



Amy Evard, a paralegal in the Corporate Department, focuses her practice in the areas of corporate law and estate administration. Amy is most appreciated for her broad experience in transactional matters.

Amy's paralegal responsibilities include assisting with acquisitions and divestitures and drafting articles of incorporation, bylaws, initial minutes and stock certificates. In addition, she maintains the corporate minute books (including drafting board and shareholder meetings minutes and consents in lieu of annual meetings, maintaining stock ledgers, and amending bylaws) and prepares annual reports for a number of corporations.

She also assists in preparing and filing UCC financing statements, applications for authority to transact business in other states, initial formation documentation for new entities, including assisting with obtaining federal identification numbers and state tax identifications numbers, drafting motions for civil litigation matters, and performs legal research.

Amy assists with estate administration and probate matters, including preparing and submitting probate pleadings.

Notably, Amy's hard-earned experience make her an asset to the attorneys and clients she assists. Amy is valued for her attention to detail and her willingness to do whatever it takes to find much-needed information and answers to myriad questions, as well as for her fortitude and dedication to team play.

Professional and Community Involvement

Former adjunct professor, Indiana University South Bend paralegal studies program

Amy L. Evard

Paralegal

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

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

P 574-296-2526

F 574-296-2535

amy.evard@btlaw.com

EDUCATION

St. Mary-of-the-Woods College, (B.S.),
paralegal studies

LANGUAGES

English

PRACTICES

Corporate

INDUSTRIES

Colleges and Universities

Education