



**JUDICIAL MERIT SELECTION COMMISSION
PERSONAL DATA QUESTIONNAIRE
2020**

Court, Position, and Seat # for which you are applying:

1. Name: Mr.
Mrs.
The Honorable Crystal Rookard

Name that you are known by if different from above
(Example: A Nickname):

Are you currently serving in some capacity as a judge?
(Includes Municipal, Magistrate, Etc.)

Yes, Associate (Substitute) Municipal Judge for the Municipal Court of the City of
Columbia, South Carolina.

Home Address: [REDACTED]

Business Address: Lander University, 320 Stanley Avenue, Greenwood, SC 29649

E-Mail Address: [REDACTED]

Telephone Number: (home): [REDACTED]
(office): (864) 388-8059
(cell): [REDACTED]

2. Date of Birth: [REDACTED] 1967
Place of Birth: Spartanburg, SC
Social Security Number: [REDACTED]

3. Are you a citizen of South Carolina? Yes
Have you been a resident of this state for at least the immediate past five years? Yes, a
resident since birth.

4. SCDL# or SCHD#: SC [REDACTED]
Voter Registration Number: [REDACTED]

5. Have you served in the military? If so, give the dates, branch of service, highest rank
attained, serial number (if applicable), present status, and the character of your discharge or
release.

No, I have not served in the military.

6. Family Status:
- (a) State whether you are single, married, widowed, divorced, or separated
 - (b) If married, state the date of your marriage and your spouse's full name and occupation.
 - (c) If widowed, list the name(s) of spouse(s).
 - (d) if you have ever been divorced or are in the process of obtaining a divorce, state the date, name of the moving party, court, and grounds
 - (e) state the names of your children and their ages. If your children are old enough to work, include the occupation of each child.

Single; No children.

7. List each college and law school you attended, including the dates of your attendance, the degrees you received, and if you left an institution without receiving a degree, the reason for your departure.

| | | |
|---|-----------|----------------------------|
| University of South Carolina | 1986-1990 | Graduated with a BA degree |
| University of South Carolina Law School | 1996-1999 | Graduated with a JD degree |

8. List the significant activities in which you took part during your attendance at law school. Give the dates you were involved in these activities and list any leadership positions you held.

Throughout law school, I worked two jobs to support myself and pay for my living expenses. In addition, I participated in volunteer activities such as; assisted with the battered women's shelter advocacy program (1996-1997), and served as a mentor in the Project Goal program at Eau Claire High School (1998-2000). I was employed part time as a school to careers advisor at Eau Claire High School. (1998 – 2000) I assisted students with developing career plans, job shadowing opportunities and part-time employment. I voluntarily conducted student mock trial competitions and provided students an overview of basic legal concepts. (1997-1999) Also, I was employed as a law clerk at the Johnson, Toal & Battiste, law firm. (1997 – 1999)

9. List the states in which you have been admitted to practice law and the year of each admission. Also list any states in which you took the bar exam but were never admitted to the practice of law. If you took the bar exam more than once in any of the states listed, please indicate the number of times you took the exam in each state.

South Carolina, 2000. In SC, I took the bar twice.

10. Describe chronologically, since graduation from law school, your legal experience. Please include a list of all positions held in which you worked in a legal capacity. Describe the

general character of your practice and divide it into periods with dates if its character has changed over the years. Please also describe the extent to which you were involved with the administrative and financial management of each of these entities, including management of trust accounts.

Justices/judges applying for re-election to their current position may omit Questions 11–17. If you are a full-time judge seeking a judgeship different than your current position, Questions 11-17 should be answered based on your experience *prior to serving on the bench.*

Please review below and see the attached resume.

- (a) From 1997 – 1999, I was a law clerk at the Johnson, Toal & Battiste law firm. This law firm handled family law, personal injury, social security, worker’s compensation, probate, and criminal law matters. I primarily assisted with the personal injury and worker’s compensation matters.
- (b) From 2000 – 2005, I was Deputy General Counsel for the SC Department of Corrections (SCDC). I defended the Department against inmate litigation. The inmate litigation was appealed to the Administrative Law Court. I drafted and filed briefs, prepared documents to be submitted into the record and interacted with staff members of the Administrative Law Court. I handled inmate cases involving prison disciplinary appeals, sentence calculations, custody, and liberty interests. Handled appeals under the Administrative Procedures Act as needed. I represented SCDC against inmate litigation filed in circuit court in Richland County, SC.
- (c) Additional duties included:
 - Prepared, drafted, reviewed, approved, and negotiated SCDC contracts with executives in private industries, local, state, and federal governments.
 - Conducted employee grievance investigations, represented SCDC in employee mediation/arbitration proceedings included preparation of settlement agreements if necessary and represented the agency in hearings before the State Employee Grievance Committee, included hearing preparation: oral arguments, legal document, witness preparation, opening/closing arguments, questioning the witnesses on direct/cross-examination.
 - Extensive knowledge of relevant state and federal law.
 - Investigated and responded to complaints filed with the South Carolina Human Affairs Commission and the Equal Employment Opportunity Commission.
 - Worked with outside counsel on cases as required, providing background information, case analysis and relevant law.
 - Provide legal advice to Department of Correction (SCDC) senior executives, attorneys, court officials and other state agencies in the interpretation of state and federal law, SCDC policies.
 - Reviewed and recommended revisions to policies and state law, as necessary.

