



## Karin Boutcher

Practice Area Assistant

Chicago  
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### PRACTICES

- Banking and Commercial Finance
- Corporate and Securities

### EDUCATION

- National Business Institute, "The Probate Process from Start to Finish", October 2006, "Estate Administration Procedures", January 2007, "Estate Planning Basics", June 2007, "Fundamentals of Trust Administration", October 2008
- Sawyer College of Business, Secretarial I Course, 1988
- Purdue University Calumet, Pursued Communications degree on part-time basis, 1996-2001

### AFFILIATIONS

- Illinois Paralegal Association

### EMPLOYMENT

- Thompson Coburn LLP Practice Area Assistant, 2007-Present
- FagelHaber LLC Legal Assistant, 2002-2007 Legal Secretary, 1995-1999
- Arthur Andersen LLP Business Operations Analyst, 1999-2002
- Chapman and Cutler Legal Secretary, 1989-1995
- RESSI (Real Estate Secretaries and Syndication Institute) Receptionist, 1988-1989

## Working with the Banking and Commercial Finance practice area, Karin conducts and reviews lien searches which include judgments, tax liens, litigation, bankruptcy and UCC filings.

She also prepares UCC financing statements, amendments, continuations and terminations for filing in various jurisdictions. Karin assists the attorneys in organizing and coordinating various aspects of closing, including assembly and preparation of documents for signature, closing arrangements and distribution of closing materials, as well as obtaining documents to be executed post-closing and coordinates with various parties concerning post-closing follow-up and providing additional documentation, if necessary.

In her work with the Corporate and Securities practice area, Karin prepares documents to form corporations and limited liability companies including incorporation, qualification, assumed name certificates, dissolutions, corporate resolutions, bylaws and stock certificates, as well as assists with applications for federal employer identification numbers. She also maintains corporate record books and stockholder records, in addition to drafting amendments to articles of incorporation, preparing resolutions for directors and shareholders, obtaining certificates of good standing, facilitates the certification of certain corporate documents for use in countries outside of the United States and prepares and files myriad annual reports and related information in various jurisdictions.

Previously, Karin worked for over nine years in the Private Client practice area of the firm drafting documentation initiating probate proceedings, tracking additional court due dates and publication requirements related to estate administration, coordinating with out-of-state attorneys to commence ancillary proceedings, worked closely with attorneys, trustees, executors, accountants, bankers and financial advisors concerning the marshaling of assets and assisted in compiling information related to the preparation of estate income tax, gift tax and fiduciary income tax returns and assisted in the preparation of estate tax returns. She also assisted in the collection, liquidation and distribution of trust and estate assets, prepared documentation relating to closing estates with the court, worked to resolve claim issues with creditors and prepared inventories and final accountings. Karin also has had experience with assisting trustees in facilitating the payment of life insurance premiums related to Irrevocable Insurance Trusts and preparing Crummey Notices, and together with the

attorneys, assisted clients in funding their trusts, coordinated with banks and brokerages to obtain the necessary documentation to assist clients with asset transfers and prepared and recorded deeds transferring property into trusts.