



COLLEEN M. BEITEL

PARALEGAL



Hahn Loeser & Parks LLP
200 Public Square, Suite 2800
Cleveland, Ohio 44114

p 216.274.2470 **f** 216.274.2440
e cmbeitel@hahnlaw.com

hahnlaw.com

Colleen M. Beitel is a Certified Bankruptcy Assistant and has over 30 years of experience providing assistance to attorneys and clients in several areas of the firm. She has deep experience in the firm's Creditors' Rights, Reorganization and Bankruptcy practice, in addition to significant experience in certain Corporate and Litigation matters. She is highly skilled in every aspect of creditors' rights and bankruptcy, including in forbearance and restructuring transactions, asset sales, liquidations, Debtor reorganizations, foreclosures, receiverships, preferences, post-confirmation trusts, electronic discovery, and attendant corporate and real estate transactions.

Colleen is instrumental in assisting businesses in preparing for a bankruptcy filing, working with their accounting and other business personnel, including financial advisors and claims agents, to compile the necessary documentation for a filing as well as preparing many motions related to the initial filing. Colleen works closely with Court personnel in scheduling hearings and attending to the entry of orders. Similarly, she assists creditor clients in preparing initial foreclosure and other enforcement papers, and in coordinating with Court personnel. Her broad range of skills also includes preparation of preference liability analyses, proofs of claim, and other basic motion practices in creditors' rights and bankruptcy matters. Finally, Colleen provides services in sale transactions for buyer and seller clients alike, assisting with compiling due diligence, obtaining and analyzing lien searches and providing other corporate support to transactions in the distressed and healthy merger and acquisition space, in addition to transactions in the context of a bankruptcy case.

Colleen has managed pleadings and discovery for a variety of complex business litigation cases, including foreclosures and receiverships, electronic discovery, and preparation for hundreds of evidentiary hearings. Colleen plays a critical role in providing litigation support to our attorneys that creates efficiencies critical to implementing successful litigation strategies.

Professional History

- Paralegal/Certified Bankruptcy Assistant, Hahn Loeser & Parks LLP, 1986-89, 1997-present.
- Bankruptcy Paralegal, Sindell, Rubenstein, Einbund, Novak & Pavlik, 1981-86, 1989-97.

Licenses

- Certified Bankruptcy Assistant, Association of Bankruptcy Judicial Assistants, 2004-present.



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Education

- American Institute for Paralegal Studies, Paralegal Certification, 1985.

Memberships & Affiliations

- Cleveland Association of Paralegals, Active Member.
- Association of Bankruptcy Judicial Assistants, Active Member.