



**SERGOVIC CARMEAN
MCCARTNEY & OWENS, P.A.**
Attorneys At Law

John A. Sergovic, Jr.
Deirdre A. McCartney
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Shannon Carmean Burton
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George B. Smith, of Counsel

March 6, 2026

VIA ELECTRONIC MAIL: bdebussy@townofbridgevillede.us

Bethany DeBussy
Town Manager
Town of Bridgeville
101 North Main Street
Bridgeville, DE 19933

**Re: RFP#2025-03A
Town Solicitor**

Dear Ms. DeBussy:

I am writing to express my interest in serving as Town Solicitor for the Town of Bridgeville. As a recently admitted Delaware attorney with a background in political science and more than seventeen years of experience working in the legal field, I have a strong interest in municipal law and public service.

Throughout my legal career, I have developed extensive experience in legal research, drafting pleadings and motions, managing discovery, and assisting with litigation matters from case inception through trial preparation. My experience working closely with attorneys, clients, courts, and other professionals has given me a practical understanding of the legal system and the importance of providing clear, reliable legal guidance.

My undergraduate degree in Political Science sparked my interest in government and public policy, and I have long been interested in the role local governments play in shaping and supporting their communities. The opportunity to assist the Town of Bridgeville with legal matters, provide guidance to the Commissioners and staff, and contribute to the continued growth of the town is very appealing to me.

Thank you for considering my submission. I have enclosed my resume and proposed fee schedule for your review. I would welcome the opportunity to discuss how I could assist the Town of Bridgeville.

Sincerely,

Diane C. Friend

Diane C. Friend, Esquire

/dcf

Enclosures: Resume, Fee Schedule

Diane C. Friend, Esquire
Sergovic Carmean McCartney & Owens, P.A.
Georgetown, Delaware
(302) 855-1260
dfriend@sussexattorney.com

Bar Admission

Supreme Court State of Delaware

June 30, 2025

Education

Widener University Delaware Law School
Wilmington, Delaware

J.D. December 2024

Honors: Deans Honors List – Fall 2023

Competition: Moot Court Honor Society

Membership: Women’s Law Caucus, First Generation Law Student

Delaware Technical and Community College
Newark, Delaware

Paralegal Certificate 2005

University of Delaware
Newark, Delaware

B.A. January 2004

Major: Political Science

Minor: Sociology

Law Related Experience

Professional Summary

Delaware attorney with over 17 years of legal experience, including litigation practice and extensive prior experience as a paralegal and law clerk. Skilled in legal research, drafting pleadings, and managing complex cases from intake through trial preparation. Background in political science and longstanding interest in public service and municipal governance. Seeking to apply legal and litigation experience to assist the Town of Bridgeville with municipal legal matters and community development.

Litigation Associate

Sergovic Carmean McCartney & Owens, P.A.

December 2025 – present

Handle a diverse caseload of civil litigation matters, including drafting motions, pleadings, and legal memoranda. Conduct extensive legal research and discovery, prepare witnesses, and assist with hearings and trial preparation. Analyze statutes, regulations, and case law to advise attorneys and clients regarding legal compliance, risk assessment, and litigation strategy. Advise clients on legal risks, procedural requirements, and case strategy. Collaborate with senior attorneys to

develop litigation strategies, negotiate settlements, and ensure timely compliance with court rules and deadlines.

Personal Injury Attorney

June 2025-November 2025

Brockstedt Mandalas Federico, Lewes, DE

Interview new clients. Perform legal research. Prepare motions. Prepare demand letters. Prepare mediation statements. Prepare complaints. Review discovery. Negotiate insurance claims to settlement.

Personal Injury Paralegal/Manager/Law Clerk

September 2009-June 2025

Baird Mandalas Brockstedt & Federico, Lewes, DE

Prepared and implemented policies and procedures for case management of cases in the personal injury department. Periodically review policies and procedures with other members in the department to ensure effectiveness. Review work product for satisfactory compliance with policies and procedures. Identify potential issues with a case, present the issues to the attorney and discuss potential resolutions. Research, review, interpret and apply new case law and/or statutes to pending cases. Answer client questions regarding issues that arise during the case. Prepare and process legal documents, such as complaints, petitions, and motions. Collect information from clients, insurance companies, and attorneys. Keep in constant contact with clients, doctors, attorneys, and insurance adjusters. Involved in all aspects of trial preparation, including but not limited to scheduling witnesses, reviewing jury profiles, coordinating and completing all exhibit binders and being present at trial.

