



Luka Sparks

Special Prosecutor, Criminal Prosecution

☎ (608) 555-7314 ✉ luka.sparks@example.com

🌐 linkedin.com/example/lukasparks 📍 Madison, WI 53703

STRENGTHS

- ⚖️ **Charging analysis**
Referral review connected reports, witness information, criminal histories, and statutes into sound charging recommendations.
- 👉 **Courtroom advocacy**
Hearing preparation translated legal research and record facts into clear positions before Wisconsin circuit courts.
- ♥️ **Legal writing**
Complaints, motions, briefs, and memoranda gave attorneys concise work product grounded in law and evidence.
- 📁 **Case preparation**
Organized discovery, exhibits, witnesses, and follow up issues so teams could move matters forward with confidence.
- 💡 **Independent judgment**
When evidence presented gaps, careful review clarified next steps and supported practical resolution decisions.

SKILLS

Criminal Law Judicial Procedure

Charging Decisions

Criminal Complaints

Legal Research Legal Writing

Motions Briefs Legal Memoranda

Jury Instructions Court Orders

Courtroom Advocacy

Police Referral Review

Statutory Interpretation

Hearing Preparation

SUMMARY

Criminal law attorney with four years of courtroom and prosecution experience evaluating **law enforcement referrals**, making charging recommendations, preparing criminal cases, and representing the **State of Wisconsin** in hearings. Holds a Juris Doctor degree and Wisconsin attorney credentials, with strong command of criminal law, judicial procedure, legal research, statutory interpretation, and persuasive legal writing. Drafts **criminal complaints**, motions, briefs, memoranda, jury instructions, and proposed orders from investigative reports, case law, statutes, and administrative materials. Exercises independent judgment while communicating clearly with judges, prosecutors, **law enforcement personnel**, witnesses, court staff, and members of the public. Organized case preparation, careful evidentiary analysis, reliable attendance, and deadline discipline support effective charging, resolution, and courtroom advocacy.

EXPERIENCE

Assistant Prosecutor, Criminal Casework

Lakeview County Prosecuting Office 📅 November 2024 to Present 📍 Madison, WI

Support misdemeanor and felony prosecution from referral review through charging, motion practice, negotiated resolution, and courtroom presentation. Manage **case preparation**, discovery review, filings, hearings, and communication with law enforcement and attorneys while applying **independent judgment** under Wisconsin law.

- Evaluated felony referrals using reports, recordings, witness information, histories, and applicable statutes.
- Prepared appearances, motion hearings, negotiations, and trials while identifying issues needing further investigation.
- Drafted criminal complaints, **motions**, briefs, **memoranda**, instructions, and proposed orders grounded in Wisconsin law.
- Presented charging positions and motion arguments in Wisconsin circuit court for the State.
- Conferred with officers and **attorneys** about evidence gaps, witnesses, legal theories, and resolution options.
- Managed hearings, filings, discovery review, and time sensitive **court** obligations with dependable deadline discipline.

Special Prosecutor, Criminal Litigation

Prairie State Legal Services 📅 September 2023 to October 2024 📍 Sun Prairie, WI

Handled assigned criminal referrals, charging analyses, **legal research**, written advocacy, witness preparation, and authorized hearings. Applied senior prosecutor mentoring to strengthen case assessment, evidentiary review, courtroom preparation, and professional communication with judges and opposing counsel.

- Reviewed criminal referrals and prepared charging analyses for attorney approval and courtroom action.
- Researched procedure, statutory interpretation, evidence, and sentencing issues for **memoranda** and motion arguments.
- Prepared witnesses and investigative materials for hearings, identifying inconsistencies and evidentiary concerns.
- Drafted complaints, motions, responses, **briefs**, and proposed instructions with precise citations.
- Presented authorized hearing positions to **judges** and opposing counsel using controlling law.
- Applied prosecutor mentoring to strengthen charging analysis, written advocacy, and courtroom preparation.

Graduate Legal Fellow, Criminal Law

Capital Criminal Justice Clinic 📅 June 2022 to August 2023 📍 Madison, WI

LANGUAGES

English Native

Spanish Beginner

MY CAREER

0 MONTHS

Provided supervised **criminal law** research and case preparation within a legal clinic. Reviewed investigative materials, developed factual chronologies, drafted litigation work product, supported courtroom proceedings, and communicated with attorneys, court personnel, and clients under professional responsibility rules.

- Conducted supervised research on charging standards, constitutional issues, procedure, and statutory elements.
- Reviewed **case files**, police reports, motions, transcripts, and authorities for issue outlines.
- Drafted supervised **memoranda**, motion sections, hearing outlines, and proposed instruction language.
- Organized exhibits, tracked rulings, and documented follow up issues during courtroom proceedings.
- Communicated professionally with attorneys, court personnel, and clients under confidentiality rules.
- Advanced into complex **case preparation** through sound judgment and dependable deadline management.

PROJECTS

Wisconsin Charging Review Initiative 📅 2025

Built a repeatable review approach for police referrals, charging analysis, evidentiary gaps, and case preparation, supporting clearer prosecutorial decisions.

Criminal Motion Research Library 📅 2024

Organized research on procedure, evidence, sentencing, statutes, and case law into practical resources for motions and courtroom advocacy.

LEADERSHIP & AWARDS

- Wisconsin courtroom advocacy recognition for clear legal analysis and dependable hearing preparation.
- Prosecutorial mentoring contribution recognized for strengthening charging review and written advocacy.

EDUCATION

Juris Doctor

University of Wisconsin Law School 🎓 GPA: 0 📅 2022 📍 Madison, WI

Coursework: Criminal law, judicial procedure, legal research, evidence, statutory interpretation

Bachelor's Degree in Political Science

University of Wisconsin Madison 🎓 GPA: 0 📅 2019 📍 Madison, WI

Coursework: Public law, constitutional studies, public policy, statistics

CERTIFICATIONS

- Wisconsin Attorney License 📅 2022
- Wisconsin Bar Membership 📅 2022

TECHNICAL SKILLS

- **Criminal Law:** Criminal law, charging standards, sentencing law
- **Judicial Procedure:** Criminal procedure, circuit court practice, hearing procedure
- **Legal Research:** Case law, statutes, administrative codes
- **Legal Writing:** Complaints, memoranda, briefs
- **Motion Practice:** Motions, responses, proposed orders
- **Trial Materials:** Jury instructions, special verdicts, hearing outlines
- **Evidence Review:** Investigative reports, recordings, witness information
- **Case Management:** Discovery review, filing deadlines, case tracking
- **Court Advocacy:** Oral arguments, charging positions, judicial questions
- **Professional Tools:** Office equipment, legal databases, document preparation

PROFESSIONAL AFFILIATIONS

- Wisconsin Bar Association member with active interest in criminal law and public service.
- Professional collaboration with prosecutors, judges, law enforcement personnel, court staff, and legal service teams.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST