



Shelley M. Downes

Paralegal

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With more than two decades of experience, Shelly assists attorneys with the administration of estates, trusts, and guardianships, working closely with fiduciaries, beneficiaries, and family members, often during emotionally challenging times. She also collaborates with financial advisors, accountants, and other professionals to ensure that assets are properly identified, valued, administered, and distributed.

From preparing and filing court documents to drafting federal estate tax returns, Shelley manages a detailed docket of deadlines and ensures compliance with local rules across multiple counties. Above all, she brings a strong sense of compassion and service to every case, helping families navigate complex legal processes with care and clarity. Her long-standing dedication to the firm and its clients has enabled her to build deep expertise in the intricacies and nuances of estate, trust, and guardianship matters.

Education

- David N. Myers University (B.S., *summa cum laude*)

Professional Affiliations

- National Federation of Paralegal Associations
- Cleveland Association of Paralegals
- Cleveland Metropolitan Bar Association

Practices & Industries

- Trusts & Estates