

Carolyn P. Varela

Paralegal

Houston

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OVERVIEW

Carolyn has more than 20 years of experience working in private wealth law. She has experience handling the administration of estates to include different types of court-permitted administrations, including simple administration, heirship, muniment of title, and small estate administration.

Carolyn prepares all documentation for attorneys in preparation for hearings and is proficient in e-filing with courts. She sets hearings for attorneys and client proceedings and manages deadlines and related publication requirements set by various Texas county probate and county courts at law. Carolyn also prepares estate and gift tax returns and documents for the distribution of assets and recording in various counties. She maintains probate and gift tax dockets and the will vault database. Carolyn also assists with corporate and real estate assignments related to estate administration.

ALL AREAS OF FOCUS

- [Private Wealth Management](#)
- [Tax](#)

PROFESSIONAL/COMMUNITY INVOLVEMENT

- Member, Houston Metropolitan Paralegals Association

EDUCATION AND CERTIFICATIONS

EDUCATION

- Houston Community College, 1979