

# FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

FOSTERSWIFT.COM





Thank you for your interest in Foster Swift!

This packet provides introductory information on our firm and should serve as a reference throughout your recruitment journey. We have provided space at the back of the booklet so you can write questions and comments as you read.

Our intent is to answer efficiently some of your basic questions about life at Foster Swift, and we hope the next few pages spark questions to further our discussions about your potential employment with the firm.

We hope you find this information useful, and we are excited to share our firm’s story.

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# ABOUT FOSTER SWIFT COLLINS & SMITH

For over a century, Michigan's leading corporations, individuals and families have relied on Foster Swift. The firm has earned a reputation for outstanding client service, for a results-minded attitude and for across-the-board legal excellence. We credit this reputation to our adherence to the timeless Midwestern values of integrity, civility, hard work, camaraderie and commitment to our communities.

Clients of all sizes, public and private, seek our help. Many establish long-term relationships with the firm that span generations. All find attorneys who are highly regarded for their abilities and experience in handling sophisticated transactions and corporate formations, difficult litigation and complex regulatory and municipal issues.

**With nearly 100 attorneys and a statewide presence, we provide comprehensive services for businesses, organizations, municipalities, families and individuals throughout Michigan, the nation and beyond, including:**

- Business & Tax Law
- Employment & Labor Law
- Finance, Real Estate & Bankruptcy
- Health Care
- Litigation
- Municipal & Public Entity
- Trusts and Estates
- Workers' Compensation

Each of our practice groups is comprised of lawyers rated as the best by their peers and clients.

At Foster Swift, we recognize that as important as it is to work hard, it is equally important to like what you are doing and to enjoy the people with whom you work. Our firm not only appreciates the value of our work but we also value each other as colleagues. It is why Foster Swift hires people interested in continuing to grow professionally and personally.

## STRATEGIC EXPANSION

As we continue to expand, our priority remains the quality of our attorneys, staff and services. As such, we are focused on attracting experienced attorneys with well-established practices. These are the lawyers who can help us serve the needs of an expanding client base.

## REWARDS, PROFESSIONAL DEVELOPMENT AND FIRM PERSONALITY

The firm offers highly competitive compensation packages to our attorneys, including generous benefits. All new employees receive thorough training and ongoing mentoring and supervision. Our attorneys and staff receive annual reviews, and we work with each person to establish and achieve their goals for career advancement.

We are proud of the workplace we have built for our attorneys and staff. It is collegial and vibrant, a place where people enjoy coming to work every day.

# A Message From the President

Thank you for your interest in Foster Swift! I hope the information in this booklet is helpful as you consider the next step in your professional life. I am fortunate to have spent my entire career at Foster Swift and am passionate about the culture and the people.

The firm's flexibility and value it places on acceptance have helped me flourish as an attorney and as a person. My family's needs have required us to move throughout the state, allowing me the opportunity to work in each of the firm's three major offices. Although each office has its own unique feel, the attorneys and staff at Foster Swift made me feel welcome at every transition. I hope you find the same welcoming atmosphere as you meet everyone at Foster Swift. I look forward to speaking with you!

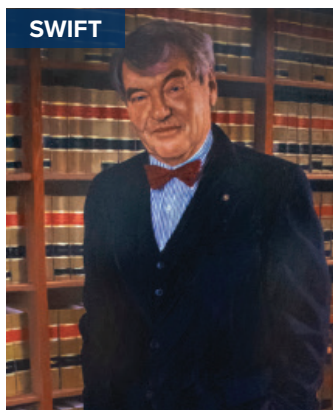
- Anne Seurnyck, President



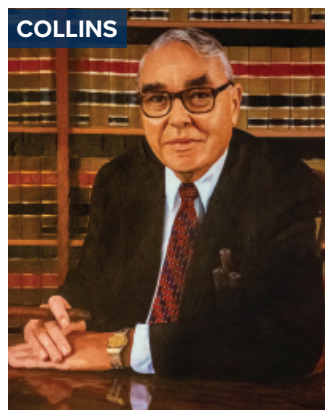
## Founding Attorneys: Ahead of Their Time



The firm, founded by Walter Foster in 1902, never wavered from the values of ethics, integrity and exemplary service to the clients as his son, Richard Foster (pictured here) took over the mantle of leadership.



