

**Desirae Hadley**  
**Private Investigator**  
**Curriculum Vitae 2019**

**Criminal defense investigations and legal support for both private and indigent clients. Extensive knowledge and expertise in handling major felonies and misdemeanors, from pre-filing to sentencing.**

**EXPERIENCE**

**Private Investigator, 08/2009 to Present**

*Hadley & Hadley Investigations PI #26552 – Eureka, CA*

Performed case analysis and defense investigation for misdemeanor and felony criminal cases. Interviewed witnesses and clients. Prepared detailed defense reports and memos. Conducted evidence views, and scene documentation. Drafted and served subpoenas. Testified in court as necessary. Tracked hours, miles and expenses for billing purposes. Conducted surveillance as needed. Developed courtroom exhibits and presentations. Inventoried complete case files and created trial binders. Scan and indexed discovery. Created detailed timelines and organizational tools for the defense team.

**Legal Office Business Manager, 02/2018 to Current**

*Russell J. Clanton & Associates – Arcata, CA*

Conducted client intake and executed legal services agreements. Managed up to 186 Criminal and Juvenile cases, both local and federal from arraignment to sentencing. Assisted counsel in preparing answers, providing documentation and information for discovery request. Hired, managed, developed, and trained staff, developed and monitored goals, conducted performance reviews and administered staff salaries. Prepared legal briefs, motions and pleadings. Managed billable hour tracking, payroll, client invoicing and attorney schedules. Sourced experts for specific case need and handled funding orders for payment. Directed and coordinated law office activity, including service of subpoenas. Contacted key witnesses to testify at court hearings. Acted as liaison between multiple attorneys involved in complex legal issues. Communicated pertinent information to clients via phone, email and mail.

**Public Defender Investigator, 02/2013 to 02/2018**

*Humboldt County Public Defender – Eureka, CA*

Performed case analysis and defense investigations on all misdemeanors and major felony cases. Background and location searches. Interviewed witnesses and clients. Assisted in the development of E-Defender, an online case management system. Prepared detailed defense reports and memos. Conducted evidence views, and scene documentation. Drafted and served subpoenas. Managed the conservatorship and probate calendar. Testified in court as necessary. Coordinated expert witnesses travel evaluations and testimony. Tracked hours, miles and expenses for billing purposes

**Legal Office Assistant, 06/2009 to 11/2010**

*Russell J. Clanton & Associates – Arcata, CA*

Answered a multi-phone line system. Conducted client intake for criminal cases. Coordinated calendars for all staff and lawyers. Tracked all court appearances. Created trial binders. Collected and logged payments. Sent letters and discovery to clients. Worked directly with Humboldt County Superior Court and United States District Courts. Copied, logged and scanned discovery.

**CONTINUING EDUCATION**

Completed 51 hours of continuing education from attending the Capital Case Seminar in 2015, The Simplifying Science Conference in 2016, and Perspectives and Crime Scene Seminar in 2016. I was also chosen as the lead Investigator to assist in implementing and creating an online case management system known E-Defender with the County of Humboldt Public Defenders Office.