



LAW FIRM SUMMARY

CAPABILITIES & EXPERTISE

LEGAL AUDITS

After a thorough review of company documents and policies, we provide an assessment of where clients may have exposure legally and outline steps to protect the business.

ENTITY FORMATION & CORPORATE COMPLIANCE

Assist clients in selecting the entity best suited for their business needs and plans; drafting entity documents including bylaws, shareholder agreements, and partnership agreements; assist clients in drafting resolutions and meeting minutes as necessary.

CONTRACTS: DRAFTING, REVIEW & NEGOTIATION

Draft and negotiate contracts between our clients and their customers, vendors, partners, or anyone else with whom they do business.

EMPLOYMENT COUNSELING

Draft non-disclosure, confidentiality, independent contractor, and non-compete agreements; draft employee handbooks including policies and prohibitions; represent clients before the EEOC and in employment litigation.

GOVERNMENT CONTRACTING

Our firm can help your company with all matters related to government contracting, including joint ventures, teaming agreements, sub-contracts, counseling on applicable state and federal regulations, state and federal government contracting, compliance and more.

DISPUTE RESOLUTION & LEGAL STRATEGY



BIOGRAPHY OF PRINCIPAL ATTORNEY



Ms. Smith is the principal of The SJS Law Firm, PLLC where she counsels business owners, start-ups, and entrepreneurs in the District of Columbia and Maryland on a range of legal issues – often serving as Fractional General Counsel. She serves a diverse client base across multiple industry segments including franchisees, government contractors, professional service organizations, construction, and food & beverage retailers just to name a few. Her clients call on her for guidance on commercial real estate lease and acquisitions, business financing, business acquisitions, and end-to-end contract support. Additionally, she represents her clients on a range of employment issues, including drafting non-disclosure agreements, developing partnership/employment approach for independent contractors, non-compete agreements and writing employee handbooks.

Ms. Smith lectures and speaks regularly to business owners on topics such as: Performing a Legal Check-Up, Ensuring Your Business is Legally Protected & Prime for Growth, Working With An Attorney For Your Small Business, and Growing Your Business With Teaming Arrangements. Ms. Smith is the author of the book, “Tell Me About the Hard Part: Five Steps to Help Businesses Face Solve and Prevent Problems”. She is also an instructor at the Prince George’s Center for Entrepreneurial Development. She volunteers with various organizations to provide pro bono assistance to community entrepreneurs. She sits on the board of the Council of Court Excellence. Shavon is also an active member of the District of Columbia Bar as a part of the DC Bar Pro Bono Committee, serving as co-chair and a fellow in the DC Bar’s John Payton Leadership Academy.

Prior to opening The SJS Law Firm, Shavon was a litigation associate at a large corporate law firm in Washington, DC, and law clerk to Judge Anna Blackburne-Rigsby (now Chief Judge) on the District of Columbia Court of Appeals and the District of Columbia Superior Court. Shavon received her JD from Howard University School of Law and BA in Political Theory and International Relations from Michigan State University. Shavon was selected as a “Super Lawyers Rising Star” for 2013 & 2015-- 2016 and Super Lawyer for 2023 and 2024.

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