Theodore Swift was a shining example of the firm's adherence to its timeless values of civility, integrity, hard work, camaraderie and commitment to our communities.



John Collins' rapport with clients and peers was legendary.



Webb "Tony" Smith was a champion of professional development and strengthening the firm's representation of attorneys and staff of all backgrounds.

# CULTURE

Foster Swift employees often describe themselves as loyal – and it shows. We feel our low turnover rate is the best indicator of the great working environment at Foster Swift. We have a positive and inclusive working environment that supports building and developing careers at every stage.

Foster Swift values community involvement, with many of our employees serving as officers and active members of organizations, boards, and commissions statewide. The firm also sponsors events linked to charitable organizations and organizes volunteer opportunities within our local communities.

The firm particularly values civility between employees. Since our founding, hiring nice, smart, hardworking people has been our first priority and serves as a guiding principle for our hiring plan.

Our attorneys and staff are committed to living by strong ethical standards, and our clients appreciate the way they are treated as much as they value our legal skills. The attorneys and staff at Foster Swift understand there is more to being a great lawyer than producing great results.

This commitment to top-quality service is the foundation of our mission: To provide comprehensive, results-oriented legal services to each and every client. It also supports our firm's core values:

- **Integrity.** Honest and open communication with our clients while also maintaining a reputation of trust and confidence with judges and other lawyers.

- **Professionalism.** Ethical and respectful in the practice of law while passionately representing our clients.
- **Working Together.** Taking a team approach to problem solving and client service and maintaining a firm culture of collaboration
- **Excellence.** Providing quality, comprehensive, timely, and client focused legal service. Going above and beyond to meet client's needs.
- **Innovation.** Working to stay ahead of industry trends for our clients as well as new trends in the legal market.
- **Respect & Dignity.** Treating our attorneys, staff, clients and colleagues with respect and dignity.

Many companies say this, but Foster Swift truly has a family-friendly culture. The firm's telecommuting and part-time policies are proof of our commitment to helping employees enjoy a manageable work-life balance. We have created the environment we have because the firm understands the daily challenges of managing life at home and life at the office. The firm takes an individualized approach to its people and practices to ensure client needs are met while maintaining a positive work atmosphere.

We look forward to developing the future leaders of the firm in the same collegial, respectful culture we have valued for decades.



# EQUAL OPPORTUNITY

Foster Swift's diversity and inclusion actions go back more than five decades. In the 1960s, we reached out to the University of Michigan Law School seeking help to find and hire minority attorneys. We since have taken similar steps in hiring for all positions. For several years, we have had a committee dedicated to advancing these concepts. Foster Swift recognizes the benefit of being inclusive and diverse and is fully committed to these values. Our goal is to create an environment where individuals may succeed professionally and personally.

## Lateral Profile: Ray Littleton



*"I joined Foster Swift as an associate attorney in 2011. I had worked at both larger and smaller firms, learning the positives and negatives of both settings. I sought a pleasant working environment where attorneys really collaborated on projects and genuinely liked each other. I found both at Foster Swift."*

*Ray was elected shareholder in 2016.*

### SHAREHOLDER - SOUTHFIELD

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#### PRACTICE:

General & Commercial Litigation  
No-Fault Litigation  
Transportation Law  
Employment Litigation

#### EDUCATION:

Marquette University Law School, J.D., 2006  
Yale University, B.A., 2002; Economics

#### FIRM INVOLVEMENT:

- Diversity Committee
- Executive Committee
- Recruiting Committee
- Compensation Committee
- Mentor

#### PROFESSIONAL/COMMUNITY INVOLVEMENT:

- Wolverine Bar Association
- ICLE Litigation Planning Committee Member
- Representative Assembly Member for State Bar of Michigan

#### AWARDS & RECOGNITIONS

- "Leaders in the Law",  
Michigan Lawyers Weekly, 2024

# Lateral Profile: J.V. Anderton



*JV joined the firm in November 2023 from a Lansing-based firm that merged with Foster Swift.*

## SHAREHOLDER - LANSING

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### PRACTICE:

Business Law  
Mergers & Acquisitions Deal Team  
Estate Planning  
Real Estate  
Tax Law

