

Event Title:

Real Estate Closing Checklists and Documents - The Paralegal's Guide

Event Date and Time:

May 28, 2024 -- 02:00 PM EDT - 03:00 PM EDT

Event Agenda:

All times are shown in Eastern time.

2:00 - 3:00, Mark Hazelbaker

- I. Creating a Complete Closing Checklist (With Sample)
- II. Preparing Closing Documents (With Samples)
- III. Creating a Closing Binder
- IV. Reviewing Closing Documents - What to Look for
- V. Recording Documents

Event Description:

When it comes to the final closing paperwork for a real estate transaction, it's more important than ever for paralegals to be on top of their game. This program comes with checklists, sample documents, and practical insights to help you ensure no detail goes overlooked. Get everything in order for a smooth and timely closing - register today!

- Examine what a comprehensive closing checklist should include.
- Learn how to prepare, review, and organize various documents for closing.
- Ensure that deeds and other documents are properly recorded after the closing.

Who Should Attend:

This **intermediate level course** will show attendees how to stay in control of closing documents and key tasks. Those who should attend include:

- Paralegals
- Legal Technicians
- Legal Assistants
- Legal Support Staff

Event Bio:

Mark Hazelbaker is an attorney with Kasieta Legal Group, LLC. He continues to emphasize representation of local governments, small businesses, and litigation. Mr. Hazelbaker began his career as legal counsel of the Wisconsin Counties Association. He served as personnel director/corporation counsel, and later as administrative coordinator for Manitowoc County. Mr. Hazelbaker has been in private practice since 1992, first with downtown Madison law firms, and then in his own firm since 1999. He has lectured many times on labor and employment law, land use law, and municipal law for various business

and professional groups. Mr. Hazelbaker has also published law reviews and other articles. He is a member of the Dane County Bar Association and the State Bar of Wisconsin (Litigation and Labor and Employment and Government Lawyers Division sections). Mr. Hazelbaker earned his B.A. degree from the University of Wisconsin and his J.D. degree from the University of Wisconsin Law School.