Dawn A. MacFarline

Paralegal

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OVERVIEW

Dawn is a paralegal in the Wilmington office and a member of the firm's Corporate practice. She manages the firm's Delaware registered agent services, PHS Corporate Services, Inc., and handles documents filed with or obtained from the Delaware Secretary of State.

Dawn provides assistance in obtaining good standing certificates, charter documents, researching corporate filing history and tax status, and obtaining UCC filings and conducting UCC research. She assists the firm's registered agent clients with the receipt of service of process, the distribution of official tax communications from the Delaware Secretary of State, and provides guidance on annual report filing requirements and franchise tax.

Dawn also has extensive knowledge of franchise tax and annual reporting requirements with the Secretary of State, including compliance remediation.

TOP AREAS OF FOCUS

- Corporate

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