### EDUCATION:

Western Michigan University Thomas M. Cooley Law School, LL.M. in Taxation, 2008  
Case Western Reserve University School of Law, magna cum laude and Order of the Coif, J.D., 2004  
Cornell University, B.A. in Economics, 2001

### FIRM INVOLVEMENT:

- Mentor

### PROFESSIONAL/COMMUNITY INVOLVEMENT:

- American Bar Association
- Lansing Economic Area Partnership (LEAP)
- Downtown Lansing Inc.
- Ingham County Bar Association
- Ingham County Bar Foundation
- The First Tee of Mid-Michigan, Co-Founder

### AWARDS & RECOGNITIONS

- Best Lawyers in America, Business Organizations, and Family Business Law, 2018-2025
- “Excellence in Defense” Award, Michigan Defense Trial Counsel
- “Top 5 Under 35” Award Ingham County Bar Association, 2012



# Lateral Profile: Dora Brantley



*Dora joined Foster Swift from her previous firm in June of 2023.*

## SHAREHOLDER - SOUTHFIELD

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### PRACTICE:

Commercial Litigation  
Mass Tort  
Employment Litigation  
Municipal Litigation  
Insurance Coverage

### EDUCATION:

Wayne State University Law School, J.D., 1993  
University of Michigan, B.A., 1990

### FIRM INVOLVEMENT:

- Mentor

### PROFESSIONAL/COMMUNITY INVOLVEMENT:

- Michigan Defense Trial Counsel
- Michigan State Bar Foundation, Fellow
- State Bar of Michigan, Negligence Law Section
- Federation of Defense & Corporate Counsel
- Ronald McDonald House Charities (Previously)

### AWARDS & RECOGNITIONS

- “Notable Litigator & Trial Attorney”  
Crain’s Detroit Business, 2025
- “Excellence in Defense” Award  
Michigan Defense Trial Counsel, 2024
- “Influential Woman of Law”  
Michigan Lawyers Weekly, 2024

# Lateral Profile: Jackie Dupler



*Jackie joined Foster Swift in August 2021 from her private practice and became a firm shareholder in January 2023.*

## SHAREHOLDER - LANSING

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### PRACTICE:

Family Law  
Divorce  
Custody  
Child and Spousal Support

### EDUCATION:

Michigan State University College of Law, J.D. 2012  
Michigan State University, cum laude B.A., 2008

### FIRM INVOLVEMENT:

- Diversity Committee
- Mentor

### PROFESSIONAL/COMMUNITY INVOLVEMENT:

- Ingham County Friend of the Court
- Women Lawyers Association of Michigan

### AWARDS & RECOGNITIONS

- Athena Leadership Award Nominee, Lansing Regional Chamber, 2024
- Regional Leadership Award, Women Lawyers Association of Michigan, 2024
- “Go-To Lawyer” in Family Law, Michigan Lawyers Weekly, 2025
- “Influential Women of Law” Honoree, Michigan Lawyers Weekly, 2023

# Lateral Profile: Adam Fadly



*Adam Fadly joined Foster Swift as an associated in May 2014 and was named firm shareholder in January 2017.*

## SHAREHOLDER - SOUTHFIELD

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### PRACTICE:

Business & Commercial Litigation  
No-Fault Litigation  
Insurance Defense  
General Litigation

### EDUCATION:

Michigan State University College of Law,  
cum laude J.D., 2009  
Western Michigan University, B.B.A.  
Finance and Commercial Law, 2006

### FIRM INVOLVEMENT:

- Litigation Practice Group Co-Chair
- Diversity Committee
- Mentor

### PROFESSIONAL/COMMUNITY INVOLVEMENT:

- Michigan State Bar Foundation, Fellow
- State Bar of Michigan

### AWARDS & RECOGNITIONS

- Michigan Super Lawyers “Rising Star”,  
Civil Litigation: Defense, 2016-2023

# Lateral Profile: Alex Rusek



*Alex joined the firm from his private practice in September 2022. He became a firm shareholder in January 2024.*

## SHAREHOLDER - LANSING

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### PRACTICE:

General & Commercial Litigation  
Business Law  
Appellate Practice  
Criminal Law  
Governmental Relations  
Sports Law

### EDUCATION:

Michigan State University College of Law,  
cum laude J.D., 2013  
Oakland University, B.A., 2010

### FIRM INVOLVEMENT:

- Mentor

### PROFESSIONAL/COMMUNITY INVOLVEMENT:

- Army of Survivors
- Ingham County Bar Foundation, Fellow
- Ingham County Bar Association, President-Elect
- Capital Area Humane Society
- Highfields
- Downtown Lansing, Inc.

