

**Charles Wolfe McMellon**  
**Attorney at Law**

406 7<sup>th</sup> Street, Brooklyn, NY 11215 • (917) 345-6559 • charlesmcmellon@hotmail.com

---

**Admissions and Education**

**New York State**  
**United States Eastern District New York**  
**United States Southern District New York**

**Pace Law School**, White Plains, NY  
**Juris Doctor**, May 2008  
New York State Bar admission April 15, 2009

**Activities and Associations:** New York City Bar Association  
Housing Court Committee – September 2021-Present

**Boston University Corporate Education Center**, Boston MA  
Unix Administration Certification, October 2001

**Boston University**, Boston, MA  
Bachelor of Science - Human Physiology and Chemistry, May 1994  
Honors and Awards: Dean's list 1991-93, Key Stone Society, and Alpha Epsilon Delta Society

---

**Legal Experience**

**Charles Wolfe McMellon, Esq. PLLC** April 2022-Present  
Private Practice  
Litigate complex for-cause holdover and nuisance proceedings, Redback holdovers, Article 78 proceedings, common and complex non-payment proceedings, and HP Action defense. Resolve regulatory and safety compliance issues, and advise on violation removal, tenant mediation and settlements, management of rent stabilized tenancies and license agreements.

**NYC Department of Buildings, New York, NY** October 2019 – April 2022  
Borough Enforcement Attorney  
The Borough Enforcement Unit serves as the liaison for enforcement to the Borough offices and special inspection units by developing and managing enforcement actions against individuals, repeat violators, problem buildings, or for specific geographic areas that are in violation of the Building Code and zoning. NYC Criminal Court violation experience.

**Community Access, Inc., New York, NY** December 2010 – September 2019  
Senior Property Manager and Legal Counsel  
In-house counsel and senior property manager for a non-profit housing organization landlord for approximately one thousand apartments throughout Brooklyn, Manhattan, and The Bronx. Extensive litigation practice in The New York Civil Court, Housing Part, and appellate work in New York Supreme Court. Commenced and litigated hundreds of Housing Court proceedings, . Provided advice and counsel on a wide range of property issues, including rent stabilized tenancies, licenses, housing policy, liability, and code compliance with health and safety standards.

**Private Practice, Brooklyn, NY**

July - December 2010

Attorney at Law

Private practice as a landlord-tenant attorney in The New York City Civil Court, Housing Part.

**Volunteer Lawyers for a Day Program, Brooklyn, NY**

April - October 2010

Pro-Bono Attorney

Provided pro-bono service for the Unified Court System's volunteer program at The Kings County Housing Court. The program represented tenants under eviction proceedings.

**Huron Consulting Group, New York, NY**

Sept. 2009 - January 2010

Contract Attorney

Document review for discovery phase of corporate litigation and federal government oversight. Confidential work environment.

**Internships**

**Westchester District Attorney Office, New Rochelle, NY**

September - December 2007

Honors Criminal Externship, *New Rochelle Branch*

Worked under an appellate practice order to assist branch office. Duties: wrote and perfected accusatory instruments and court transfer papers, assisted in general office practice, and prosecuted a disorderly conduct violation by bench trial in New Rochelle City Criminal Court.

**New York State Attorney General's Office, New York, NY**

June - August 2007

Intern, *Criminal Prosecution Bureau*

Researched and wrote legal memos and an appeal to N.Y. Appellate Div, 2nd Dept, assisted prosecutors in an antitrust and fraud case, reviewed and summarized trial testimony, and observed state felony trial proceedings.

**Queens District Attorney Office, Queens, NY**

June - August 2006

Intern, *Homicide Division*

Researched and wrote legal memos and memorandum of law, aided assistant district attorney, and submitted to supreme court a memorandum of law in a murder trial. Extensive observations of pre-trial hearings, felony trials, and sentencing hearings. Shadowed the director of the grand jury and assistant district attorneys.