



## VANESSA L. LOPES

PARALEGAL

New York, NY

212.209.4431

[vlopes@atllp.com](mailto:vlopes@atllp.com)



Vanessa Lopes has more than a decade of experience as a paralegal, supporting firm attorneys in trusts and estates and cooperative apartment transfer matters.

Related to estate planning and administration, Vanessa drafts critical documents including wills, revocable and irrevocable trusts, life insurance trusts, qualified personal residence trusts, advance care directives, power of attorney, beneficiary designation forms and quit claim deeds. She also prepares court documents for probate and administration proceedings; marshals assets of estate and assists in discharge of estate and decedent's liabilities; prepares federal and state estate tax returns and assists with audit; and prepares fiduciary income tax returns, estate accounting and receipts and releases for distributions.

Vanessa also assists in the representation of cooperative corporations in connection with requests by tenant-shareholders to transfer cooperative apartments to trusts. In her role, she reviews trust agreements; drafts communications to boards of summarizing trust provisions; and drafts occupancy and assignment agreements.

She has experience with various software programs including the Microsoft Office suite, HotDocs, Lacerte Tax, Lackner 6-in-1, Zane, Appraise, Eval and Quickbooks.

### BACKGROUND

Prior to joining the firm, Vanessa was a paralegal at a mid-Atlantic law firm.

### EDUCATION

- City University of New York, Queens College (B.A., *summa cum laude*, 2013)
  - Psychology
  - Phi Beta Kappa