### AWARDS & RECOGNITIONS

- National Academy of Criminal Defense Attorneys, Top 10 Under 40 Award Michigan, 2023
- Ingham County Bar Association, President's Special Recognition Award, 2023
- Lansing Regional Chamber of Commerce, 10 Over Next Ten Award, 2018

# BENEFITS TO JOINING FOSTER SWIFT

In addition to the health, dental, life, and vision insurances and 401(k) match outlined on our firm's benefits summary sheet, the firm provides other benefits designed to assist our attorneys in better managing their practices.

**BUSINESS DEVELOPMENT ACCOUNT:** Each attorney receives a business development account. The amount in each account varies based on a number of factors including experience level and estimated origination, management and production numbers. This account is for business-related expenses only, such as taking clients or prospective clients to lunch, sponsoring a client's project, or even paying for some customized marketing materials. A portion of this account may be used toward athletic or fitness club dues.

**SEMINAR/CLE EXPENSES:** The firm believes it is important to the success of the firm as well as the success of our clients for attorneys to be educated on the most up-to-date applications of the law in the fields in which they practice. Seminars are approved by the attorney's Practice Group Leader and firm administration.

**MENTORING PROGRAM:** As part of the firm's onboarding process, each new attorney is assigned a mentor. For more experienced lateral attorneys, the mentor's role is not to assist with work product, but to acclimate the new attorney to the firm. The mentor will answer general questions about the firm, specific questions about their office, and provide insight to other attorneys and their practices. They can also assist with obtaining work for the new lateral attorney if necessary. The program's primary goal is to make lateral attorneys feel comfortable and productive within the firm as soon as possible.



Firm picnic at the Detroit Zoo.



**PROFESSIONAL DUES PAYMENT:** Foster Swift recognizes the importance of attorney involvement in professional and trade organizations. To that end, the firm pays for each attorney's state and local bar dues, as well as a reasonable number of other practice-related professional or trade organizations.

**FIRM SOCIAL EVENTS:** Although the importance of working hard may be the first thing you notice at Foster Swift, we also value our co-workers and getting to know one another. The firm offers multiple social events throughout the year for this purpose. Some events are firm-wide, such as the new year party, while others are office-based or even practice group-based. Everyone at the firm is encouraged to attend as many events as practical, realizing everyone has busy lives outside work.

**HYBRID WORK AND PART-TIME POLICIES:** As part of the firm's technology package, Foster Swift offers the ability to work remotely. Attorneys are encouraged to be in the office as much as is practicable, but sometimes working from home or out of the office is the best option. After the first six months of employment, an attorney may work remotely two days a week.

The firm has instituted a part-time policy available to attorneys who have been with the firm for one year or more on a case-by-case basis. Attorneys must submit a memo to the Executive Committee and their Practice Group Leader outlining their reason for requesting the part-time schedule, as well as a proposed schedule and practice plan. The firm's policy manual contains more details.

**EXPERIENCED STAFF:** Can't bring an assistant along? No problem. Many members of Foster Swift's staff (and attorneys, for that matter!) have been at the firm for 10 or more years. Not only does that speak to the firm's stable culture, but having experienced staff can expedite many otherwise tedious tasks and help attorney practices run more efficiently.



Attorneys socialize at the Summer Attorney Dinner Party



# LEADERSHIP

Foster Swift is comprised of talented, creative and hardworking lawyers, paralegals, legal assistants and administrators who team together to achieve optimal results for clients. Lateral attorneys at Foster Swift are encouraged to take leadership positions in the firm, as well as in professional and community organizations. Currently, several practice group leaders as well as members of the compensation, recruiting, retirement, mentoring and diversity committees are attorneys who have joined the firm as laterals.