- Conducted legal training courses for SCDC employees in both classroom setting and on camera.
- Conducted independent legal research using Lexis & Westlaw.
- Drafted legal memoranda including briefs, motions, and other pleadings, as necessary.
- Conducted investigations and responded to allegations of sexual harassment.
- Decisive and organized with strong capacity to think quickly and present facts rationally.
- Successfully entrusted with responsibility under limited supervision with proven results.

(d) From 2006 - 2011, selected as the Human Resources Director/Legal Counsel, Midlands Technical College, Columbia, South Carolina. Duties included:

- Provided legal advice and assistance to the Commission and the Executive Council on complex legal matters, policy questions and operational procedures.
- Analyzed, interpreted, advised, and informed the President, Senior Vice President for Business Affairs and other Executive Council members on employment law matters, various legal issues, and regarding local, state, and federal laws and regulations.
- Participated in executive level decisions as requested, coordinated, and represented the college in legal matters.
- Provided legal advice to the Office of Student Development services concerning student complaints, disciplinary actions, and grievances.
- Directed, supervised human resource department to include: responsible for and managed the HR budget, recruiting and hiring, retention keeping, employee benefits, leave and time attendance, temporary employment, employee training, promotions and transfers, terminations, employee disciplinary matters, employee relations, and class & compensation matters for over 1,000 employees.
- Conducted informal and formal stages of employee grievances and internal complaint investigations based on employee race, sex, age, color, religion, national origin, disability, and veteran status, and monitoring resolution and compliance.
- Provided advice and counsel to employees, managers and supervisors regarding human resources practices, policy, and employee relations and employment laws. Conducted investigations and fact finding as required to formulate recommendations as to necessary actions.
- Coordinated Human Resource matters with the State Technical Board and State Office of Human Resources as required.
- Managed the college's Equal Employment Opportunity and affirmative action goals in compliance with the South Carolina Human Affairs Commission.
- Ensured appropriate communication of resources and training programs for all college administrators, faculty, and staff.
- Reviewed, drafted, and advised college on contractual matters, review and draft policies, procedures and legislation as needed.

- Conducted legal research as required and coordinated legal matters with external legal counsel. Handled all responses to discovery requests and deposition preparation as needed.
 - Monitored the completion of all required reports with established guidelines. Responsible for the departmental budget and approved expenditures.
- (e) From 2012 – 2017, General Counsel, Midlands Technical College, Columbia, South Carolina. Duties included the following:
- Provide legal advice and assistance to the Commission and the Executive Council on complex legal matters, policy questions and operational procedures.
 - Analyze, interpret, advise, and inform the President, Senior Vice President for Business Affairs and other Executive Council members on employment law and various legal matters, local, state, and federal laws, and regulations.
 - Participates in executive level decisions as requested, coordinates and represents the college in legal matters.
 - Provide legal advice to the Office of Student Development services concerning student complaints, disciplinary action, and grievances.
 - Serves as the college chief compliance officer for employment related laws and regulations. As the chief compliance officer, in cooperation with the appropriate Human Resource Management employees and/or other employees conducts informal and formal stages of employee grievances and internal complaint investigations based on employee race, sex, age, color, religion, national origin, disability, pregnancy and veteran status, and monitoring resolution and compliance.
 - Investigate and respond to complaints filed with the South Carolina Human Affairs Commission and the Equal Employment Opportunity Commission.
 - Direct and/or execute governmental/external affairs, special events, executive level projects/assignments, strategic planning & analysis, or investigations which may be particularly sensitive and/or confidential or which involve multiple divisions within the college.
 - Serves as legal training coordinator for the college and works closely with various departments to assess training needs. Develops and delivers an array of legal and employment training to ensure compliance with Federal, state, and local regulations and to reduce litigation.
 - Provides advice and counsel to employees, managers and supervisors regarding human resources practices, policy, and employee relations and employment laws. Conducts investigations and fact finding as required to formulate recommendations as to necessary actions.
 - Ensures appropriate communication of resources and training programs for all college administrators, faculty, and staff.
 - Review, draft and advises college on contractual matters, review and draft policies, procedures and legislation as needed.
 - Conducts legal research as required and coordinates legal matter with external legal counsel includes responding to all discovery requests and deposition preparation as needed.
 - Monitors the completion of all required reports with established guidelines.

