



Beverly M. Swan

Paralegal

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A paralegal with Foster Swift's Trusts & Estates practice group, Beverly Swan has over 40 years of experience in the legal field: 1982-1991 as a legal assistant and 1991-present as a paralegal.

Among her skillset includes:

- Preparing Wills, Trusts, Powers of Attorney (POAs) and various other estate planning documents.
- Preparing documentation required to fund Trusts, including assignments of partnership interests, stock transfers, real estate deeds, and beneficiary designation forms.
- Preparing and filing appropriate documentation required to probate estates for deceased individuals.

Beverly received her Associates of Business Degree in Paralegal Studies from Lansing Community College. Prior to that, she received her Associates of Business Degree in Legal Office Specialist Studies from Baker College.

PRACTICE AREAS

Estate Planning
Trust & Estate Administration
Trusts & Estates

EDUCATION

Lansing Community College, A.B.
Paralegal, 2015
Baker College, A.B. Legal Office
Specialist, 1982
