



CIRCUIT COURT OF ST. LOUIS COUNTY
STATE OF MISSOURI

NEUTRAL QUALIFICATION FORM
Pursuant to Local Rule 38

I am applying for inclusion on the list of neutrals to be maintained by the Circuit Clerk pursuant to Local Rule 38 of the Circuit Court of St. Louis County. The following information is supplied in support of this application.

1. Name: HEIDENRY Cecelia "TERESA"
(Last) (First) (Middle)
2. Address: 630 CANDLEBERRY Court, Unit B
CANDLEBERRY Condominiums
Kirkwood Missouri 63122-5954
(City) (State) (ZIP+4)
3. Telephone Number: 314-984-9718 Cell: 314-606-4357
4. Facsimile Number: Telephone First
5. State the standard hourly fee for your services as a neutral. VOLUNTEER
6. List your appropriate training or equivalent experience in conducting alternative dispute resolution as required for certification under Supreme Court Rule 17.04.
HARVARD University Negotiation Institution
MEDIATION workshop 2009

7. Please list all areas of substantive law or experience which are or have been a significant part of your professional background or practice.
PARALEGAL FOR 25 YEARS
SEE ATTACHED RESUME AND EDUCATION

8. [If the answer to any of the following questions is yes, please explain the circumstances on a separate sheet and attach.]
- Have you ever been disciplined for violation of any code of professional ethics or responsibility? no
 - Have you ever pled guilty to or been found guilty of a felony? no
 - Have you ever been found liable for fraud or any other intentional tort? no
 - Have you ever had a professional license revoked or suspended for reasons other than non-payment of dues? no
 - Have any professional malpractice judgments been entered against you? no
9. List the courts and professional organizations in which you currently hold certifications as a neutral, mediator, arbitrator, or other ADR service provider.
- NONE - I am just getting started.
AS A VOLUNTEER 9/09.
10. In the space below, briefly describe your experience, qualifications, special areas of expertise, and any other reasons why you should be selected as a neutral.

Experience

25+ years of paralegal experience, extensive client, Attorney and Court Clerk contact; and experience in the St. Louis Archdiocese Tribunal Court re the annulment process.

Qualifications - Legal Education

Mediation Workshop <u>Harvard</u> University Negotiation Institute	2009
<u>Masters</u> in Legal Analysis Webster University	2008
<u>Paralegal</u> Certificate (ABA Approved) Webster University	2006
<u>B.A.</u> Legal Studies (ABA Approved) Webster University	2005
Legal Assistant <u>Certificate</u> , St. Louis Community College at Meramec	1988
Religious Studies Certificate, Paul VI Institute, <u>Vatican Accredited</u>	1976

Special Areas of Expertise

Experienced in the litigation process whether civil, domestic, or probate, and the time and cost it involves; understanding of the annulment process; spent over two years with Medicaid applicants; preparation of collection docket and worked both sides of garnishments. All this experience adds up to heavy client contact.

Other Reasons to be Selected as a Neutral

Pursuant to my education and experience my love for the legal field is apparent, I have done everything in the legal field, meeting with clients in every area, and carried major responsibility (see letters of recommendation). I am a hard worker on behalf of the client and often billed \$10,000 monthly in my last job as a paralegal in litigation and Medicaid. As a single parent and grandparent for over 20 years I understand the importance of a peaceful existence for the benefit of the adults but primarily for the children. I believe strongly in all parties being able to express themselves and create their own resolution. I want to commit my senior years as a neutral to help parties make a better life for themselves and their families.

9/11/09

August 21, 2007

Law School Admission Council
662 Penn Street
P.O. Box 8508
Newtown, PA 18940-8508

Re: Letter of Recommendation
Cecelia T. Heidenry
L26014260

Dear Law School Admission Council:

Cecelia, who we call Teresa, has been working for us at our law firm for approximately 2 years. We are an estate planning law firm, and Teresa's job is as our litigation paralegal. She does legal research on our litigation cases, puts the files together, works with the clients to gather the discovery information and prepares the drafts of all legal filings, including the complaints, answers, and any motions.

