



## Austin R. Maciejewski

Paralegal

150 South Fifth Street  
Suite 1200  
Minneapolis, MN 55402

612-877-5379

Austin.Maciejewski@lawmoss.com

### **PRACTICE AREAS:** Estate Planning and Wealth Preservation

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Austin concentrates on estate and trust administration. He values the opportunity to provide exceptional legal services to clients during what is often a difficult and emotional part of life. His skills and experience in the field afford him the opportunity to focus on the paperwork and legal processes of the probate and trust administration process so that clients can take care of personal family affairs following the loss of a loved one.

Austin is a reliable resource and key point of contact for clients throughout the estate and trust administration process. He works closely with attorneys and their clients on all phases of the administration, and his responsibilities generally include:

- Preparing initial drafts of estate planning documents
- Drafting and filing probate and trust documents
- Reviewing and analyzing real estate records to prepare conveyancing documents
- Valuing assets and assembling asset inventories and accountings
- Facilitating the collection and administration of probate and trust assets
- Preparing distribution schedules and assisting in making distributions to beneficiaries
- Assisting with the preparation of estate tax and fiduciary income tax returns

### **Education**

Lake Superior College, Paralegal Studies

### **Professional Associations**

Minnesota Paralegal Association – Member (2022–Present)