and request from the lead attorney the ability to shadow the attorney.
5. Review case notes in Clio & FileVine

### **During Your Internship Experience**

*Hours and Schedule:* Please be sure the Front Desk & Law Office Manager has your current schedule on the main office calendar and you communicate changes to the schedule to the staff members and attorneys you have a project with.

*Attire:* Please be dressed court ready each day of your internship.

*Overlapping internships:* Please notify the partners and associates if you have any overlapping internships.



We do not allow overlapping internships with other law firms we are in litigation with.

*Attitude and Atmosphere:* We work to maintain a positive professional atmosphere that welcome clients and community members.

*Communication:* We request “over-communication”. Please provide follow up and documentation for any projects you are assigned. Be sure all the work you are doing for the firm is communicated only using the firm email account xxxxxxxx Do not communicate with any parties we are in litigation with. Confirm with paralegals and attorneys before communicating with clients, witnesses or co-counsel.

*Seating:* There are no dedicated workstations for legal interns. Be sure to leave your area clean.

IT:

- Connect with the IT Manager for the firm. Use the email [office@washingtondreyer.com](mailto:office@washingtondreyer.com) to report issues. Please notify the Law Office Manager when there are any issues.
- Clio: Log In \_\_\_\_\_ Password: \_\_\_\_\_
- Google Drive - Create a folder in your name in the “ INTERNSHIP PROGRAM folder “. Please do not edit nor delete any items on the google drive
- Please do not stream music nor download any items on the firm computers or laptops.

*Summary Reporting Example: (email summary of activity at end of day)*

Staff/ Attorneys Assisting \_\_\_\_\_ Date: \_\_\_\_\_

- Filed documents into their proper case folders (R. Edwards, C. Morton, J. Murray, C. Akpan, R. Scott, M. Tompkins)
- Shadowed \_\_\_\_\_ while checking calendar dates and entering them into Clio of FileVine
- Shadowed \_\_\_\_\_ while she contacted clients re: upcoming case calendar dates (via email and phone call)
- Discussed with \_\_\_\_\_ the flow of the family law intake process
- Completed the deposition summary of Dr. Shawn Gorgon.
- Created the medical binders of clients that consisted of medical files, records, bills, and invoices in preparation of trial (D. Bathe, K. Indigo, H. Allen)
- Called various hospitals, rehabilitation facilities, doctor offices, etc. for the purpose of attaining bill reductions (C. Smith, I. Gothers, S. Williams, A. Oglethorpe, L. Phillips, L. Dricker)

*COVID Policy Review*



*Terminology Documentation Sample:*

It is important you maintain a log of new legal terminology you are exposed to and include those definitions in your email summary/report.

- ***Voire Dire***- the process of picking the jury for trial
- ***Jury Charge***- the judge's instructions to the jury on laws applying to the case at hand and the definitions of relevant legal concepts that will play a role in the jury's decision/verdict
- ***Res Ipsa Loquitur***- the thing (act) speaks for itself
- ***Superior Knowledge***- when the owner of property has more knows more about the hazardous conditions of his/her property than you (a visitor of the property)
- ***Actual Knowledge***- the owner of property has actual knowledge of a hazardous condition on or within his/her property, while it may not be visible
- ***Constructive Knowledge***- the owner of property is presumed to have notice of a fact about hazardous conditions on or within his/her property, regardless of whether or not s/he actually does

*Closing Communication:*

Please be sure to send an email to the partners and all you have worked with summarizing your experience and confirming your last date. Be sure to save a copy in your personal folder under Google Drive INTERNSHIP PROGRAM.





## INTERNSHIP APPLICATION FORM

The WASHINGTON, DREYER & ASSOCIATES LAW FIRM is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.

