Alexis M. Coleman

Paralegal

Houston
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OVERVIEW

Alexis is a paralegal in the firm's Private Wealth Management Practice Group who focuses on estate planning, probate, and related tax support. She prepares complex estate planning instruments, including wills, codicils, powers of attorney, trust certifications, asset assignments, and deeds.

In probate matters, she drafts key pleadings, including applications, notices, testimonies, inventories, and affidavits.

Alexis also reviews client assets for inventory purposes and assists in preparation of estate tax returns.

TOP AREAS OF FOCUS

- Private Wealth Management
- Tax

EDUCATION AND CERTIFICATIONS

EDUCATION

- Sam Houston State University, B.S., 2018

CERTIFICATIONS AND MEMBERSHIPS

- Notary Public of Texas

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