- Respond to Freedom of Information Act requests.
- (f) From 2015 – present Associate (Substitute) Municipal Court Judge
- Conduct hearings and adjudicate cases in criminal and traffic court; presides over bond court; rules on motions and draft orders; conducts legal research, as necessary.
 - Files reports with the SC Court Administration and other officials, as necessary.
 - Performs duties as of Administrative Judge and other Associate Judges as required in their absences.
 - Attends training, seminars & workshops as required to maintain job knowledge and skills.
 - Perform related administrative and judicial work as required.
- (g) From 2017 – present, General Counsel and Vice-President for Lander University, Greenwood, SC
- Reports directly to the President and serves as general counsel for the university by providing legal advice and guidance to the Lander Board of Trustees, Cabinet, and other college officials regarding complex legal matters, policies and procedures and help ensure college operations are consistent with local, state, and federal laws and regulations.
 - Coordinates and represents the college in legal matters. Represents college before courts, administrative and governmental entities.
 - Member of the Cabinet and attend various meetings involving the Cabinet, the Board of Trustees, Board Committee meetings, and the Lander Foundation.
 - Review, draft and advise university on contractual matters, review/draft legislation, policies and procedures, processes, and publications as needed. Conduct research on legal matters as required. Recommend, develop, and implement policy and procedure.
 - Direct and/or execute governmental/external affairs, special events, executive level projects/assignments, strategic planning & analysis, or investigations which may be particularly sensitive and/or confidential or which involve multiple divisions within the college.
 - Oversight of human resource department to include: recruitment/talent acquisition, hiring, onboarding and orientation processes, retention keeping, employee benefits, leave and time attendance, temporary employment, employee training, promotions and transfers, terminations, employee disciplinary matters, employee relations, and class & compensation matters, compliance with applicable state and federal employment laws.

- Oversight of the University's Diversity Advisory Council and the Kaufmann Leadership Institute.
- Develops and delivers an array of legal and employment training to ensure compliance with Federal, state, and local regulations and to reduce litigation. Conduct legal research as required.
- Investigate and respond to complaints filed with the South Carolina Human Affairs Commission and the Equal Employment Opportunity Commission.
- Responsible for and manage the budgets for the Office of General Counsel, the Diversity Advisory Council, and the Kauffmann Leadership Institute.

11. Please answer the following:

- (a) If you are a candidate for Administrative Law Court, please provide a brief written description of your experience before an Administrative Law Judge, including any issues discussed and the frequency of your appearances before the Administrative Law or Circuit Court within the past five years.

For twenty years, I have served as a state government attorney in South Carolina. In this capacity, I have handled a variety of legal issues such as but not limited to: review of policy and procedures, business transactions, easements, complex employment matters and civil lawsuits including investigation, case preparation, and appeals before state personal grievance committee, defended inmate litigation before the Administrative Law Court and in circuit court, higher education law, privacy and records management, student conduct, transactional matters involving copyright and technology transfer, contributor to strategic administrative and management initiatives, drafting, reviewing, and negotiating complex agreements for the procurement of goods and services, drafted, reviewed and negotiated agreements with local hospitals and healthcare facilities, regulatory compliance, review of criminal background checks, developed and presented training and development programs to employees on various areas of the law affecting the organization. I believe my extensive legal experience in state government has uniquely prepared me to be an Administrative Law Judge.

During my tenure at the Department of Corrections, I appeared in court numerous times to defend the Department in litigation filed by inmates. In addition, I argued and defended SCDC in employee grievance hearings before the South Carolina Office of Human Resources. Throughout my legal career, I have written numerous legal memoranda defending my client before the South Carolina Human Affairs Commission and the Equal Employment Opportunity Commission involving allegations of discrimination and harassment. I humbly state that I have prevailed on behalf of my client in every SHAC/EEOC complaint that I handled.

I believe that my experiences as an associate municipal court judge, my human resources and legal background have prepared me to preside over matters that come before an Administrative Law Judge. For over ten years, I have served as a Human Resource Director and a Chief Human Resources. Thus, I possess extensive experience and knowledge of state human resources' regulations and laws. Also, I have working knowledge of the state employee grievance process.

Throughout my legal career, I have had to quickly learn new areas of law and I have become adept at applying legal principles and procedures to legal matters. I would compare being an in-house counsel for a large government agency to being a sole practitioner in private practice. Almost daily or weekly a novel issue has been brought to my attention that required that I research and provide legal advice. In addition, as in-house counsel there is an intense amount of people contact. My "client" does not have to make an appointment to see me they simply drop by my office if they have an issue that needs attention.

As in-house counsel I learned the art of negotiation and resolving issues. Many times, I addressed matters before litigation was filed against my client. My years of experience as a Human Resources Director taught me the ability to intervene and negotiate a solution.

While I have not appeared before the Administrative Law Court within the past five years, since 2015 I have served as an associate municipal court judge. In this capacity I conduct hearings and adjudicate cases in criminal, domestic violence, quality of life and traffic court, preside over bond court, rule on motions, draft orders and conduct legal research, as necessary. In municipal court, there are bench trials in which I listen to testimony and review evidence presented by both parties, then make the decision. I have interacted extensively with pro se litigants and those represented by legal counsel.

12. What was the frequency of your court appearances during the five years prior to your election to the bench? N/A
 - (a) federal: 0%
 - (b) state: 0%

13. What percentage of your practice involved civil, criminal, domestic, and other matters during the five years prior to your election to the bench?
 - (a) civil: 60%
 - (b) criminal: 30%
 - (c) domestic: 10%
 - (d) other: 0%

14. What percentage of your practice in trial court during the five years prior to your election to the bench involved matters that went to a jury, including those that settled prior to trial?
 - (a) jury: 50%
 - (b) non-jury:

Did you most often serve as sole counsel, chief counsel, or associate counsel in these matters? Chief counsel in my role as General Counsel for Lander University and Midlands Technical College.

