



PARALEGAL

Mary P. Karlson

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📍 Riverside



As a paralegal in the Public Finance practice group of Best Best & Krieger for more than 10 years, Mary Karlson focuses primarily on supporting attorneys that assist public clients with a broad variety of financings, including Mello-Roos bonds, tax allocation bonds, certificates of participation, multifamily housing bonds, general obligation bonds and revenue anticipation notes, where the practice group attorneys are bond counsel and/or disclosure counsel.

Under an attorney's supervision, Mary works with many of the firms public agency clients in the preparation of closing documents, agreements and closing transcripts for financings. She prepares the necessary documents for formation of community facilities districts, including all necessary resolutions, certificates, election documents and tax liens, and the documents required for annexation of territory to lighting or landscape maintenance districts. She also prepares the resolutions and ordinances for public agency clients in their annual assessment levies.

Prior to joining the firm, Mary was a legal assistant to corporate counsel, performing paralegal functions such as drafting resolutions, agreements and corporate minutes of the board of directors. Mary also worked 13 years for a city attorney, performing paralegal functions such as writing agreements, resolutions and ordinances, as well as working as an office administrator.

**Paralegals are not licensed attorneys. Under California law, paralegals are not authorized to provide legal advice.*

CORE PRACTICES

Public Finance
Municipal Law
Special Districts

LANGUAGES

English