The most remarkable thing about Teresa is her energy toward doing the legal tasks assigned. She loves working on legal issues, and is enthusiastic about litigation. To the lawyers in the firm, litigation is a necessary evil, but Teresa keeps us on track and makes sure that the cases are actively prosecuted and that all filing deadlines are met. She is an indispensable member of our legal team and would make an excellent lawyer and advocate.

While we would hate to lose her as an employee, I think that Teresa would be an excellent addition to your law school class and that she would excel in law school.

Yours very truly,




David S. Purcell, Esquire

Charles A. Amen, Esquire

PURCELL & AMEN, L.L.C., Attorneys At Law

Licensed In:

Charles A. Amen, MO & CA

David S. Purcell, MO & IL

Member of the American Academy of
Estate Planning Attorneys

10805 Sunset Office Drive
Suite 100

St. Louis, Missouri 63127

Phone 314-966-8077

Fax 314-966-5906

www.yourestatematters.com

www.medicaidmissouri.com

THE CHARRON LAW FIRM

LE CHATEAU VILLAGE
10411 CLAYTON ROAD, SUITE 204
ST. LOUIS, MISSOURI 63131-2996
(314) 993-4550

FAX/DATA # (314) 993-0784

Email: attmail!charron!group

JOHN J. CHARRON
RICHARD L. McLENNAN
MICHAEL P. MANNION

OF COUNSEL
JOHN J. BARNES, JR.

November 4, 1991

TO WHOM IT MAY CONCERN


Re: Letter of Recommendation

This is a letter of recommendation for C. Teresa Heidenry of this firm. I have known Teresa for fourteen months in a professional capacity. During this time I have always known her to be conscientious in her duties, willing to use initiative in problem solving, and eager to achieve lasting benefits for the firm.

Teresa Heidenry is an independent thinker and a person who has energy resources that have yet to be tapped. Her office skills are impeccable, but more importantly she instinctively knows what to do in given situations. Her organizational skills are excellent and she exhibits persistence when tackling a job.

If further information is needed, please feel free to call me.

Sincerely,



James M. Nuoffer
Administrator

Resume inside left pocket of binder book

Contents of Thesis (Medicaid n/k/a MO HealthNet)

Part I **A**

Introduction to Medicaid - 1

Part II **B**

1. Significant Current Law of Medicaid - 2

Part III **C**

1. Application Process of Medicaid - 4
2. Required Forms for Application Process – 8
3. Historical Chronology of Medicaid - 15

Part IV **D**

Fraud Lawsuits Introduction

1. Doctor - 21
2. Pharmacist - 22
3. Chiropractor - 25
4. Dentist - 26
5. Attorney - 28

Part V **E**

Conclusion

1. Public Health Insurance - 29
2. Expert Interviews - 30

Appendixes **F**

1. Glossary - 32
2. Medicaid Exhibits List – 34 (exhibits follow)
 - Exhibit I - Document List of Requirements
 - Exhibit II - IM Authorized Representative
 - Exhibit III - Medicaid Application/Eligibility Statement
 - Exhibit IV - Declaration and Assessment of Assets
 - Exhibit V - Personal Care Contract
 - Exhibit VI - DSS Report October 2007 60-Month MO Medicaid Payments in Millions
 - Exhibit VII - DSS Report October 2007 60-Month MO Medicaid Recipients
3. Endnotes – 35
4. Research **G**

Medicaid
n/k/a
MO HealthNet
By
Teresa Heidenry

Julie A. Fix, Esquire
Webster University
Legal Analysis (LEAN) 6000
December 13, 2007

Webster University

College of Arts and Sciences

The University Board of Trustees, by virtue of the authority vested in it,
and on recommendation of the University Faculty, has conferred on

Cecelia Teresa Heiderry

the degree of

Master of Arts

Legal Analysis

with all the Rights and Privileges appertaining to that degree.