In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and your resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

**Name(s) of Internship(s) Applied For:**

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**Name:** \_\_\_\_\_

**School Address (if applicable):** \_\_\_\_\_

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**Permanent Address:** \_\_\_\_\_

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**Telephone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Emergency Contact**

**Name:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Are you requesting that your college grant you credit hours for your internship?** \_\_\_\_\_

**Dates available to perform internship:** \_\_\_\_\_

**Hours of the day you are available to perform internship (list out daily how you would allocate your internship time each day of the week):** \_\_\_\_\_

**If you do not receive an internship at the WASHINGTON, DREYER & ASSOCIATES LAW FIRM, would you be interested in being considered for a volunteer position with the firm?** \_\_\_\_\_

**Education:**

TYPE OF SCHOOL	NAME AND LOCATION	DEGREE/DATE MAJOR	
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____

Scholastic Honors and/or Licenses: \_\_\_\_\_  
\_\_\_\_\_

**Employment History** *(Includes paid, volunteer, and intern positions)*

Most Recent Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
\_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_

Publications and Articles: \_\_\_\_\_

Community/professional organizations, honors and awards: \_\_\_\_\_

Activities relevant to the internship(s) for which you are applying: \_\_\_\_\_

Why you would like to work as a WASHINGTON, DREYER & ASSOCIATES LAW FIRM intern? \_\_\_\_\_

*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VOLUNTARY SELF-IDENTIFICATION FORM**

WASHINGTON, DREYER & ASSOCIATES LAW FIRM has an affirmative action program to ensure equal employment opportunity. We ask you to voluntarily help us measure the effectiveness of this program by answering the questions below.

The information we collect is used for statistical purposes only. This form is kept separate from the employment application, and is only accessible to staff members in the Human Resources Division and General Counsel's Office working with WASHINGTON, DREYER & ASSOCIATES LAW FIRM's affirmative action plan.

Answers on this form do not bar you in any way from employment consideration.

**Position(s) Applied For:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**How did you find out about the intern position for which you are applying?**

Advertisement	_____	Where?	_____
Conference	_____	Which	_____
One?			
Job Fair	_____	Where?	_____
Walk-In	_____		

**WASHINGTON, DREYER & ASSOCIATES LAW FIRM Employee**  
\_\_\_\_\_

**WASHINGTON, DREYER & ASSOCIATES LAW FIRM Web Site**  
\_\_\_\_\_

**School** \_\_\_\_\_ **Which school?** \_\_\_\_\_

**Other** \_\_\_\_\_



## CONFIDENTIALITY AGREEMENT

The WASHINGTON, DREYER & ASSOCIATES LAW FIRM acknowledges both a legal and ethical responsibility to protect the privacy of our clients. Consequently, the indiscriminate or unauthorized review, use or disclosure of personal information, medical or otherwise, regarding any client or case is expressly prohibited.

Except when required in the regular course of business, the disclosure of client or case information is strictly forbidden. No volunteer or intern shall read or release client information obtained through their volunteer assignment or internship in any form, and especially from case files or computer information systems, except as required in the performance of their volunteer duties and then only as outlined by specific position descriptions.

A single violation of this policy will result in immediate discharge.

I have read and agree to the above statement.

\_\_\_\_\_  
Printed Name of Volunteer Intern

\_\_\_\_\_  
Signature of Volunteer Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## INTERN ORIENTATION CHECKLIST

### HISTORY OF ORGANIZATION

- Introduction to the WASHINGTON, DREYER & ASSOCIATES LAW FIRM's website
- Review specifically our Philosophy, Identity, Mission & Values

### BUSINESS STRUCTURE

- Cover the roles of the firm's partner and affiliated legal counsel/attorneys
- Roles of major operating departments
- Describe how the office or department fits into the flow of value to the clients
- Describe how the intern fits into the flow of value
- Identify names, locations and roles of all Key Department Heads
- Provide current corporate phone list with local speed dialing instructions
- Provide names of supervisors, directors and/or personnel whom intern will deal
- Review new intern checklist

### INDIVIDUAL ADMINISTRATION

- Review frequency and next review date
- Obtain signed Confidentiality Agreement
- Review Company Policies in detail

### OFFICE/DEPARTMENT STRUCTURE

- Reporting relationships
- Office hours (starting and ending)
- Lunch hours (and who can be away at the same time)
- Call in procedure if unable to be at work
- Personal phone call procedures
- Internet Policy
- Breaks
- Dress Code
- Other office rules/policies

