



## Elizabeth Landgraf

Paralegal

St. Louis  
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### PRACTICES

- Real Estate

### EDUCATION

- Saint Louis University, Bachelor of Arts, magna cum laude
- Florissant Valley Community College, Paralegal Certificate, magna cum laude

### AFFILIATIONS

- St. Louis Paralegal Association

### EMPLOYMENT

- Thompson Coburn LLP  
Paralegal, 1995-Present
- Kramer & Frank, P.C.  
Paralegal, 1991-1995

Beth is a dedicated, highly experienced paralegal who assists real estate clients with matters related to the development, acquisition or sale of real property.

She analyzes titles and surveys and resolves any outstanding issues. She performs lien searches and analyzes the results, coordinates and reviews all aspects of due diligence, drafts and prepares closing documents and assists with closing and post-closing matters. Beth maintains constant communication with title companies, surveyors, municipalities and county and statewide offices to obtain desired outcomes for clients.

Beth has coordinated the title work for a large foreclosure affecting hundreds of residential lots in a local subdivision, and has extensive experience with the Missouri non-judicial foreclosure process.

She prepares and files entity organizational documentation and handles compliance filings with appropriate authorities. She prepares 1099-S reporting matters with the IRS. Beth has also worked in the area of creditor and debtor representation in bankruptcy proceedings, where she assisted with motions, notices, claims and related research.

Beth's organizational skills help her excel at large projects. She is known for her extensive knowledge of Uniform Commercial Code issues, and in survey and title review. She also is relentless in her follow-up, staying on top of any project until she has all of the necessary signed and final documents.