

## Public Policy and Issue Area Expertise

- K-12 and Higher Education
- Domestic Violence and Sexual Assault
- Civil Rights and Constitutional Law
- Health and Access to Health Care
- Criminal Law and Public Safety
- Federal and State Budget Issues
  - Environment
  - Judiciary
  - Indian Gaming
  - Affirmative Action
- Management Training and Strategic Planning for Legislative Offices



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*Legal and Legislative  
Research and Writing*

*Legislative Consulting Services*

*Paralegal Services*

*Graphic Design Services*



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*Contreras & Associates was founded by Henry J. Contreras following a 25-year career in the California State Legislature and the United States Congress. Mr. Contreras has held a number of progressively responsible senior legal and legislative positions at the federal and state levels of government, including Deputy Legislative Counsel, Chief of Staff, Counsel to the Assembly Majority Floor Leader, and Chief Consultant.*

**B**y virtue of this experience, our firm offers a broad range of professional and strategic planning services to assist lobbyists, attorneys, and advocacy groups in pursuing legislative and budgetary initiatives and providing legal services to clients. *A partial listing of available services includes:*

### **Legal and Legislative Research and Writing**

Our firm provides high quality research and writing services for new or existing lobbying firms and governmental affairs offices on a broad variety of state and federal issues and budget items. These services may add a new dimension to your available professional services or may augment your existing client services. Our firm can assist you with legislative intent research, preliminary or supplementary research and analysis on pending legislation, and the drafting of bills, proposed amendments, or Discussion Drafts in Legislative Counsel form.

### **Legislative Consulting Services**

We can assist your clients or citizen lobbyists in making preparations to circulate the halls of

the State Capitol as part of their issue-specific lobbying efforts or annual visits to Sacramento. Based on our federal and state legislative consulting experience, we can assist in developing workable strategies for lobbying firms and citizen lobbyists as they seek to support or oppose bills and budget items. Past experience has demonstrated that many organizations and individuals who approach the offices of Assembly Members and Senators would benefit from guidance on how to more effectively present their positions on issues. In many cases, background information materials and handouts are too lengthy and could be significantly improved by targeted and graphically appealing designs that clearly summarize these issues.

### **Paralegal Services**

Henry J. Contreras is a graduate of the UCLA School of Law, a Member of the California State Bar since 1978, an experienced legal practitioner, and a graduate of the Washington Paralegal Institute. This professional background enables us to offer law firms and solo practitioners a number of valuable legal research and writing skills beyond those typically available from most paralegals. We are capable of researching complex issues and rendering well-reasoned legal opinions. If you wish to expand your client base on an on-call basis without hiring a

full time associate, we can offer you viable options for briefs, intra-office memoranda, demand letters, client correspondence, and other forms of legal research and writing. We are conveniently located near the downtown Sacramento region, so drop offs and pick ups at the courts and administrative agencies are another important optional service.

### **Graphic Design Services**

With over 25 years as a professional graphic designer, Susan Lawton of Contreras & Associates can provide you affordable and innovative graphic design services for letterhead, brochures, business cards, background materials for lobbying efforts, and other forms of communications. She can design or re-design your organization's website and assist you with newsletters and legislative updates.

### **Fees**

Fees for professional services are very competitive and flexible, including hourly and flat fees based upon the nature of each assignment. Services are guaranteed to be performed in a timely and professional manner.