## Lateral Profile: Julie Fershtman



*"For many years, I fostered a successful equine law practice both as a solo practitioner and as part of a small Detroit firm. After many years of service to the Bar, I was elected President of the State Bar of Michigan. With this additional responsibility, I knew I needed the support of a larger law firm with the resources to help me continue to succeed in my practice and cope with the additional responsibilities of my new role. I was impressed with all of the administrative staff's ability and willingness to assist me in these goals."*

*Julie joined Foster Swift as a shareholder in 2010.*

### SHAREHOLDER - SOUTHFIELD

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#### PRACTICE:

Business & Commercial Litigation  
Equine Law  
Insurance Defense  
Insurance Coverage  
Agri-Business

#### EDUCATION:

Emory Law School, J.D. 1986  
Emory College, B.A. 1983

#### FIRM INVOLVEMENT:

- Executive Committee (Formerly)
- Marketing Committee
- Diversity Committee (Formerly)
- Mentor

#### PROFESSIONAL/COMMUNITY INVOLVEMENT:

- State Bar of Michigan
- President, 2011-2012
- 21st Century Practice Task Force, Co-Chair, 2015-2016

# CIVILITY

Foster Swift embraces civility and professionalism in the practice of law. It's part of the culture so much so that in 2000, the Ingham County (Lansing) Bar Association established the Theodore Swift Civility Award as an annual recognition in honor of Ted Swift, one of the attorneys for whom our firm is named. It honors local trial lawyers for "...manifesting civility in his or her relations with the Bench, Bar, clients, and the public, while adhering to and advancing the highest principles and traditions of the legal profession." Firm attorneys Brian Goodenough, Scott Mandel, Tom Meagher, Mike Sanders and Scott Storey have received this award.

## Lateral Profile: David Russell



*"After owning my own business for a number of years, I decided to transition into private practice with a small Lansing firm. After practicing there for a number of years, I determined I wanted a larger firm with additional resources to help grow my practice. In 2010, I joined Foster Swift as an associate attorney, where I received the mentoring and resources I needed to thrive."*

*Dave was elected a shareholder in 2013.*

### SHAREHOLDER - LANSING

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#### PRACTICE:

Business & Corporate  
Employment Litigation  
Real Estate Law  
Employer Services  
General & Commercial Litigation  
Insurance Coverage  
Insurance Regulatory & Compliance

#### EDUCATION:

Michigan State University College of Law, J.D., 2005  
Central Michigan University, B.S., 1995

#### FIRM INVOLVEMENT:

- Executive Committee
- Marketing Committee
- Mentor

#### PROFESSIONAL/COMMUNITY INVOLVEMENT:

- Habitat for Humanity of Lansing, Board of Directors
- Volunteers of America, Homeless No More, Committee Member

# COMMITMENT TO CLIENTS

Although a hot topic for today's consultants, the importance of client satisfaction is nothing new. The firm's founders recognized then that keeping clients happy was crucial to a developing firm. Now, we frequently partner with clients not only on their legal work, but with community pursuits and other activities to maintain relationships. The firm was excited to partner with a financial institution client to put on a financial wellness seminar for local low-income students. The client appreciated our taking interest in their project and we solidified an already great working relationship.

## Lateral Profile: Mindi Johnson



*"I joined the firm in 2010 as an associate attorney when my prior firm merged with Foster Swift. My initial focus was in health care law, but soon I saw an opportunity to pursue a related, but different practice area: employee benefits. I took advantage of the firm's career coaching benefit and started working with an outside coach who offered advice for transitioning to the new practice area. With the guidance of my coach, I successfully navigated the internal and external opportunities and challenges of developing a new practice."*

*Mindi was elected a shareholder in 2014.*

### SHAREHOLDER - GRAND RAPIDS

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#### PRACTICE:

Employee Benefits  
Health Care  
Tax Law  
ESOPs (Employee Stock Ownership Plans)  
HIPAA Privacy & Security Compliance

#### EDUCATION:

St. Louis University School of Law, J.D., 2004 cum laude  
Calvin College, B.A., Communication, 2001

#### FIRM INVOLVEMENT:

- Business and Tax Practice Group Co-Chair
- Retirement Committee
- Recruiting Committee

#### PROFESSIONAL/COMMUNITY INVOLVEMENT:

- Girls on the Run of Kent and Muskegon Counties, Board of Directors
- Grandville Calvin Christian Schools, Board of Directors

