

LEIGH ASHLEY JONES, ESQ.

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BAR ADMISSIONS

Maryland and the District of Columbia

PROFESSIONAL EXPERIENCE

MCDONOUGH LAW, LLC

July 2022 - Present

Associate Attorney

McDonough Law is a law firm located in Silver Spring, Maryland, specializing in family law, estate planning, and collections cases.

- ✚ Represent clients in court proceedings, arbitration, and mediation
- ✚ Draft and prepare legal documents, including divorce petitions, custody petitions, marital settlement agreements, and estate planning documents
- ✚ Conduct legal research to stay informed about relevant case laws and statutes affecting family law matters.

J KELLEY LAW GROUP, PLLC

August 2018 – April 2022

Associate Attorney (November 2019 – April 2022)

J Kelley Law Group, PLLC is a boutique law firm out of Gaithersburg, Maryland, specializing in immigration law.

- ✚ Represented clients in immigration court during master and individual merits hearings
- ✚ Prepared and organized documents for visas, removal cases, deferred action, TPS, family petitions, I-601/I-212 waivers, asylum, and adjustment of status cases
- ✚ Prepared petitions, motions, applications, and briefs
- ✚ Identified and analyzed legal issues during initial consultations with clients
- ✚ Assisted with Special Immigrant Juvenile Status (SIJS) cases and basic custody matters, including drafting custody petitions

MONKS LAW FIRM, PLLC

February 2018 - January 2019

Legal Assistant

Monks Law Firm, PLLC is a full-service law firm providing legal services and specializing in immigration law, family law, criminal law, and civil litigation.

- ✚ Prepared and organized documents for visas, removal cases, petitions for alien relatives, I-601 waivers/briefs, asylum, and adjustment of status cases
- ✚ Prepared petitions, motions, and legal memorandums
- ✚ Conducted legal research on case law, reviewed legal documents, and drafted discovery

EDUCATION

UNIVERSITY AT BUFFALO LAW SCHOOL

May 2013

Juris Doctor

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

May 2009

Bachelor of Arts; International Studies (Major), Hebrew (Minor)