



KERI K. ADICKES

Paralegal

Gallagher & Kennedy
2575 E. Camelback Road, Suite 1100
Phoenix, AZ 85016
DIR: 602-530-8024
kka@gknet.com

My Practice

BUSINESS LAW & TRANSACTIONS - Business Entity Formation and Dissolution, Corporate Governance, Mergers and Acquisitions, Tax-Exempt and Nonprofit Organizations

INTELLECTUAL PROPERTY - Copyrights, Trademarks and Branding

BANKRUPTCY & CREDITORS' RIGHTS

PROFESSIONAL SUMMARY

Keri's twenty-five years as a corporate paralegal enables her to handle all aspects of corporate transactions, including organization of business entities in various jurisdictions, qualifying organizations in jurisdictions other than Arizona, preparing merger and acquisition documents, dissolution of entities in various jurisdictions, and all manner of corporate formalities.

REPRESENTATIVE EXPERIENCE

Keri has extensive experience in areas such as:

- Formation, organization and ongoing maintenance for corporations, limited liability companies, partnerships and other business entities including business qualifications, annual informational filings, and dissolutions.
- Maintenance of client corporate records and stock ledgers.
- Preparation of corporate minutes and reports.
- Drafting contracts, shareholder agreements, and merger documents.
- Assisting with due diligence for corporate mergers and acquisitions.
- Assisting with commercial finance transactions including Uniform Commercial Code filings and compliance.
- Assist attorneys with representation of profit and nonprofit businesses in entity formation, drafting, and reviewing various forms of agreements and documents.
- Assist attorneys with representation of entities in real estate and business acquisitions.
- Assist attorneys with performing extensive due diligence and review of regulatory requirements required in real estate and business acquisitions.
- Assist attorneys with prosecution of federal, state and foreign trademarks from researching evidence of use and preparing applications to continuing prosecution after registration of trademarks.

Keri has ten years as a trademark prosecution paralegal whose work experience includes:

- Conduct basic State, U.S. and international trademark and copyright due diligence and clearance searches.
- Prepare and file U.S. and foreign trademark applications and U.S. copyright applications.
- Prepare and file U.S. trademark extensions, statements of use, maintenance and renewal documents.
- Manage the trademark docket.
- Prepare and maintain individual client status charts.

- Coordinate intake and review of new client existing trademark portfolios.
- Work directly with attorneys, clients and foreign associates in the filing, prosecution and maintenance of U.S. and foreign trademarks and copyrights.

Keri has 3 years as a bankruptcy paralegal whose work experience includes:

- Assist attorneys with assembling information to assemble petitions, and statements and schedules for Chapter 7 and Chapter 11 individual and corporate cases.
- Prepare petitions, and statements and schedules for Chapter 7 and Chapter 11 individual and corporate cases by inputting creditor and financial information into BestCase bankruptcy software program.
- File Chapter 7 and Chapter 11 documents with Bankruptcy Court electronically through BestCase program.
- Assist attorneys with management of case documents and information throughout proceeding.

EDUCATION

National Association of Paralegals (NALA)
Certified Paralegal Certification, 2014

National Association of Paralegals (NALA)
Advanced Paralegal Certification, *Business Organizations: Incorporated Entities*, 2014

ASSOCIATIONS & MEMBERSHIPS

National Association of Legal Assistants (NALA), Member, 2013-Present