

HOLLOWELL FOSTER HERRING PC ATTORNEYS AT LAW

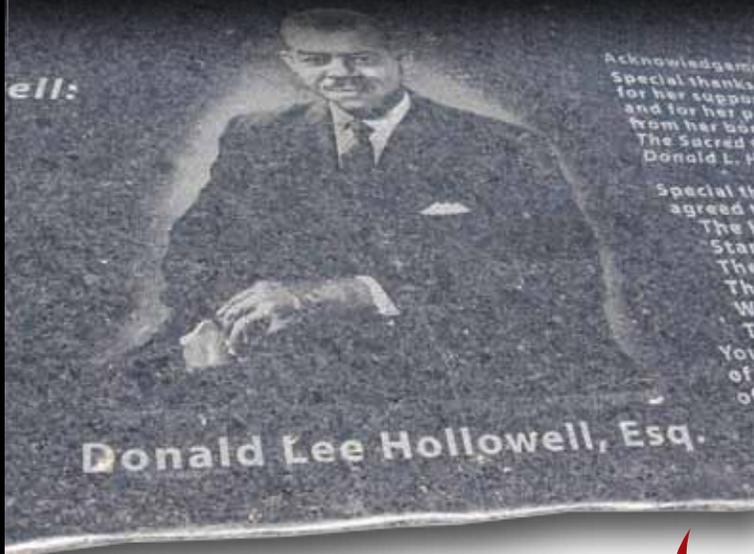


A DISTINGUISHING HISTORY

One of the Firm's founders, the late Donald Lee Hollowell, was one of the most renowned civil rights attorneys in the United States. He served as counsel to such prominent figures as the Rev. Dr. Martin Luther King, Jr., Charlayne Hunter-Gault, Dr. Hamilton Holmes, and the Honorable Horace T. Ward (now, Senior Judge for the U. S. District Court for the Northern District of Georgia). Mr. Hollowell was the first Regional Director of the Equal Employment Opportunity Commission for the Southern Region. Building on that foundation, the Firm has for many years provided excellent representation to its clients in the application of federal anti-discrimination laws and is therefore uniquely qualified to provide EEO Services, training and ADR/Mediation services.

A COMMITMENT TO EXCEPTIONAL SERVICE

Hollowell, Foster & Herring is committed to delivering high-quality, thorough, timely and cost-effective results. Contact us or visit us on the web at www.hfh-law.net to discover the many ways our expert team and efficient service will benefit your agency.



HOLLOWELL FOSTER HERRING PC

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A REPUTATION for EXCELLENCE

EXPERIENCED STAFF

Hollowell, Foster & Herring employs a superior team of dedicated and motivated professionals and paraprofessionals. All members of this highly-educated staff are well trained and experienced in EEO counseling, EEO investigations, federal and state law, and/or the federal personnel system. Mandatory seminars, continuing legal education, and certification programs ensure both attorneys and paraprofessionals continually expand their knowledge base and hone the skills necessary to consistently and efficiently accomplish your agency's goals.

Jolanda Herring, the Project Attorney for the EEO Services Section, is a principal in the firm, and has amassed an impressive background in the employment and corporate law fields, including judicial externships with the EEOC and United States District Court. She has considerable experience managing large-scale, intricate



projects. Ms. Herring is a graduate of the University of Georgia School of Law, and is an active member in good standing of the Georgia Bar. Ms. Herring will be the primary intermediary for any BPA engagement.

Stanley E. Foster is the CEO/Managing Partner of the Firm. Mr. Foster is a graduate of Brown University, and earned his Juris Doctor in 1978 from Pennsylvania School of Law. Mr. Foster is a certified Mediator admitted to mediation practice before the Supreme Court of Georgia.



COMPREHENSIVE EEO SERVICES

Hollowell, Foster & Herring will collaborate with your agency to facilitate thorough and efficient resolution of pre-complaint matters as well as formal complaints of discrimination, as required by law, thereby ensuring EEO compliance and reducing your agency's exposure to liability. Hollowell, Foster & Herring will make all necessary reasonable accommodations for affiants with visual and/or hearing impairments. Your agency will be furnished with written Reports that adhere to all standards set forth in EEOC Management Directive 110, and that are submitted within appropriate time frames.

Hollowell, Foster & Herring provides superior customer service. As requested, your agency will be presented with weekly, monthly, quarterly and annual reports.

The Firm offers the following services:

- Letters of Acceptance and Dismissal
- EEO Counseling
- Alternative Dispute Resolution (ADR)
- EEO Investigations
- Final Agency Decisions
- Case Assembly
- Position Statements
- Compliance Review
- Misconduct Investigations
- Training and Education
- General Consulting Services
- Report Writing



Hollowell, Foster & Herring, P.C. is a 100% minority-owned law firm that specializes in providing Equal Employment Opportunity Compliance

Administration services to federal agencies. It is an approved Federal GSA Contactor under Schedule 738X Human Resources & Equal Employment Opportunity Services, Category 595-25.

For many years, Hollowell, Foster & Herring has cultivated a reputation for excellence in advising clients on employment law issues and in enforcing anti-discrimination laws for federal and state agencies, and private sector employers and individuals.

TECHNOLOGY SUPPORTS EXCELLENCE

The EEO Services Division makes use of current, state-of-the-art office and software technology, including remote access capabilities, video web conferencing, and web portals for intake and interviews. The EEO Services Division utilizes automated compliance checklists to ensure that the Firm adheres to regulatory time frames, as well as to track the status and progress of complaints. The Firm has invested in a customized practice management program that automates the collection of data in the preparation of forms and correspondence in compliance with your Agency's Statement of Work, thereby reducing the potential for human error. This software also allows supervisory personnel to track the status of complaints against set milestones and time requirements. Use of this automated tracking system is required of all staff members and ensures that progress is made within regulatory time frames.