# FIRM ADMINISTRATION

Foster Swift has an experienced administration staff who focus on running the firm, so that you can focus on practicing law. The firm employs knowledgeable professionals in Accounting, Human Resources, Information Technology, Library and Research Services, Marketing and Office Services. Below is a sampling of each department's responsibilities:

## ACCOUNTING

- Manages the firm's day-to-day finances
- Manages the firm's time and billing system
- Issues payroll and expense checks

## HUMAN RESOURCES

- Manages staff hiring and discipline
- Manages firm's benefits program
- Manages firm wellness and reward programs

## INFORMATION TECHNOLOGY

- Manages firm's technology hardware – computers, phones, smartphones, printers, etc.
- Manages firm's software and videoconferencing capabilities
- Assists attorneys and staff in troubleshooting any technological issues
- Manages the firm's cybersecurity

## LIBRARY AND RESEARCH SERVICES

- Provides research resources such as Westlaw, Precision, Co-Counsel, Bloomberg BNA, and ICLE
- Provides full-time librarian to assist with research projects

## BUSINESS DEVELOPMENT

- Compiles and distributes attorney-produced content, including newsletters and blogs
- Assists with responding to Requests for Proposals
- Assists with client and/or educational events
- Manages firm advertising and community sponsorships

## OFFICE SERVICES

- Provides file management services, including offsite storage assistance
- Provides copy services, mail services, and packet assembly
- Manages office supplies and business cards



Foster Swift attorneys participating in annual Grand Rapids Marathon



# CONTACTS

## GENERAL

### Cheryl Couthie

*Chief Operating Officer*

616.726.2229

ccouthie@fosterswift.com

## HR

### Elizabeth Cotner

*Director of Human Resources*

517.371.8113

ecotner@fosterswift.com

## BUSINESS DEVELOPMENT

### Kimberly Hafley

*Director of Business Development,*

*Client Relations & Recruitment*

517.371.8112

khafley@fosterswift.com

## IT

### John Bonandrini

*Director of Information*

*Technology*

517.371.8337

jbonandrini@fosterswift.com

## ACCOUNTING

### Cassie Bowe

*Director of Finance*

*and Accounting*

517.371.8248

cbowe@fosterswift.com

## RECRUITMENT

### Kimberly Hafley

517.371.8112

khafley@fosterswift.com

## EXECUTIVE COMMITTEE:

Anne Seurnynck, *President*: 616.726.2240

Warren Krueger, *VP-Lansing*: 517.371.8236

Ray Littleton, *VP-Southfield*: 248.539.9903

Andrew Vredenburg, *VP-Grand Rapids*: 616.726.2234

Nicholas Oertel, *Treasurer*: 517.371.8139

Anna Gibson, *Secretary*: 517.371.8280

## PRACTICE GROUP AND SUBPRACTICE GROUP LEADERS:

### ADMINISTRATIVE & MUNICIPAL:

Michael Homier

616.726.2230 | mhomier@fosterswift.com

### BUSINESS & TAX:

Mindi Johnson\*

616.726.2252 | mjohnson@fosterswift.com

Taylor A. Gast

517.371.8238 | tgast@fosterswift.com

- Agricultural Law: Michael Zahrt
- Employee Benefits: Mindi Johnson\*
- BizTech: Taylor Gast
- State & Local Tax: Joel Farrar
- Start-Ups & Emerging Businesses: Nick Oertel

