



## JENNIFER STARNES

PARALEGAL



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Jennifer Starnes is a paralegal in the firm's Naples office, where she concentrates on trust and estate administration, estate planning and entity formation. She has more than 30 years of experience preparing documents for formal, summary, and ancillary estate administration proceedings, e-filing, tracking docket status and maintaining client files.

Jennifer also has experience drafting and reviewing estate planning documents including trusts, wills, codicils, durable powers of attorney, health care declarations, HIPAA letters and warranty deeds. Additionally, Jennifer assists attorneys and firm clients with preparation of organizational documents, including articles of incorporation or dissolution, operating agreements, minutes, stock certificates and legends, and the filing of annual reports.

### *Professional History*

- Paralegal, Hahn Loeser & Parks LLP, 2021-present.
- Paralegal, Porter Wright Morris & Arthur LLP, 2008 – 2021.
- Paralegal, Myers Krause & Stevens, 2000 – 2008.

### *Education*

- Florida International University (FIU), Paralegal Studies.

### *Memberships & Affiliations*

- National Association of Legal Assistance (NALA).
- Certified Paralegal (CP).