15. List five of the most significant litigated matters you have personally handled in either trial or appellate court or before a state or federal agency, prior to your election to the bench. Give citations if the cases were reported and describe why these matters were significant.

(a) Ralph Porcher v. SCDC, I handled the initial grievance, the investigation, and the subsequent hearing before the SC Office of Human Resource. This case involved a former employee testing positive for drugs. The primary issues of the case involved the use of a urine analysis vs. a hair analysis and the chain of custody of the urine analysis.

(b) I handled several employee cases in which I was responsible for the initial grievance, the investigation, and the subsequent hearing before the State Employee Grievance Committee. However, I do not recall the specific names of the cases.

16. List up to five civil appeals you have personally handled, prior to your election to the bench. Give the case name, the court, the date of decision, and the citation if the case was reported.

(a) I handled numerous inmate appeals to the Administrative Law Court involving civil related matters. However, I do not recall the specific names of the cases.

- (b)
- (b)
- (c)
- (d)
- (e)

17. List up to five criminal appeals that you have personally handled, prior to your election to the bench. Give the case name, the court, the date of decision and the citation if the case was reported.

(a) I handled numerous inmate appeals to the ALC involving criminal related matters. However, I do not recall the specific names of the cases.

- (b)
- (c)
- (d)
- (e)

18. Have you ever held judicial office? If so, list the periods of your service, the courts involved, and whether you were elected or appointed. Yes. I was appointed.

Describe the jurisdiction of each of the courts and note any limitations on the jurisdiction of each court.

- (a) October 2015 – Present, Associate Municipal Judge for the City of Columbia, SC. In 2015, I was appointed by the City Council of Columbia, SC.
 - (b) Municipal courts have jurisdiction over cases arising under ordinances of the municipality, and over all offenses which are subject to a fine not exceeding \$500.00 or imprisonment not exceeding 30 days, or both, and which occur within the municipality. In addition, S.C. Code Ann. § 22-3-545 provides that municipal courts may hear cases transferred from general sessions, the penalty for which does not exceed one-year imprisonment or a fine of \$5,000, or both, upon petition by the solicitor and agreement by the defendant. The powers and duties of a municipal judge are the same as those of a magistrate, regarding criminal matters; however, municipal courts have no civil jurisdiction.
19. If the answer to question 23 is yes, describe or list five of your most significant orders or opinions and give the citations if they were reported. Also list citations to any appellate review of these orders or opinions. Not applicable.
- (a)
 - (b)
 - (c)
 - (d)
 - (e)
20. List all courts in which you have been admitted to practice and list the dates of your admission. Give the same information for administrative bodies that require a special admission to practice.
- (a) South Carolina, 2000.
 - (b) US District Court for the District of SC, 2012.
21. Have you taught law-related courses or lectured at bar association conferences, educational institutions, or continuing legal or judicial education programs? If so, briefly describe each course or lecture.
- (a) Spring 2020, I taught a course for the University of South Carolina School of Law.
 - (b) I have conducted seminars regarding contract review and the relationship between external and internal counsel at college financial officer’s conferences.
 - (c) I have conducted numerous seminars regarding civility & sensitivity in the workplace, contract review, employment law/employee relations, discrimination, harassment, human resources, leadership/management, methods to reduce legal exposure, sexual harassment, Campus Save Act, Violence Against Women Act, student related legal issues, Title IX, at conferences and employee mandatory training programs.
 - (d) I have been employed as an adjunct instructor since 2005 until 2015 at local colleges. I have taught healthcare law, business law and criminal justice.

22. Provide, as a separate attachment, your continuing legal or judicial education report from the past five years. Please see the attachment.
23. List all published books and articles you have written and give citations and the dates of publication for each. None
24. Please furnish as a separate attachment, two examples of legal articles, briefs, orders, or other legal writings for which you can claim sole or primary authorship. If you cannot claim sole authorship, please explain the extent to which you are the primary author, to include a description of the other authors and their contributions. The writing samples are for the Commission's use only and will not be published. (If you are a judge and are not seeking a different type of judgeship, this question is inapplicable.)
25. What is your rating or membership status, if any, by any legal rating organization, such as, Best Lawyers, Chambers, Legal 500, Martindale-Hubbell, Who's Who Legal, Super Lawyers, Million Dollar Advocates Forum, etc.? If you are currently a member of the judiciary, list your last available rating, if any.

Not applicable.

26. List all bar associations and professional organizations of which you are a member and give the titles and dates of any offices you have held in such groups.
- (a) SC Summary Court Judges' Association, Inc
 - (b) SC Bar Association
 - (c) SC Bar Association Diversity Committee
 - (d) SC Bar Association Education Committee
 - (e) SC Bar Association Fee Dispute Committee
 - (f) SC Bar Association In-House Counsel Committee
 - (g) SC Women Lawyers Association
 - (h) Women in Higher Education, Midlands Technical College's Institutional Representative
 - (i) Society of Human Resource Management
 - (j) College and University Professional Association
 - (j) South Carolina Correctional Association
 - (k) American Correctional Association
 - (l) Federal Bar Association (SC Chapter)
 - (m) Richland County Bar Association
27. Have you ever held public office other than judicial office? If so, list the periods of your service, the office or offices involved, and whether you were elected or appointed. Also, state whether or not you have timely filed your report with the State Ethics Commission during the period you held public office. Yes

If not, were you ever subject to a penalty? If so, give details, including dates.

