

# JENNIFER N. STEPHENS

Jennifer@jstrustadmin.com

972-965-2282

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**LICENSE**, *State Bar of Texas – November, 1996*

## TRUST ADMINISTRATION

### **GST SETTLEMENT FACILITY (2017-present)**

**Executive Director.** Lead the operational management of the trust, overseeing daily administration and financial affairs. Direct the preparation and presentation of financial statements and reports for trust executives and stakeholders. Develop, implement, and oversee formal trust standard operating procedures, and audit compliance initiatives. Manage and coordinate responses to audits, ensuring adherence to regulatory and fiduciary requirements. Oversee budget development, financial planning, and fiscal oversight to ensure the trust's financial health and sustainability. As Executive Director, make determinations and recommendations to the Trustee regarding individual claim appeals.

### **THE FLINTKOTE ASBESTOS TRUST (2020-present)**

**Trust Administrator.** Lead the operational management of the trust, overseeing daily administration and financial affairs. Direct the preparation and presentation of financial statements and reports for trust executives and stakeholders. Develop, implement, and oversee formal trust standard operating procedures, and audit compliance initiatives. Manage and coordinate responses to audits, ensuring adherence to regulatory and fiduciary requirements. Oversee budget development, financial planning, and fiscal oversight to ensure the trust's financial health and sustainability.

### **FEDERAL MOGUL ASBESTOS TRUST (2008-2016)**

**Auditor.** Formulated and implemented comprehensive billing guidelines for outside counsel, ensuring consistency and compliance across legal engagements. Conducted detailed audits of legal invoices from external firms in the US, UK, France, and Spain, verifying accuracy and adherence to trust policies. Prepared and processed payment reimbursement requests, facilitating timely and accurate disbursements by the trust.

## ALTERNATIVE DISPUTE RESOLUTION

### **AMERICAN ARBITRATION ASSOCIATION (2016-present)**

**Arbitrator.** Arbitrator of asbestos litigation matters.

### **BENCHMARK ARBITRATION (2018-present)**

**Arbitrator.** Arbitration of various litigation matters, including employment matters, business disputes and personal injury claims.

### **GILBERT MEDIATION GROUP (2014-present)**

**Mediator.** Experience mediating personal injury cases, contractual disputes, employment law, premises liability and other commercial disputes.

## LEGAL EXPERIENCE

### **SIFFORD, ANDERSON & CO. P.C. (2001-2017)**

**Of Counsel.** Representation of both plaintiffs and defendants in real estate matters, personal injury, labor and employment matters, premises defects, DTPA, fraud, breach of fiduciary duty, professional malpractice, violations of securities laws, construction defects, product liability, and contract disputes. Served as a mediator for real estate, personal injury, family law, employment, and contract disputes since 2003.

## GENERAL COUNSEL ASSIGNMENTS

### **Formulife, Inc., Allen, TX (2012-2020)**

Responsible for all of the legal affairs of the company. Developed a program for the Company to become FDA compliant. Representing the Company in litigation matters. Drafting and management of all contracts with landlords, vendors, and customers. Supervising outside counsel in various out of state patent and trademark litigation matters. Management of the Human Resources and Payroll departments.

### **Purus Labs, Inc., Allen, TX (2012-2023)**

Responsible for all of the legal affairs of the company. Drafting and management of all contracts with landlords, vendors, and customers. Supervising outside counsel in out-of-state product liability, patent, and trademark litigation matters. Representing the company in all other litigation matters. Review of products to ensure FDA compliance. Development of FDA compliance program. Management of all intellectual property of the company.

### **Lone Star Distribution, Inc., Dallas, TX (2010-2015)**

Responsible for all of the legal affairs of the company. Advising senior management regarding compliance with FDA, OSHA and state & federal employment regulations. Drafting and management of all contracts with landlords, vendors, customers, and business partners. Representing the Company in litigation matters. Supervising outside counsel in various patent litigation matters. Procuring and managing all insurance policies, including GL, product liability, worker's compensation and health benefits. Management of the Human Resources department, transportation department and overseeing the IT department. Development of programs and policies designed to reduce costs and increase efficiencies. (Position ended when company was sold to outside investors).

### **LUCENT TECHNOLOGIES/TYCO ELECTRONICS, Mesquite, TX (2000-2001)**

**Senior Manager**, Business Partner to Vice President of Custom Power, Quality, Purchasing and Micropower divisions of Power Systems. Responsibilities included development and implementation of human resource processes to comply with Texas and Federal employment laws. Analysis of employment needs and business structures in the Custom Power, Quality, Purchasing and Micropower divisions. Involved in implementing legal and ethical requirements during downsizing of one-third of the workforce, after purchase of the Power Systems Division of Lucent Technologies by Tyco International. Dealt with employment law issues, including sexual harassment, wrongful terminations, FMLA, Americans with Disabilities Act, and all other employee issues.

### **THE LAW OFFICE OF JENNIFER CANAVAN, Dallas, TX (1996-2000)**

**Attorney**. Representation of both plaintiffs and defendants in family law, criminal defense, personal injury, labor and employment matters, premises defects, DTPA, fraud, breach of fiduciary duty, contract disputes and real estate matters.

## EDUCATION

**SOUTHERN METHODIST UNIVERSITY DEDMAN SCHOOL OF LAW**, Juris Doctor – May 1996

**TEXAS A&M UNIVERSITY** College Station, Texas, Bachelor of Science – August 1993

## VOLUNTEER WORK

- Lawyers Against Domestic Violence
- Dallas Children's Advocacy Center
- CASA of Ellis County
- Legal Services of North Texas
- Housing Crisis Center
- Alexandra's Helping Hands Foundation

**TEXAS SUPER LAWYERS** – *Rising Star 2005, 2007, 2008, 2009, 2011*

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