

T. Matthew Dugan

Coraopolis, PA, US ✉ tmdugan01@gmail.com ☎ (724) 544-2022 [in/matthewdugan79](https://www.linkedin.com/in/matthewdugan79)

EXPERIENCE

Director / Chief Deputy Director | Allegheny County Law Office of the Public Defender | Pittsburgh, PA | September 2018 - July 2023

- Led a team of 135 employees, implementing strategic planning, optimizing workflow efficiency, and conducting capacity building initiatives to achieve departmental program goals.
- Managed an \$11 million budget allocation, demonstrating strong financial acumen and strategic decision-making and hiring skills.
- Implemented data-driven processes to track recruitment efforts and measure success, resulting in a significant boost in acquiring diverse legal talent.
- Launched the Public Defender Policy Department, collaborating with lawmakers to impact policy formulation and criminal justice bills.
- Established and managed collaboration with Pre-Trial Services to streamline qualification process, yielding a 7% increase in Public Defender appearance rate at initial hearings.

Adjunct Professor | University of Pittsburgh School of Law | Pittsburgh, PA | August 2021 - May 2023

- Developed curriculum for the State Criminal Defense Practicum, integrating hands-on exercises and case studies to enhance student learning experience.
- Aligned student assignments with learning objectives and practical legal skills development through collaboration with faculty and Public Defender Attorneys.
- Delivered annual updates and lectures to University of Pittsburgh School of Law faculty and students, enhancing their knowledge of current legal trends.

Committee Member | Pennsylvania Criminal Procedural Rules Committee | Harrisburg, PA | June 2019 - May 2023

- Selected by the Supreme Court of Pennsylvania to serve as a Committee Member in June 2019.
- Contributed to achieving the Pennsylvania Supreme Court's constitutional mandate by assisting in the creation of detailed guidelines for criminal proceedings, facilitating consistency and fairness in the legal system.
- Applied knowledge of legal research and analytical skills to contribute effectively to committee discussions and process enhancement initiatives.

Deputy Director, Pre-Trial Division | Allegheny County Law Office of the Public Defender | Pittsburgh, PA | March 2016 - September 2018

- Oversaw Pre-Trial Division operations, directing a team of 25 attorneys, managers, and support staff.
- Enhanced division efficiency through the design and implementation of a tailored training initiative, resulting in increased motion filings and successful client outcomes.
- Oversaw 1000+ criminal cases monthly filed in Pittsburgh Municipal Court and District Magistrate Offices across Allegheny County. Supervised a team of attorneys and social workers to represent clients in nearly 6000 civil involuntary commitment hearings at 14 area hospitals.
- Developed and implemented a new billing system for Court Reporter Services, resulting in increased efficiency and a significant reduction in billing errors.
- Collaborated with deputy team members to streamline the court appearance process and improve the overall efficiency of the legal department.

Trial Manager | Allegheny County Law Office of the Public Defender | Pittsburgh, PA | February 2013 - March 2016

- Oversaw a team of 20 trial attorneys and 3 support staff, ensuring effective coordination and communication.
- Utilized case management software and conducted weekly team meetings to ensure streamlined communication and efficient case progress tracking.
- Led monthly team meetings with the trial attorneys to discuss their current cases, upcoming trials and appropriate trial strategies, relevant case law updates, and new office policies and procedures.
- Co-authored 'Practice Standards Manual' for OPD's Trial Division, showcasing proficiency in legal research and writing and fostering effective collaboration among team members.
- Collaborated with cross-functional teams to ensure seamless integration of the new evaluation standards into the trial management process, enhancing overall team performance and accountability.

Trial Attorney | Allegheny County Law Office of the Public Defender | Pittsburgh, PA | February 2007 - February 2013

- Managed a caseload of 80 cases in the court of Common Pleas, ensuring timely preparation for trials and hearings. Utilized knowledge of criminal law and courtroom procedures to strategically navigate complex cases and secure favorable outcomes.
- Orchestrated the entire case lifecycle, overseeing trial strategy development, client and witness training, appellate issue preservation, and sentencing argumentation.
- Researched and drafted pre-trial motions and briefs addressing suppression, bond, speedy trial, and habeas corpus issues.

- Demonstrated proficiency in navigating complex legal frameworks and statutes while advocating for justice in high-stakes criminal proceedings.
- Lead counsel in 15+ jury trials and 100+ cases before judges in Allegheny County, showcasing expertise in litigation strategies and strong courtroom presence.

PROJECTS

Project Reset | Allegheny County Office of the Public Defender | April 2019 -March 2024

- Collaborated with stakeholders in the criminal justice system, government, and community organizations to streamline the expungement process, facilitate open dialogue amongst all stakeholders, and ensure proper planning and project efficiency.
- Designed and implemented an online expungement and pardon eligibility tool, streamlining processes and improving user experience. Provided technical assistance and collaborated with cross-functional teams to deliver timely solutions and support project milestones.
- Procured \$100,000 in grant funding to facilitate an increase in expungement petitions filed, removing financial barriers for hundreds of low-income individuals.
- Implemented targeted outreach strategies and collaborated with community partners to significantly increase expungement applications within six months.
- Successfully filed 3500+ expungement petitions with a 95% approval rate.

First Appearance Project | Allegheny County Office of the Public Defender | April 2017 -March 2024

- Leveraged expertise in project management, technical assistance skills, and implementation support to ensure successful collaboration with the justice system and court partners.
- Utilized data analysis tools such as Excel and Tableau to analyze both quantitative and qualitative data, resulting in an improvement in project outcomes and alignment with goals for the First Appearance Project.
- Acquired \$250,000 in grant funding through proposal writing and foundation funder presentations to facilitate the expansion of the First Appearance Project.
- Achieved a 195% increase in represented clients at preliminary arraignment by implementing a targeted outreach strategy.
- Enhanced concurrence with Pre-Trial risk assessment by implementing data-driven strategies, leading to a 9% increase in accuracy and an 18% reduction in jail bookings for low-level offenders through the implementation of data-driven strategies.
- Utilized technical writing skills to create comprehensive project reports highlighting key achievements, delivering presentations at 2 national conferences.

EDUCATION

Juris Doctor | Duquesne University School of Law | Pittsburgh, PA | 2006

- CALI Award for Excellence in Trial Advocacy

Bachelor of Science in Finance | Villanova University, Scholl of Business | Villanova, PA | 2002

SKILLS

Technical Skills: Legal Research, Policy Analysis, Communication Strategies, Case Management Software, Data Analysis (Excel, Tableau), Technical Writing, Project Management, Proposal Writing.

Soft Skills: Strategic Consulting, Stakeholder Collaboration, Team Leadership, Communication, Adaptability, Problem-Solving, Decision-Making, Training and Development, Presentation Skills, Outreach Strategies.

Areas of Interest: Legal Education, Public Policy, Strategic Planning, Project Management, Community Collaboration, Data-Driven Solutions.