

TABITHA LIBURD

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Distinguished career as Senior Legal Administrator and Human Resources Manager. Hands-on experience working in the United States of America and in public service organizations in Bahamas, The Cayman Islands and the Caribbean to achieve and maintain best practices in Human Resources, court civil litigation, administration and alternative dispute resolution. Repeatedly selected for high-profile, public leadership roles.

- ✓ 15+ years' experience working in highly visible, public leadership role in challenging, demanding business environment.
- ✓ Expertise in building collaboration and effective relationships with colleagues, legislators, stakeholders and customers.
- ✓ Successful track record of managing complex legal matters and working with the judiciary, public and private sector attorneys and high-level civil service officials.
- ✓ Extensive knowledge of current legislation and related regulations, court functions and principles related to judicial administration, public service management law, finance law, financial regulations, and personnel regulations.
- ✓ Skilled negotiator with outstanding communication, client service and relationship management skills.

Admitted to the Bar in:

Federation of St. Kitts and Nevis – 1996 | Guyana – 1994

Core Legal Competencies & Leadership Strengths

Strategic Planning – Operational Excellence – Courts & Judicial Administration – Performance Management
Change Management – Resource Management – Commercial & Business Acumen – Staff Leadership & Training
Courts Operations Management – Process Improvement – Information Systems & Technologies
Mediation & Alternative Dispute Resolution – Court Filings & Records Management

PROFESSIONAL LEGAL EXPERIENCE

HUMAN RESOURCES MANAGER
Juice Analytics, Nashville, TN

Nov. 2017 to Date

CLERK OF THE COURT
Judicial Administration, Cayman Islands Government, Grand Cayman

Nov. 2010 to Feb. 2017

Hold high-level managerial and legal expert role to oversee entire operations of the courts and implement internal policies and procedures to ensure operational efficiency. Serve as Courts' Attorney and responsible for the overall administration of the various Court Registries, serve as a strategic business partner, plan, develop and implement policies and procedures necessary to execute the statutory responsibilities of the courts; Assess progress and effectiveness in order to ensure the proper and efficient processing of all matters coming before all courts; Full scope of responsibility for key areas including civil and financial services division, criminal division, marshals, bailiffs, court of appeal, legal aid, listing service, judicial support and court reporting unit.

Managed bankrupt estates effectively, declaring and paying dividends when they accrue; Responsible for appointment, discipline and management of Justices of the Peace of the Cayman Islands; Responsible for the appointment and management of the Notaries in the Cayman Islands; Appointed interim Guardian ad litem and Receiver for the affairs of an adult with diminished responsibility; Revamped Legal Aid workflow

CLERK OF THE COURT continued...

processes and improved compliancy; drafted Practice Directions for Chief Justice's signature and implementation in the practice of Law before the Courts of Cayman Islands; Devised administrative plan to facilitate senior court staff, attorneys and police attendance for court sitting on weekends and public holidays.

- ❖ **Legislation & Policies:** Interpret and implement legislation to ensure proper statutory performance; develop required policies and procedures to support judicial administration.
- ❖ **Operational Planning:** Consult with Courts Administrator to develop and implement key operational policies and procedures that impact budget, financial administration, human resources, and information systems management.
- ❖ **Staff Leadership:** Manage performance management, professional development and succession planning for court staff under the direction and control of the Clerk of Court comprising 39 Employees in 6 sections.
- ❖ **Compliance:** Serve as Trustee in Bankruptcy for the Cayman Islands, manage the and administer debtors' bankruptcy estates Reinforce compliance with Regulations for the appointment of Justices of the Peace and the Notaries Public; Ensure that the work of the Civil and Criminal Registries complies with and creates a platform for effective function of the Summary (Magistrates), Grand (Supreme) and Court of Appeal and Registries.
- ❖ **Legal Advice:** Advise and direct Chief Justice, Courts Administrator and other senior staff on interpretation and implementation of key applicable laws and court policies and related matters.
 - Provide legal advice and policy direction on all court-related matters to Department of Judicial Administration—*Succession Law, Bankruptcy Law, Grand Court Bankruptcy Rules, Notary Publics Law, Summary Jurisdiction Law, Grand Court Law, Grand Court Amendment Rules, Grand Court Rule Order 62 Elections Law and Practice Directions.*
- ❖ **Information Manager:** Institute policies and procedures and interpret laws related to Freedom of Information (FOI) law and ensure information is readily accessible to the public in accordance with the Law and without excessive restrictions.

MASTER OF THE SUPREME COURT | DEPUTY REGISTRAR | PROBATE DIVISION MANAGER - The Supreme Court of the Bahamas. April 2001 to Oct. 2010

Designed new workflow and implemented procedures for processing applications in the probate registry to strengthen internal efficiency and ensure smoother case flow.

Presided over interlocutory civil litigation matters, including litigation by/against trust companies, analyzed the applicable substantive local and foreign law, rules of the Supreme Court, evidence and oral arguments to render reasoned judgments and decisions. Managed Probate Division team of 6 employees, handled work assignments and delegated tasks to establish an efficient, effective probate services operation.

- ❖ **Civil Legislation:** Adjudicated interlocutory civil applications in the Supreme Court including assessment of damages; dismissal of actions; summary judgment; pleadings; taxation and review of costs; entry of default judgments; applications for substituted service and extensions of time.
 - Reviewed and determined legal matters and issued Subpoenas, Writs of *fifa* and Orders for Examination and Garnishee Orders after review and determination of legal issues.
 - ❖ **Mediation:** Mediated cases filed in all divisions of the Supreme Court, provided advice on using mediation as an alternative to litigation, and guided individuals throughout the mediation process.
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MASTER continued...

- ❖ **Compliance:** Reviewed and certified probate applications processed by registry staff and verified compliance with applicable laws and regulation.
- ❖ **Probate Applications:** Prepared opinions on legal issues that were considered by the Justices of the Supreme Court for probate applications and advised on suitability of granting probate in each case.
 - Liaised with local and foreign attorneys regarding jurisdiction issues and application of probate rules—incorporated their input as needed in the final analysis and consideration.
- ❖ **Staff Training:** Kept staff abreast of current probate law and regulations through ongoing training sessions; conducted workshops on estate planning for staff, officers of corporations and various government agencies.
 - Chaired interactive sessions with Supreme Court staff on will preparation.

SPECIALIST ADVISOR - OFFICE OF THE ATTORNEY GENERAL
Law Reform and Revision Commission, Government of the Bahamas

While employed as Deputy Registrar, I advised the Commission on probate practice and laws changes and the impact of those changes in the Commonwealth of The Bahamas outlined proposals for reform.

Identified as team leader subject matter expert on key project for a Supreme Court of the Bahamas—evaluated current probate law practices and procedures in United Kingdom. Teamed with senior staff of the London probate registry to gain input, summarize findings, and recommend strategic changes to Chief Justice. Key project details:

- ❖ **Probate Amendments & Improvements:** Reviewed probate developments and analyzed law reform at Common Law in the Caribbean region and the UK.
- ❖ **Legislation:** Introduced probate legislation amendments in The Bahamas to ensure modernization and process efficiency.
 - Provided technical expertise in draft and preparation of the *Probate Act 2009* and *Probate Rules of the Bahamas*
 - Met periodically with the Office of the Attorney General for project updates and to address law revision process issues.

LEGAL APPOINTMENTS (PART TIME, WHILE EMPLOYED FULL TIME IN SUBSTANTIVE POSTS):

Guardian ad litem and Interim Receiver - **Appointed by Grand Court of the Cayman Islands 2015 - To Date**
Trustee in Bankruptcy - **Appointed Nov. 2010 - Feb. 2017 by virtue of holding the office of Clerk of Court.**
External Examiner - **Norman Manley Law School, University of the West Indies, Jamaica. Appointed in 2008 while employed as Deputy Registrar in The Bahamas.**
Lecturer / Course Director - **Eugene Dupuch Law School, The Bahamas. Appointed from Sept. 2006 - June 2009 while employed full time as Deputy Registrar in The Bahamas.**

EARLY CAREER:

Partner - Chambers of Francis M. Cumberbatch, Georgetown, Guyana	Jan - May 2000.
Associate - Kelsick, Wilkin & Ferdinand and Basseterre, St. Kitts	Aug 1997 - Dec 1999.
Associate - Chambers of Myrna R. Walwyn, Charlestown, Nevis	Nov 1997- Jul 1999
Associate - Georgetown Legal Aid Clinic, Georgetown, Guyana	Mar 1996 - Jun 1997.

EDUCATION & ACADEMIC QUALIFICATIONS

Masters in Conflict Management (December 2018)
Lipscomb University, Nashville, TN.

Legal Education Certificate - Council of Legal Education (1994)
Hugh Wooding Law School, University of the West Indies, Trinidad and Tobago

Bachelor of Laws (1992)
University of the West Indies, Trinidad and Tobago

Rule 31 Listed Mediator; General Civil Mediation (2018)
Alternative Dispute Resolution Commission
Tennessee

Accredited Mediator (2016)
London School of Mediation

ICA Experienced Practitioner Member (MICA) (2016)
International Compliance Association (U.K.)

Advanced Certificate in Trust Creation (2008)
Advanced Certificate in Company Law and Practice (2008)
Society of Trust and Estate Practitioners (STEP)

Certificate in Advanced Mediation - Strauss (2007)
Institute for Dispute Resolution Pepperdine University School of Law, Malibu, CA

Mediator Jamaica Resident Magistrate Court level (2006)
Certificate in Mediation (2006)
Foundation for Dispute Resolution, Kingston, Jamaica