Not applicable.

28. For sitting or former judges, list all employment you had while serving as a judge (whether full-time or part-time, contractual or at will, consulting or otherwise) other than elected judicial office. Specify your dates of employment, employer, major job responsibilities, and supervisor.

(a) Vice-President and General Counsel for Lander University from 2017 – present, my supervisor is Dr. Richard E. Cosentino, President.

My major responsibilities include:

- Reports directly to the President and serves as general counsel for the university by providing legal advice and guidance to the Lander Board of Trustees, Cabinet, and other college officials regarding complex legal matters, policies and procedures and help ensure college operations are consistent with local, state, and federal laws and regulations.
- Coordinates and represents the college in legal matters. Represents college before courts, administrative and governmental entities.
- Member of the Cabinet, attend various meetings involving the Cabinet, the Board of Trustees, Board Committee meetings, and the Lander Foundation.
- Review, draft and advise university on contractual matters, review/draft legislation, policies and procedures, processes, and publications as needed. Conduct research on legal matters as required. Recommend, develop, and implement policy and procedure.
- Direct and/or execute governmental/external affairs, special events, executive level projects/assignments, strategic planning & analysis, or investigations which may be particularly sensitive and/or confidential or which involve multiple divisions within the college.
- Oversight of human resource department to include: recruitment/talent acquisition, hiring, onboarding and orientation processes, retention keeping, employee benefits, leave and time attendance, temporary employment, employee training, promotions and transfers, terminations, employee disciplinary matters, employee relations, and class & compensation matters, compliance with applicable state and federal employment laws.
- Oversight of the University's Diversity Advisory Council and the Kaufmann Leadership Institute.
- Develops and delivers an array of legal and employment training to ensure compliance with Federal, state, and local regulations and to reduce litigation.
- Investigate and respond to complaints filed with the South Carolina Human Affairs Commission and the Equal Employment Opportunity Commission.
- Represent the college in employee mediation/arbitration proceedings.
- Direct and coordinate activities related to external counsel. Draft and respond to legal inquiries of the college. Coordinates and prepares responses to state and federal inquiries. Conduct legal research as required.
- Provide legal regarding the Freedom of Information Act requests and Family Educational Rights and Privacy Act requests.

- (b) General Counsel & Special Advisor to the President, Midlands Technical College from 2012 – 2017 and my supervisor was Dr. Ronald L. Rhames, President.

My major job responsibilities include:

- Reports directly to the President and serves as general counsel for the college by providing legal advice and guidance to the Commission, Executive Council, and other college officials regarding complex legal matters, policies and procedures and help ensure college operations are consistent with local, state, and federal laws and regulations.
- Coordinates and represents the college in legal matters. Represents college before courts, administrative and governmental entities.
- Member of Executive Council and attended Executive Council Meetings, Commission and Commission Committee meetings and Enterprise Campus Authority Board and Committee meeting and MTC Foundation meetings.
- Review, draft and advise college on contractual matters, review/draft legislation, policies and procedures, processes, and publications as needed. Conduct research on legal matters as required. Recommend, develop, and implement policy and procedure.
- Direct and/or execute governmental/external affairs, special events, executive level projects/assignments, strategic planning & analysis, or investigations which may be particularly sensitive and/or confidential or which involve multiple divisions within the college.
- Serves as legal training coordinator for the college and works closely with various departments to assess training needs. Develops and delivers an array of legal and employment training to ensure compliance with Federal, state, and local regulations and to reduce litigation.
- Serves as the college chief compliance officer for employment related laws and regulations. As the chief compliance officer, in cooperation with the appropriate Human Resource Management employees and/or other employees, conduct informal and formal stages of employee grievances and internal complaint investigations based on employee race, sex, age, color, national origin, disability, veteran status other protected status/class, and monitoring resolution and compliance as needed.
- Investigate and respond to complaints filed with the South Carolina Human Affairs Commission and the Equal Employment Opportunity Commission.
- Represent the college in employee mediation/arbitration proceedings includes preparation of settlement agreements if necessary.
- Direct and coordinate activities related to external counsel. Draft and respond to legal inquiries of the college. Coordinates and prepares responses to state and federal inquiries. Conduct legal research as required.
- Facilitate the state process for evaluating the president.
- Respond to Freedom of Information Act requests and Family Educational Rights and Privacy Act requests.