### OFFICE TOUR

- Introduction to all staff members (explain what each does, length of service, etc.)
- Location of rest rooms
- Location of coffee, soft drinks, lunch room, etc.
- Location of emergency exits & emergency equipment (fire extinguishers, first aid)
- Location of supplies & common equipment (copier, fax, etc.)
- What areas will be trained and timing
- Location of training/reference manuals and supplies
- Review aspects of the physical work area
- Operating instructions for any equipment
- Who to ask for the usual kinds of questions for the position (mentor)
- Describe key performance area and applicable programs

## 30-Day Skills List

### Attention to Detail

- Has attained appropriate job knowledge
- Assembles and provides complete & accurate information
- Is thorough when checking for accuracy and produces error-free work
- Keeps track of details even when under pressure
- Prioritizes & organizes workload

### Service Orientation

- Determines client needs, concerns, & questions
- Delivers on commitments, or strives to meet/exceed customer expectations
- Follows up with clients to ensure satisfaction
- Is able to make reasonable decisions

### Coping

- Maturely deals with unrealistic expectations of others
- Maintains composure & positive attitude even when under pressure
- Deals with pressing demands, time delays, & deadlines
- Adjusts approach when dealing with difficult or inflexible people

### Responsiveness

- Responds by taking action to meet customer/supervisor/team needs
- Responds quickly to minimize delays or problems
- Takes ownership for accurate & on-time completion of tasks and demonstrates initiative

### Teamwork

- Seeks & acts on opportunities to assist others in achieving team goals
- Keeps work organized so other team members can fill in when necessary
- Acts as an example of enthusiasm & positive attitude
- Uses tact & understanding when dealing with internal clients

### Diligence


- Meets attendance requirements
- Has a sense of urgency about getting results

### Relationship Building

- Builds credibility & rapport with others
- Initiates cooperative relationships with external & internal clients
- Asks questions to understand client needs & listens well to responses
- Is accountable for commitments to clients/team members
- Demonstrates a positive attitude

## INTERN WORK SCHEDULE/REPORT

<u>Intern Name</u>	<u>Month</u>	<u>Year</u>

<u>Day</u>	<u>Hours Worked</u>	<u>Details Of Work Completed</u>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		



24		
25		
26		
27		
28		
29		
30		
31		

<u>Total Days Worked</u>	<u>Total Hours Worked</u>	<u>Projects Worked On</u>



## INTERN EVALUATION SAMPLE

The original of this evaluation will be placed in the intern's file with the WASHINGTON, DREYER & ASSOCIATES LAW FIRM. A copy of the evaluation will be sent to the intern. The supervisor is encouraged to attach a letter of reference concerning the intern's performance to provide additional information.

Name of the Intern: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ Internship Completion Date: \_\_\_\_\_

Please give a brief summary of the internship:

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Evaluation of the **Personal qualities** of the intern observed during the internship. Select **one** evaluation level for each area by marking an "X" under that level that represents the intern's performance.

	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>N/A</b>
Ability to adapt to a variety of tasks					
Decision making; judgment; setting priorities					
Persistence to complete tasks					
Reliability and dependability					
Enthusiasm for the experience					
Attention to accuracy and Detail					
Willingness to ask for and use guidance					
Ability to cope in stressful situations					

**Professional Abilities:** Select **one** evaluation level for each.

	Excellent	Good	Average	Poor	N/A
Ability to synthesize information and communicate it effectively					
Analysis skills; ability to determine information needs for self and patrons					
Ability to select the best potential resources to meet information needs					
Ability to organize, classify, and deliver information effectively					
Ability to plan with and work cooperatively with others					
Ability to create and communicate possible solutions to problems					
Professionalism; demonstrated interest in the issues, policies, and organizations related to the field					

Additional comments:

Signature of Supervisor and date of evaluation: \_\_\_\_\_

The supervisor is encouraged to discuss this evaluation with the intern. The intern will receive a copy of this evaluation if he or she provides a complete address below, indicating where the copy can be sent approximately six weeks following the completion of the internship:

Intern's Name: \_\_\_\_\_

Future or Current Address: \_\_\_\_\_

Completed evaluations should be sent to:

Washington, Dreyer & Associates Law Firm  
270 Peachtree St. Suite 1040  
Atlanta Ga 30303  
deanna@washingtondreyer.com