

SARA L. HILTZIK, ESQ.

EXPERIENCE:

Segal & Greenberg LLP, New York, NY

Associate

March 2020 – Present

Litigate matters pertaining to divorce, legal separation, prenuptial and postnuptial agreements, custody, visitation, child support, orders of protection, paternity, and estoppel matters.

The Children's Law Center, Bronx, NY

Co-Borough Director, Bronx, NY

February 2016 – February 2020

Responded to client, court, community and staff concerns. Analyzed legal issues, developed legal strategies and supervised their implementation. Evaluated office and court needs, and identified resources to address those needs. Developed staff by building skills and knowledge through modeling of case handling, case supervision and trial second seating. Fostered and encouraged teamwork and communication. Reinforced and maintained staff accountability.

Staff Attorney, Brooklyn, NY

August 2009 – February 2016

Represented children in all aspects of legal proceedings for custody, visitation, guardianship, family offense, paternity, and child protective cases.

NYC Administration for Children's Services, New York, NY

Attorney Level 2

September 2005 – August 2009

Prosecuted child abuse and neglect proceedings and conducted permanency hearings in Family Court on behalf of the Commissioner of the Administration for Children's Services of New York City, with wide latitude for independent action. Drafted legal documents, including petitions and motions in support of the administration's objectives. Interviewed clients and prepared witnesses for trials. Developed legal strategies. Conducted legal research and reviewed laws and regulations. Mentored and oversaw the work of attorneys and interns.

Mediation Clinic, Benjamin N. Cardozo School of Law, New York, NY

Mediator

September 2004 – May 2005

Competitively selected by clinical instructor. Practiced conflict management techniques and mediated diverse cases referred to Brooklyn Mediation Center and Brooklyn Civil Court, involving disputes between landlords and tenants, business partners, neighbors and family members. Presented on mediation at NLRB Region 29.

National Labor Relations Board, Region 29 Brooklyn, NY

Intern

Summer 2004

Investigated unfair labor practice cases. Drafted affidavits and final investigative reports. Gave oral presentations on completed cases to the Assistant Regional Director. Observed representation elections and unfair labor trials.

Bet Tzedek Legal Services Clinic, Benjamin N. Cardozo School of Law, New York, NY
Advocate *September 2003 – May 2004*

Competitively selected by faculty. Argued before the New York Supreme Court, Appellate Division, First Department. Participated in settlement negotiation. Represented clients involving libel and fraud. Researched and drafted memoranda of law.

United States Attorney's Office, Southern District of New York, New York, NY
Intern *Summer 2003*

Researched and drafted memoranda of law. Prepared witnesses. Prepared discovery requests.

EDUCATION:

BENJAMIN N. CARDOZO SCHOOL OF LAW, New York, NY
Juris Doctor, June 2005

Certificates: Certificate in Dispute Resolution, June 2005

Honors: Dean's Scholarship; Cardozo Service and Achievement Award

Journal Experience: Cardozo Journal of Conflict Resolution, Notes Editor

Activities: Research Assistant for Mediation Professor; Cardozo Tour Guide

BARNARD COLLEGE, COLUMBIA UNIVERSITY, New York, NY
Bachelor of Arts, magna cum laude, May 2002
Art History and Politics

Honors: Dean's List: Freshman, Sophomore & Senior Years

Awards: Outstanding Intern, Institute for Public Affairs, Grant Recipient: Sotheby's

Thesis: *The Raft of Medusa: Art in the Context of Politics*

Semester Abroad, University College, London, Spring 2001

BAR ADMISSION:

New York [May 2006]

PROFESSIONAL MEMBERSHIPS:

Association of the Bar of the City of New York

- Children and the Law Committee, Former Chair and Current Member
- Council on Children and Family Court Committee: Member of the Judicial Appointment and Assignment Taskforce
- Interdisciplinary Forum

Association of Family and Conciliation Courts

- New York Branch

Association of the New York State Bar
○ Family Law Section

CERTIFICATIONS:

New York Certified Matrimonial Mediator

LECTURER/PRESENTER:

The National Association of Counsel for Children's 37th National Child Welfare, Juvenile and Family Law Conference, "Boys Don't Cry: Interviewing Techniques to Build Rapport with Boys to Talk about Difficult Issues"

National Children and the Law Conference, "Boys Don't Cry: Interviewing Techniques to Build Rapport with Boys to Talk about Difficult Issues"

Safe Horizon 2nd Biannual Conference, "Domestic Violence as Seen Through the Eyes of a Child"

HONORS/AWARDS:

Recipient of the 2017 Positivity Award, Children's Law Center

Recipient of the 2014 Merit Award, Children's Law Center