



TRACY J. WEST- GRAFTON

Paralegal

Estate Planning

San Bernardino

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Treat everyone with the same respect no matter their education,
background, financial position or other diversities.



TRACY J. WEST-GRAFTON

Tracy West-Grafton is a paralegal in our San Bernardino office where her work focuses primarily on estate planning, trust administration and probate. She is also experienced in real estate, contracts, corporate, transactional and general business law. Tracy has also worked as a mediator for small claims and unlawful detainers, and worked as a fair housing advocate and mortgage fraud investigator.

Tracy wanted to be an attorney, but she couldn't finish her studies as a single working mom. She instead started working for attorneys as a legal secretary, but then realized she wanted to be more involved in the projects, so she learned more about legal research, drafting and honed her writing skills. Tracy became certified as a paralegal in the State of Colorado, and then certified as a paralegal with a specialty in real estate law in California. She takes great pride in knowing that the work has been completed to the satisfaction of each client in a professional and timely manner.

Outside of work, Tracy enjoys walking her pups and relaxing with friends and family.

- Estate Planning

EDUCATION

- Paralegal Certificate, University of Colorado at Denver
- Second Paralegal Certification, National Association of Legal Assistants
- Estate Planning

AREAS OF PRACTICE

- Estate Planning

AWARDS AND HONORS

- Certification as a Paralegal with a specialty in real estate law

ARTICLES AND PRESENTATIONS

- Redlining: Not all Loans are Created Equal, IFHMB Fair Housing Quarterly, Winter 2013 Edition.
- Tenant Displacement: the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act; Landlord and Tenant Responsibilities; IFHMB Fair Housing Quarterly, Spring 2014 Edition.

PROFESSIONAL AND COMMUNITY AFFILIATIONS

- Member, NALA

ADMISSIONS

- **Not licensed to the practice of law*