Mass Torts Paralegal

December 2017-November 2022

Baird Mandalas Brockstedt & Federico, Lewes, DE

Worked on a team of eight in mass torts. Performed intake of potential new clients, prepared and mailed retainers for potential clients, kept a list of all potential client calls. Created a spreadsheet to track returned retainers, plaintiff fact sheets, and information sheets. Communicated with clients regularly on the phone and prepared mass mailings to clients. Requested medical records for clients, summarized medical records, contacted medical experts for review of medical records and appointments with clients. Prepared draft discovery answers on behalf of clients and reviewed discovery answers with clients for accuracy. Reviewed and cataloged discovery documents from defense. Scheduled depositions, court reporters, filed deposition notices. Prepared and maintained a spreadsheet of potential deponents, deposition dates, and documents necessary for each deposition. Electronically filed pleadings.

Paralegal

Weber, Gallagher, Simpson, Stapleton, Fires & Newby LLP, Dover, DE

2008-2009

Prepared, edited, and filed legal documents. Scheduled mediations, expert depositions and independent medical exams. Researched claimant's prior complaints and injuries. Conducted legal research. Prepared trial notebooks. Maintained legal files. Updated insurance adjusters on status of litigation.

**Administrative Specialist II,
Office of the Public Defender, Wilmington, DE**

2007-2008

Created word processing documents. Prepared motions and other legal documents. Filed discovery requests for all new client files. Coordinated with court personnel, attorneys, and public agencies to facilitate case processing and compliance with judicial procedures. Maintained a follow-up system for the Mental Health Diversion Program. Interviewed clients to obtain pertinent information regarding the defense of their pending cases. Investigated problems with clients release from custody. Entered information into the Public Defender database. Serve as a liaison between the public, agency, and court to efficiently exchange information.

Skills

Competence and practical experience with Microsoft Office (Excel, PowerPoint, Microsoft Word) and WordPerfect. Experience with JIC, DELJIS, Needles/Neos database, FileServe Xpress, CM/ECF, NextGen, Pacer, Clio, Citrix File Share, Westlaw, NetDocuments, and WorldOx document management system. Excellent communication, organizational, coordination and problem-solving skills.



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FEE SCHEDULE

Town Solicitor Services Proposal
Town of Bridgeville, Delaware

Submitted by

Diane C. Friend, Esquire
Sergovic Carmean McCartney & Owens, P.A.
(302) 855-1260
dfriend@sussexattorney.com

Hourly Rate

Legal services will be billed at an hourly rate of **\$325.00 per hour**.

Time spent performing services is recorded in increments of one-tenth of an hour (.1 = six minutes). Accurate time records will be maintained for all work performed on behalf of the Town.

Scope of Services

The hourly rate will apply to legal services including, but not limited to:

- Attendance at Town Commissioner meetings
- Attendance at Planning and Zoning or Board of Adjustment hearings, as requested
- Legal research and drafting of ordinances, resolutions, agreements, and legal opinions
- Review of municipal policies, contracts, and other legal documents

- General legal advice and consultation to the Town Commissioners, Town Manager, and Town staff
- Representation of the Town in legal matters as requested
- Preparation and review of correspondence
- Telephone calls or emails involving legal advice

Meetings and Hearings

Attendance at regularly scheduled meetings of the Town Commissioners, Planning and Zoning Commission, and Board of Adjustment will be billed at the hourly rate. Total time billed will depend on meeting duration and any preparation or follow-up work reasonably required.

Administrative Expenses

To cover routine administrative expenses associated with providing legal services, including photocopying, postage, document production, and similar office costs, the firm applies an administrative charge of 1.5% of each billing period's total fees.

Legal Research Databases

Legal research may be conducted using electronic legal research databases such as Westlaw. When such research is necessary, the cost associated with the use of these services may be billed to the Town at the firm's actual cost.

Costs and Expenses

Reasonable out-of-pocket costs incurred on behalf of the Town may be billed at cost. Such expenses may include:

- Court filing fees
- Expert or consultant fees (if authorized in advance)

Billing

Billing statements will be submitted periodically and will include a description of services rendered.