



# DAWN M. SKRLETTS

## PARALEGAL



Dawn Skrletts carries 30 years of experience as a paralegal in trusts and estates law. Dawn prepares and files legal documents to probate wills and begin the administration of both trusts and estates. She also prepares fiduciary accountings and inventories, federal estate tax returns and other essential tax forms.

Dawn coordinates communication among clients, accountants, financial advisors, attorneys and other team members. She maintains financial records, conducts valuations and prepares distribution schedules.

### Hahn Loeser & Parks LLP

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### PRIMARY PRACTICES

Trusts & Estates

Estate Planning

### REPRESENTATIVE EXPERIENCE

#### PROFESSIONAL HISTORY

- Paralegal, Hahn Loeser & Parks LLP, 2025 – present
- Senior Paralegal, Tucker Ellis LLP, 2020-2025
- Probate Paralegal, Weston Hurd LLP, 2000-2020
- Probate Paralegal, Walter Haverfield, 1995-2000

### EDUCATION

- Bliss Business College, Associate Degree, 1992

### MEMBERSHIPS & AFFILIATIONS

- Cleveland Metropolitan Bar Association, Member