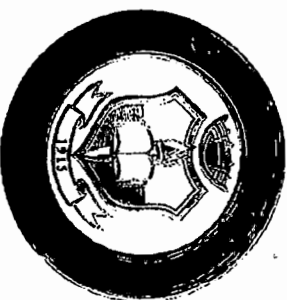
In testimony whereof we have subscribed our names and impressed the seal of the University on the diploma
at Saint Louis, Missouri, May seventeenth, two-thousand eight.

[Redacted]

President

[Redacted]

Vice-President of Academic Affairs



[Redacted]

Chairman of the Board

[Redacted]

Dean

Webster University

College of Arts and Sciences

The University Board of Trustees, by virtue of the authority vested in it,
and on recommendation of the University Faculty, has conferred on

Cecelia Teresa Heiderry

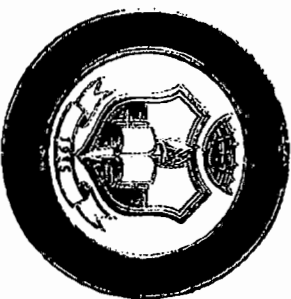
the certificate in

Paralegal Studies

with all the Rights and Privileges appertaining to that certificate.

*In testimony whereof we have subscribed our names and impressed the seal of the University on the diploma
at Saint Louis, Missouri, May twentieth, two-thousand six.*

President



Chairman of the Board

Webster University

College of Arts and Sciences

The University Board of Trustees, by virtue of the authority vested in it,
and on recommendation of the University Faculty, has conferred on

Cecelia Teresa Heidentry

the degree of

Bachelor of Arts

Legal Studies

with all the Rights and Privileges appertaining to that degree.

In testimony whereof we have subscribed our names and impressed the seal of the University on the diploma
at Saint Louis, Missouri, May twenty-first, two thousand five.

[Redacted Signature]

[Redacted Signature]

Executive Vice-President



[Redacted Signature]

Chairman of the Board

[Redacted Signature]

St. Louis Community College at Meramec



This Certifies That

TERESA C. HEIDENRY

has completed the course of study as prescribed for this College
and has complied with all other requirements for graduation
and upon the recommendation of the faculty
is entitled to the degree

CERTIFICATE OF PROFICIENCY

LEGAL ASSISTANT

given at the City of St. Louis and St. Louis County
In the State of Missouri this thirteenth
day of May, 1988.

President
Board of Trustees

Chancellor

President
St. Louis Community College at Meramec

Paul VI Institute of Catechetical and Pastoral Studies

awards to

Teresa (Bates-Reilly) Heidenry

the degree of

Certificate in Religious Studies

by virtue of its affiliation with and accreditation by
the Sacred Congregation of the Clergy in Rome
as a Pontifical Institute

which accreditation was granted May 1972

Given at Saint Louis, Missouri, on the 30th day of November, 1976

Paul VI Institute

5200 Main Drive

Saint Louis, Missouri, 63114

Reverend Monsignor John T. Byrne

Director

C. Teresa Heidenry

630 Candleberry Court, Unit B – Candleberry Condominiums
St. Louis, Missouri 63122

Home:(314) 984-9718 - Cell:(314) 606-4357- E-mail:heidenryct@yahoo.com

Objective - Mediator for the St. Louis County Circuit Court

Summary of Legal Skills

Access Database

create, update
generate reports

Annulments

Canon Law
process annulments
Ecclesial Notary

Bankruptcy

file proof of claims
gather exhibits

Collections

docket preparation

Communications

judges, clerks,
attorneys, hotels
state boards,
paralegals, clients

Corporate Filings

local, national
annual reports

Courthouse

filings
SOS filings

Driver's Licenses

suspensions

EEOC

mediation
arrangements

Garnishments

filed
received
processed

Licensing Boards

architectural
engineering
hotel liquor

Liens

preparation
filed
released

Litigation

draft petition, answer
discovery
deposition summary
second chair

Medicaid

application
division of assets
filed

Real Estate

closings
workbook organization

Subpoenas

preparation
service
receipt of process

Trademarks and Patents

application preparation
docketed
renewal

Management

President of Condo Association

Manage attorneys' practices and files, communicate and meet with clients

Manage small law offices, bill clients, order supplies, schedule repairs

Employment History

Litigation/Medicaid Paralegal	2006-2008	Purcell & Amen, L.L.C. (Elder Law)
Department Associate	2002-2005	Webster University (WingHaven)
Paralegal	1996-2002	HBE Corporation Legal Department
Ecclesial Notary	1994-1996	Catholic Center Tribunal Court
Paralegal	1984-1994	Clayton Law Firms

