

Michelle Croteau

Paralegal

Hired as a paralegal for the corporate sector in 1980 in an office in downtown Montréal, Michelle Croteau has been involved in business law ever since. Michelle Croteau joined the Sherbrooke office in 2010. In this capacity, she assists the attorneys in their preparation of documents for company incorporation and organization.

She also ensures the recording, registration, and amendment of articles of association as well as the extension, continuation, and dissolution of companies. She conducts searches in various digital registers as a part of due diligence, namely the Register of Personal and Movable Real Rights (RDPRM), the Québec Land Register, the Office of the Superintendent of Bankruptcy of Canada, the Court Ledger and the Federal Court, as well as registers in various organizations, in order to analyze the results and to write research reports.

During the acquisition and sale of shares or assets of commercial entities, as well as during reorganizations, she prepares closing agendas, various resolutions, agreements and other related documents. In addition, she reviews corporate statutes and updates the minute books and company registers. She collaborates with the attorneys in drafting agreements for the sale or exchange of shares, for the sale of assets, as well as in drafting resolutions and other related documents, including company financing documents. In both official languages, at that.



Education

- Bachelor's degree in literature, *Université de Sherbrooke*, 2006
- Certificate in Business Law, *Université de Montréal*, 1990
- Diploma of Collegial Studies Legal Techniques, Ahuntsic College, 1980

Boards and Professional Affiliations

- Member of the Canadian Association of Paralegals (CAP)