### EMPLOYER SERVICES:

Brian Goodenough

517.371.8147 | bgoodenough@fosterswift.com

### FINANCE, REAL ESTATE & BANKRUPTCY SERVICES:

Scott Hogan\*

616.726.2207 | shogan@fosterswift.com

### GENERAL & COMMERCIAL LITIGATION SERVICES:

Paul Millenbach\*

248.539.9908 | pmillenbach@fosterswift.com

Adam Fadly\*

248.539.9904 | afadly@fosterswift.com

- Family Law: Andrea Badalucco\*
- Appellate Law: Laura Genovich

### TRUSTS & ESTATES:

Doug Mielock

517.371.8203 | dmielock@fosterswift.com

\*Asterisks mark attorneys who joined the firm laterally

# CURRENT PRACTICE AREA LIST

Administrative Law	General Counsel
Adoption Law	General Litigation
Agri-Business	Governmental Relations
Alternative Reproductive Technology Law	Health Care & Health Care Fraud
Appellate Practice	HIPAA Privacy & Security Compliance
Arbitration & Mediation	Immigration Law
Banking & Finance	Insurance Coverage
Bankruptcy & Restructuring	Insurance Defense
Business & Tax	Insurance Regulatory & Compliance
Business Law	Intellectual Property
Business Succession Planning	International Business & Trade
Cannabis Law	Labor Relations
Collections / Creditor - Debtor Rights	Landlord-Tenant
Commercial Litigation	Library Law
Condemnation & Eminent Domain	Licensing - Professional - Business - Government
Construction Law	Mass Tort
Corporate Finance, Governance & Securities	Medical / Professional Malpractice Defense
Credit Union Representation	Mergers & Acquisitions and Strategic Transactions
Criminal Law	Municipal Law
Custody	Municipal Prosecution
Cybersecurity & Data Privacy	No-Fault Litigation
Discrimination - Unlawful Harassment	Non-Profit Corporate Law
Divorce	Open Meetings Act Law
Elder Law	Procurement Services
Election & Campaign Finance Law	Property Tax
Employee Benefits	Public Finance - Bond
Employment Law	Real Estate Law
Employment Litigation	Renewable Energy
Energy, Oil & Gas Law	Securities Law
Entity Selection, Organization & Planning	Sports Law/Name Image Likeness (NIL)
Environmental Law	State & Federal Audits & Tax
Equine Law	Tax Exempt Organizations
ERISA	Tax Law
ESOPs (Employee Stock Ownership Plans)	Technology Law
Estate Planning	Telecommunications
Family Law	Trade Secret & Noncompete Contracts
Family Owned Businesses Law	Transportation Law
Financial Institution Regulation & Compliance	Trust & Estate Administration
Firearm Regulation Law	Trust & Estate Litigation
First Amendment - Media Law	White Collar Crime
Food, Hospitality & Liquor Law	Workers' Compensation
Foreclosure	Zoning & Land Use
Freedom of Information Act Law	

*The firm's practice areas change and develop as the law, business and society all evolve. These are the firm's current areas of practice.*



# PROCESS

Please note that no two recruiting experiences are the same, depending on the nature of your practice, the office for which you are interviewing, and whether you are coming in alone or with a firm. This process outline illustrates some of the major next steps in your hiring experience:



1. Contact Kim Hafley at Foster Swift regarding your interest.
2. Interview with Foster Swift attorneys.
3. Receive and complete due diligence form.
4. Second interview with Foster Swift attorneys.
5. After establishing it's a mutually good fit, you will receive an employment offer letter.
6. You will have time to review and sign the letter if it is agreeable.
7. We will work with you to confirm a start date that works for everyone.
8. Firm administrative leaders will contact you for more information before your start date.
9. Adhere to Model Rules of Professional Conduct regarding communication to both your current firm and communicating with clients.
10. Arrive at Foster Swift.

**71%**  
Retention Rate  
over past 10  
years

**25**  
Average years  
tenured by all  
attorneys at  
the firm

**FOSTER SWIFT**  
FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

# FOSTER SWIFT'S REACH

Members of the firm support the communities in which they live and work. The firm regularly sponsors non-profits across its five offices including:

- Lansing: VOA
- Grand Rapids: Grand Rapids Marathon
- Detroit/Southfield: Capuchin Kitchen
- Holland: Holland Home



## QUICK FACTS

- Approximately 100 Attorneys
- 26 Paralegals
- 12th Largest Law Firm in Michigan (Crain's Detroit Business)
- 5 Offices (Lansing, Southfield, Grand Rapids, Detroit and Holland)
- 6 practice groups
- Founded in 1902
- Our attorneys are recognized in *Best Lawyers*®, *Super Lawyers*, *Avvo* and *Martindale*

## NOTES/QUESTIONS

## RECOGNIZED FIRM-WIDE HOLIDAYS:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Day

## SOFTWARE USED

- Microsoft Office 365 including Co-Pilot
- Accounting: IntApp and Adderant
- CRM: ContactEase
- Dictation: BigHand
- Email and Contacts: Microsoft Outlook
- File Management: iManage
- Newsletter and Invitation Distribution: Saturno
- Templates: HotDocs
- Remote Access: Citrix
- Zoom