- (c) Crystal Rookard Consulting, Mediation, and training business. Provide training regarding discrimination, harassment, sexual harassment, and various human resources/employment law related topics.
29. Have you ever been an unsuccessful candidate for elective, judicial, or other public office? If so, give details, including dates.
- (a) In 2012, I submitted an application for an Administrative Law Judge vacancy however, I withdrew my application before it was considered by the Judicial Merit Selection Commission.
- (b) In 2016, I submitted an application for an application for an Administrative Law Judge vacancy however, I withdrew my application after the public hearing.
- (c) In 2017 and 2019, I requested an application, but I did not proceed with the process.
30. Have you ever been engaged in any occupation, business, or profession other than the practice of law, teaching of law, or holding judicial or other public office? If so, give details, including a description of your occupation, business, or profession, the dates of your employment, and the name of your business or employer.
- (a) Adjunct Instructor, University of South Carolina School of Law, Spring 2020, Externship course.
- (b) Adjunct Instructor, Webster University, Columbia, South Carolina, January 2005 until the 2013, Subjects taught - the Law and Health Services & Business Law/Ethics.
- (c) Adjunct Instructor, Limestone College, Columbia, SC, September 2011, Subject taught – Business Law.
- (d) Adjunct Instructor, University of Phoenix, Columbia, SC, May 2008, Subject taught Business Law
- (e) Adjunct Instructor, Claflin University, Satellite Campus, Columbia, SC, November – December 2007, Subjects taught - Introduction of the Administration of Justice
- (f) Adjunct Instructor, Midlands Technical College, Columbia, SC, Summer 2006 & Fall 2011 until 2015. Subject taught – Business Law and Healthcare Law & Ethics.
- (g) Adjunct Instructor, South University, Columbia, SC, January – March 2004, Subject taught – Constitutional Law.
31. Are you now an officer or director or involved in the management of any business enterprise? Explain the nature of the business, your duties, and the term of your service.

Crystal Rookard Consulting, my mediation and training business. I serve as a mediator and a trainer.

Business Assist LLC, my business assistance company. I serve as owner and employee. This business is in the early stages of development.

32. Are you now or have you ever been employed as a “lobbyist,” as defined by S.C. Code § 2-17-10(13), or have you acted in the capacity of a “lobbyist’s principal,” as defined by S.C. Code § 2-17-10(14)? If so, give the dates of your employment or activity in such capacity and specify by whom you were directed or employed.

Not applicable.

33. Provide, as a separate attachment, a complete, current financial net worth statement that itemizes in detail:
- (a) the identity and value of all financial assets held, directly or indirectly, including, but not limited to, bank accounts, real estate, securities, trusts, investments, and other financial holdings; and
 - (b) the identity and amount of each liability owed, directly or indirectly, which is in excess of \$1,000, including, but not limited to, debts, mortgages, loans, and other financial obligations.

(Your response to this question may state “see attached”).

(A net worth statement is provided with this questionnaire and you must use this format for submission of your financial statement.)

A complete, current financial net worth statement was provided to the Commission.

See attachment.

NOTE: The Commission may require written confirmation that financial obligations have been satisfied or that the parties have agreed upon a payment schedule.

34. Has a tax lien or other collection procedure ever been instituted against you by federal, state, or local authorities? Yes. I purchased my house in 2008. From 2008 – 2015, I paid the homeowners assessment fees in a timely manner. In 2015 or 2016, the homeowners’ assessment fee letter was incorrectly returned to sender, I did not receive the letter. The HOA proceeded with collection activities. Once I received written notification from the law firm handling the collection activities, I contacted the office to notify them that I had not received the most recent homeowner’s assessment letter and this was the only reason I had not paid because I was not on notice that the fees were due. They did not entertain my explanation and indicated that I needed to pay the assessment fess and their legal fees immediately or go to court. I paid all fees and the account was brought current.

During law school, sometime in 1996 or 1997, an apartment complex filed an eviction notice against me. Once I was notified, I paid the rent and fees. The account was brought current and I continued to reside in the apartment complex.

Have you ever defaulted on a student loan? No. I have not defaulted on a student loan.

Have you ever filed for bankruptcy? No. I have not filed for bankruptcy. If so, give details.

35. Since filing with the Commission your letter of intent to run for judicial office, have you accepted lodging, transportation, entertainment, food, meals, beverages, money, or any other thing of value as defined by S.C. Code § 2-17-10(1) from a lobbyist or lobbyist's principal? If so, please specify the item or items you received, the date of receipt, and the lobbyist or lobbyist's principal involved. No
36. Itemize (by amount, type, and date) all expenditures, other than those for travel and room and board, made by you, or on your behalf in furtherance of your candidacy for the position you seek. If you have spent over \$100, have you reported your expenditures to the House and Senate Ethics Committees? None
37. List the recipient and amount of all contributions made by you, a member of your immediate family, or by a business with whom you are associated, to members of the General Assembly within the past four years. None
38. Have you or has anyone acting on your behalf solicited or collected funds to aid in the promotion of your candidacy? If so, please specify the amount, solicitor, donor, and date of the solicitation. No
39. Describe any financial arrangements or business relationships you have, or have had in the past, that could constitute or result in a possible conflict of interest in the position you seek or currently hold. Explain how you would resolve any potential conflict of interest. None
40. Describe any interest you or a member of your immediate family has in real property:
 - (a) in which there is a potential conflict of interest with your involvement in a South Carolina state or local public agency;
 - (b) in which there have been public improvements of \$200 or more that adjoins property in which there have been public improvements of \$200 or more; or
 - (c) which was sold, leased, or rented to a state or local public agency in South Carolina.

None

List the interest you hold and the value and location of the property. Identify as applicable the:

- (a) nature of any potential conflict of interest;
- (b) nature and value of any public improvements; and
- (c) South Carolina state or local public agency which purchased or is leasing or renting such property.

Attach a copy of any contract or agreement.

I own a house located at 185 Rabon Springs Road. The Richland County Assessor's values the house at \$103,500. Based on a review of market values listed on the internet, Zillow values the house at \$137,000.

41. Identify any personal property interest you or a member of your immediate family sold, leased, or rented to a South Carolina state or local public agency. Identify the property, its amount or value, and the name of the agency. Attach a copy of any contract or agreement.

Not applicable.

42. For sitting judges, if you currently hold an interest in stock or other securities or have held such an interest, list each stock you currently own or owned during the prior calendar year. If you prefer, you may attach broker or account records containing the requested information instead of listing it here.

Not applicable

43. For sitting judges, have you ever accepted anything of value from an attorney or litigant in a matter currently or previously before you or your court? If so, please give the details, including the name of the attorney or litigant and the thing of value you received.

No

44. For sitting judges, have you used the services of your staff, for which you did not pay, while campaigning for this office?

No

45. Have you ever been arrested, charged, or held by federal, state, or other law enforcement authorities for violation or for suspicion of violation of any federal law or regulation, state law or regulation, or county or municipal law, regulation, or ordinance, or any other law, including another country's law? If so, give details but do not include traffic violations which are subject to a penalty of \$125 or less. You must include any and all arrests, including, but not limited to, offenses for driving under the influence or similar traffic offenses. Include all arrests that resulted in expungement, which will be redacted. If you have questions regarding whether to include an offense, please contact the Commission.

[All answers have been received and considered by the Commission, and as noted above, any expunged matters are redacted from the record.]

46. Have you, to your knowledge, ever been under federal, state, or local investigation for possible violation of a criminal statute? If yes, explain.

No

47. Have you ever been sued by a client? No
Have you ever been a named party (personally or professionally) in or had a pecuniary interest in any civil or criminal proceedings? If so, give details, including, but not limited to, dates, and resolutions.

(a) While employed at SCDC, I recall being sued by an inmate. US Court of Appeals, for the Fourth Circuit, Kenneth Green v. Unknown SC Department of Corrections Officials; Ralph King Anderson, III, Administrative Law Judge and Crystal Rookard, each in their individual capacity. This case was dismissed in 2003.

(b) While employed at MTC, I recall being sued by a former employee. Myrtle Cooper vs. Midlands Technical College Commission, d/b/a Midlands Technical College, Marshall White, Jr., Ronald Drayton, Ronald L. Rhames, Crystal Rookard and Melvin Hawkins, Jr., in their individual and official capacities, defendants. US District Court. This case was settled.

48. If you are in private practice, are you covered by malpractice insurance and, if so, how long have you carried malpractice insurance? If applicable, have you ever been covered by a tail policy? If so, please explain when you were covered by a tail policy. Also, if applicable, indicate your coverage and deductible for your current malpractice policy.

Not applicable.

49. Have you ever, in South Carolina or any other jurisdiction, as a lawyer, judge, or other professional, been sanctioned or disciplined for lawyer, judicial, or other professional misconduct or has any jurisdiction found that you committed any misconduct? If so, give the details and describe any final disposition. Include any and all confidential and public sanction, discipline, or finding of misconduct of any kind.

[Yes and no responses are redacted for all candidates unless there is a public discipline.]

50. Have you ever been investigated by the Department of Social Services? If so, give the details and the resolution. Has your name ever been enrolled on the Central Registry of Child Abuse and Neglect? If so, give the details.

No

51. Have you directly or indirectly requested the pledge of any member of the General Assembly as to your election for the position for which you are being screened or have you been offered a conditional pledge of support by any legislator pending the outcome of your screening? Have you received the assurance of any public official or public employee that they will seek the pledge of any member of the General Assembly as to your election for the position for which you are being screened? If so, give details.

No

52. Have you requested any third parties to contact members of the General Assembly on your behalf before the final and formal screening report has been released? Describe the campaigning you have done for this election and include a list of those individuals you have asked to campaign on your behalf and, to the best of your knowledge, those who have campaigned for you on their own initiative.

I have not asked anyone to campaign on my behalf.

53. Are you familiar with the 48-hour rule, which prohibits a candidate from seeking pledges until after the draft report becomes final, which occurs on the day and time specified on the Commission's published screening schedule?

Yes.

54. Since submitting your letter of intent to become a candidate, have you or has anyone acting on your behalf contacted any member of the Judicial Merit Selection Commission about your candidacy or intention to become a candidate? If so, give details.

No.

