

THE CONTINUING LEGAL EDUCATION COMMITTEE OF THE
CENTRAL FLORIDA PARALEGAL ASSOCIATION, INC. ("CFPA")



CORDIALLY INVITES YOU TO ATTEND:

**"A Start-to-Finish Checklist for Closing a
Commercial Real Estate Transaction"**

SPEAKER: Nancy L. Clark, CLAS, is a 1996 NALA-certified paralegal and advanced real estate specialist and senior real estate paralegal with Baker & Hostetler, LLP. Ms. Clark's real estate career spans more than 30 years, beginning in the late 1960's working for the Duval County Tax Collector's Office. She began working for title companies where she learned to prepare abstracts of title and post recorded documents to the title companies' title bases. She has also worked for construction companies in their land and housing development divisions. In the late 1970's local Orlando attorney Ken Oswald opened his own law practice and Ms. Clark became his office manager, bookkeeper, receptionist, secretary, assistant and paralegal. She was trained to not only prepare closing documents but also handle real estate closings. Ms. Clark continued to gain substantive experience and knowledge in real estate law (as well as corporate and probate law and foreclosure and litigation) when she was employed by Giles, Hedrick & Robinson, P.A. She was hired to manage their Closing Department for FHA/VA residential loans. In addition, Ms. Clark was involved with commercial transactions; and in 1985, she was appointed the Department Head of the Real Estate Departments in the Orlando and Titusville offices of GH&R. Management at the Firm asked her assist in the Human Resource Department where she became one of three managers. In April of 1993, after 15 years' of service, Nancy retired from GH&R with plans to free lance and open her own office. She was contacted by the office manager of Graham Clark Jones Pratt & Marks where she was subsequently hired to supervise their Real Estate Department. She supervised five to eight paralegals and their assistants in the Residential Department and she prepared documents for and closed commercial transactions. For several years, Nancy served on the Paralegal Board of Attorneys' Title Insurance Fund. She assisted with the formation of the qualification test given at the end of The Fund's paralegal course at Seminole Community College. Ms. Clark also holds a Florida Real Estate Salesman license.

ABOUT THE SEMINAR: "A Start-to-Finish Checklist for Closing a Commercial Real Estate Transaction" will focus on the paralegal's role in assisting an attorney with all aspects of the acquisition and development of real property for commercial purposes, reading surveys and title reports, consideration of urban planning and environmental issues, and coordination of both the loan financing with the real estate closing.

Date: Friday, December 5, 2008
Registration check-in begins at 3:15 p.m.

Seminar: 3:30 to 5:30 p.m.

Location: Baker & Hostetler LLP
200 South Orange Avenue, 2300 SunTrust Tower
Orlando, FL 32801

NOTE: This seminar will immediately precede CFPA's 2008 Annual Meeting & Holiday Social

Two (2) hours of CLAE credit available from National Association of Legal Assistants ("NALA").
Please register no later than Tuesday, December 3, 2008, for this real estate seminar.

NAME FOR REGISTRATION AND CERTIFICATE OF ATTENDANCE:

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

CFPA MEMBER _____ **OR** **NON-MEMBER** _____

SEMINAR FEE FOR MEMBERS \$15.00; NON-MEMBERS \$30.00. PAY PAL is also available on the CFPA Website.

Cancellation/Refund Policy: If you are unable to attend a seminar that you have pre-registered for and wish to receive a refund of your paid seminar fee, you must cancel your attendance within 2 business days prior to the event by emailing or calling the CLE Chair at the email address and/or phone number provided on the registration form.

Please make checks payable to CFPA, Inc.
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