

Maureen Chapman

PARALEGAL



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Practice Areas

- Insolvency & Reorganization
- Litigation & Dispute Resolution

Overview

Maureen Chapman is a paralegal in our Insolvency & Reorganization and Litigation & Dispute Resolution practice groups. Maureen has extensive experience in supporting the Insolvency & Reorganization team while also delving into the areas of corporate, real estate, and finance.

Maureen's list of proficiencies is lengthy. She orders UCC (Uniform Commercial Code), corporate, and title searches, arranges publications of public foreclosures, and prepares proofs of claim. She researches local rules in bankruptcy courts nationally and prepares pro hac vice motions, following the process until the order is entered. She prepares debtor's schedules, drafts applications, and identifies parties and service issues.

On the litigation side, Maureen participates in the discovery process by preparing subpoenas and organizing and indexing documents produced. She assists in the preparation and filing of state and federal pro hac vice applications for out-of-state attorneys who choose Jaffe as their local counsel.

Maureen is actively involved in claims collections. She prepares collection complaints and account stated affidavits and arranges service. She prepares default applications and proposed judgments, calculates post-judgment interest, prepares garnishments and Orders to Seize Property, prepares subpoenas for judgment-creditor exams, registers foreign judgments, and conducts asset research. She is our resident expert on the PACER system and Electronic Case Filing (ECF).

Education

- Madonna University
B.S. in Paralegal Studies
- Macomb County Community College
Associate of Applied Science in Paralegal Studies

Affiliations

- State Bar of Michigan Paralegal Section
- Detroit Zoological Society
- Detroit Institute of Arts, Affiliate Member