



Corporate law paralegal Kimberly Riggins provides the firm's transactional lawyers with multifaceted skill in executing many types of business transactions and other legal matters. In addition to her work ethic and keen instinct when it comes to supporting a wide variety of legal disciplines, Kimberly is also valued for keeping matters on track and moving forward.

Over the course of her career as a paralegal, Kimberly has worked on a wide variety of corporate matters, including acquisition and divestiture projects of all sizes.

She is experienced in drafting articles of incorporation and organization, annual shareholder and director minutes, consent resolutions, domestic annual reports, qualifications for entities to do business, and the overall corporate records management of companies. Kimberly also handles Uniform Commercial Code (UCC) filings and obtaining federal employment identification numbers. Moreover, she has experience in real estate, intellectual property and nonprofit matters, including 1023 filings for tax-exempt organizations.

Kimberly is a valued and dedicated member of the Corporate team and goes out of her way to provide an outstanding work product. Kimberly's attention to detail and experience are assets to the attorneys she supports and their clients. Kimberly's enthusiasm to take on projects and deliver results are appreciated by everyone around her.

Professional and Community Involvement

Board member, Elkhart United Aquatics, Inc.

Kimberly L. Riggins

Paralegal

240 E. Jackson Boulevard
Suite 200
Elkhart, IN 46516-3554

201 S. Main Street
Suite 400
South Bend, IN 46601-2130

P 574-296-2564
F 574-296-2535
kimberly.riggins@btlaw.com

EDUCATION

Western Wisconsin Technical College,
(Associate Degree and paralegal
certificate)

LANGUAGES

English

PRACTICES

Corporate