Monica Minjarez

Paralegal

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Overview

Monica Minjarez joined McAfee & Taft in 2004 and has worked for the firm's worldwide aircraft financing, title and registration practice since 2012. In her current role as a paralegal, she works with firm attorneys to ensure that client interests in aircraft, engines and helicopters are protected and in compliance with the Cape Town Convention on International Interests in Mobile Equipment and the Aircraft Protocol. Her duties include obtaining priority search certificates, preparing title memoranda, requesting and consenting to professional user authority, preparing documentation, registering all forms of interests on the International Registry, and preparing post-registration correspondence.

She is also responsible for preparing aircraft closing instruments for filing with the Federal Aviation Administration.

Monica's career experience with McAfee & Taft includes working as a records management file clerk, providing administrative support services to the firm, and delivering daily filing packages and correspondence to the Federal Aviation Administration and Aviation Aeronautical Center in Oklahoma City.