



LYNDSEY BLACK

PARALEGAL



Hahn Loeser & Parks LLP
5811 Pelican Bay Blvd, Suite 650
Naples, FL 34108

p 239.451.4052 **f** 239.451.4047
e lblack@hahnlaw.com

hahnlaw.com

Lyndsey Black is a probate paralegal with a focus on the Estate and Trust administration process. She has experience with document review and preparation of documents for estate proceedings (both Court and trust administration). She drafts pleadings for formal and informal administration and maintains docket status; assists in the preparation of Federal estate tax returns, including gathering of asset information; maintains legal files, prepares meeting agendas for client meetings, monitors status of settlement processes; and coordinates distributions under attorney direction.

In addition, Lyndsey coordinates appraisals for real estate and tangible personal property and obtains supporting documents for establishing ownership and value of a decedent's estate and/or trust assets. Lyndsey assists clients of the trust and estate practice in various capacities and assists fiduciaries in beneficiary requests for distributions. She also assists clients with estate planning matters.

Professional History

- Paralegal, Hahn Loeser & Parks LLP, 2021-present.
- Legal Secretary, Hahn Loeser & Parks LLP, 2018-2021.
- Legal Secretary, GrayRobinson, P.A. 2012-2018.
- Receptionist, GrayRobinson P.A., 2009 -2012.
- Sales Assistant, Germain Motor Company, 2002-2008.

Education

Florida Gulf Coast University

Community Involvement

Annual NAMI Walk