Education

Mediation Workshop <u>Harvard University</u> Negotiation Institute	2009
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C. Teresa Heidenry
Candleberry Condominiums
630 Candleberry Court, Unit B
St. Louis, Missouri 63122

(Home) 314-984-9718
(Cell) 314-606-4357

heidenryct@yahoo.com

September 11, 2009

Joan M. Gilmer, Circuit Clerk
St. Louis County Circuit Court
7900 Carondelet Avenue
Clayton, MO 63105

Re: Volunteer Mediator

Dear Circuit Clerk:

I am volunteering to be a Mediator. I received my training from Harvard but now need experience. Therefore, enclosed please find copies of supporting documents as follows:

- Original completed St. Louis County Circuit Court *Neutral Qualification Form*;
- Résumé;
- Certificate in Religious Studies;
- Certificate of Proficiency as a Legal Assistant;
- Bachelor of Arts in Legal Studies;
- Certificate in Paralegal Studies;
- Master of Arts in Legal Analysis;
- Thesis Cover sheet and Contents on *Medicaid n/k/a MO HealthNet (available upon request)*;
- Harvard University Negotiation Institute Certification of Mediation Workshop;
- Letter of recommendation from James M. Nuoffer; and,
- LSAC letter of recommendation from Charles Amen, Esquire.

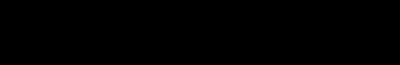
In addition, I emailed some Harvard workshop friends in support of my volunteering as a mediator and one of the attorneys emailed back as follows:

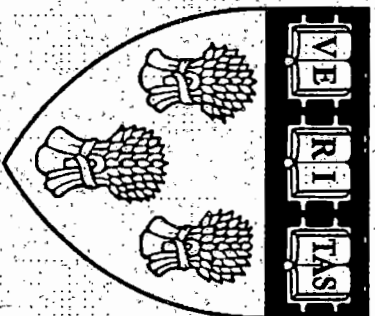
From: Terrence O'Sullivan <tosullivan@counsel-toronto.com>
To: heidenryct@yahoo.com
Sent: Wednesday, July 22, 2009 1:34:12 PM
Subject: Re: 2009 Summer HNI Mediation Workshop Contact Sheet

You can certainly say from me as someone who has participated in more than 50 mediations as counsel and a mediator that in a very demanding course--indeed the "Gold Standard" for the training of mediators --you more than held your own and acquitted yourself very well in a very experienced group.

In conclusion, I would be happy to answer any questions. Otherwise I look forward to hearing from you.

Sincerely,


Teresa Heidenry



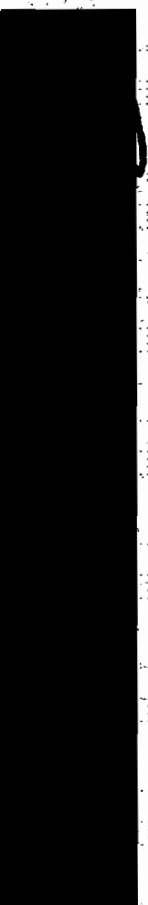
Harvard Negotiation Institute

THIS IS TO CERTIFY THAT

Cecelia Teresa Heiderny

Completed the Mediation Workshop

June 8-12, 2009



Frank E.A. Sander
Professor of Law Emeritus

RECEIVED

SEP 14 2009

JOAN M. GILMER
CIRCUIT CLERK, ST. LOUIS COUNTY

Joan M. Gilmer, Circuit Clerk
St. Louis County Circuit Court
7900 Carondelet Avenue
Clayton, MO 63105



1000



63105

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