55. List the names, addresses, and telephone numbers of five (5) persons from whom you are providing references. Also, provide the Commission with **original letters** of recommendation from each person listed herein, including their signature (preferably in blue ink). **The Commission will not accept a photocopy or electronic submission of a letter of recommendation and failure to include all five (5) original letters of recommendation in your packet when you submit it will render your packet incomplete.** Please **do not** have references mail your reference letters to the Commission directly. *You must return the five (5) original letters of recommendation to the Commission with your application packet.*

- (a) Dr. Richard E. Cosentino, President, Lander University, [REDACTED]
- (b) Mr. Luther Battiste, Attorney at Law, Johnson, Toal & Battiste, [REDACTED]
- (c) Judge Richard Morgan, Associate Municipal Court Judge for the City of Columbia, SC, Burr, Forman, McNair, [REDACTED]
- (d) Mr. Paul Porter, Attorney at Law, Cromer, Babb Porter & Hicks, [REDACTED]
- (e) Mr. Adam Taylor, Chief of Staff and Vice-President of Governmental Affairs, Lander University, [REDACTED]
- (f) Ms. Stephanie Nye, Director of Externship & Special Academic Programs, University of South Carolina School of Law, [REDACTED]
- (g) Ms. Regina Lewis, Attorney at Law, Gaffney Lewis LLC, [REDACTED]
- (h) Mr. Vernie Williams, Attorney at Law, Halligan, Mahoney & Williams [REDACTED]

56. Are you active on or a member of a social media or Internet site or have you, to your knowledge, been featured or depicted on a social media or Internet site, such as, Facebook, LinkedIn, Twitter, etc.?

If so, please list the account names for each account and the relevant platform.

How would your use of social media or other similar types of Internet sites be affected if you were serving in a judicial capacity?

I am not active on social media. To my knowledge, I have not been featured or depicted on a social media or Internet site. I would not use social media or other similar types of Internet sites to impact my role as a judge.

57. List all civic, charitable, educational, social, and fraternal organizations of which you are or have been a member during the past five years and include any offices held in such a group, any professional honors, awards, or other forms of recognition received and not listed elsewhere.

(a) Five Points Rotary Club, board member (2013-2014)

(b) SC Women in Higher Education, institutional representative (2008-2012)

58. Provide any other information that may reflect positively or negatively on your candidacy, or which you believe should be disclosed in connection with consideration of you for nomination for the position you seek. This information may include how your life experiences have affected or influenced the kind or type of judge you have been or plan to be.

(a) For over eighteen years, I have served as a state government defense attorney. In this capacity, I have handled a variety of legal issues such as but not limited to: review of policy and procedures, business transactions, easements, complex employment matters and civil lawsuits including investigation, case preparation, and appeals before state personal grievance committee, defended inmate litigation before the Administrative Law Court and in circuit court, higher education law, privacy and records management, student conduct, transactional matters involving copyright and technology transfer, contributor to strategic administrative and management initiatives, drafting, reviewing, and negotiating complex agreements for the procurement of goods and services, drafted, reviewed and negotiated agreements with local hospitals and healthcare facilities, regulatory compliance, review of criminal background checks, developed and presented training and development programs to employees on various areas of the law affecting the organization. I believe my extensive legal experience in state government has uniquely prepared me to be an Administrative Law Judge.

(b) Please note the following highlights from my legal career:

- Currently, I serve as an Associate (Substitute) Municipal Judge since October 2015 for the City of Columbia, South Carolina. Note: this is a part time position.
- Conduct hearings and adjudicate cases in criminal, domestic violence, quality of life and traffic court; presides over bond court; rules on motions and draft orders; conducts legal research, as necessary.
- Files reports with the SC Court Administration and other officials, as necessary.
- Performs duties as Administrative Judge and other Associate Judges as required in their absences.
- Attend training, seminars & workshops as required to maintain job knowledge and skills.
- Perform related administrative and judicial work as required.

- South Carolina Circuit Court Arbitrator & Mediator.
- Served as Chief Human Resources Officer for over seven years.
- Adjunct instructor for various colleges from 2005 – 2015.
- Nominated for the SC Chamber of Commerce’s 2011 Award of Professional Excellence in Human Resource Management.
- Over nineteen years of experience in drafting, reviewing, and negotiating contracts.
- Extensive experience conducting employee investigations, mediations, arbitrations, employment related hearings before the South Carolina Office of Human Resources and responding to discrimination complaints to the South Carolina Human Affairs Commission and the Equal Employment Opportunity Commission.
- Over nineteen years of experience in employment law and employee relations.
- Extensive experience conducting training courses on employee relations, higher education law (e.g. Clery Act, Campus SaVE Act, Violence Against Women Act & Title IX, human resource management & legal issues, anti-discrimination, sexual harassment, supervisory training and workplace laws in both classroom settings and on camera.
- Versatile and skilled professional with experience managing people and processes.
- Outstanding verbal and written communication skills.
- Exceptional interpersonal, leadership and negotiation skills.
- Recognized for my excellent ability to manage heavy workloads, time, and multi-task in fast-pace environment.
- Decisive and organized with strong capacity to think quickly and present facts rationally. Ability to exercise sound judgment and discretion in applying and interpreting laws.
- Successfully entrusted with responsibility under limited supervision with proven results.

YOUR SIGNATURE WILL BE HELD TO CONSTITUTE A WAIVER OF THE CONFIDENTIALITY OF ANY PROCEEDING BEFORE A GRIEVANCE COMMITTEE OR ANY INFORMATION CONCERNING YOUR CREDIT.

I HEREBY CERTIFY THAT MY ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature: _____

Sworn to before me this ____ day of _____, 2019.

(Notary Signature)

(Notary Printed Name)
Notary Public for South Carolina
My Commission Expires: _____