

## LEIGH ASHLEY JONES, ESQ.

19217 St. Johnsbury Lane, Germantown, Maryland, 20876  
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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)