

JAMES MICHAEL KEMP, PLLC

Summary of Company Staff and Responsibilities

- Mike Kemp: Mike is licensed to practice law in Kentucky and Indiana. Generally, Mike will address all legal issues, draft legal documents, perform closings, and attend to various other administrative tasks on behalf of the company. Mike@Kemplawoffice.com
- Tricia Miller: From the initial title request, Tricia originates, processes and assists with every new file in the office. In addition to preliminary tasks such as ordering the title exam and typing the title commitment, she will also obtain payoffs and clear any other title issues necessary to transfer or mortgage an unencumbered property. Any issue regarding title exams or commitments should be addressed to Tricia. Tricia@Kemplawoffice.com
- Kristin Miller: Kristin also assists with all aspects of pre-closing work, including title orders, payoff requests, and subordinations. Kristin@Kemplawoffice.com
- Shawna Mather: Shawna assists with all aspects of pre-closing work, including ordering titles, clearing title issues, ordering payoffs, and all other tasks necessary to prepare a file for closing. Shawna@Kemplawoffice.com
- Melissa Prather: Melissa is the primary "closing" assistant and scheduler. She obtains information such as realtor commissions and updated payoff amounts for purchases, and she coordinates with the broker and lender to obtain the closing package needed to proceed with the sale or refinance. Any issue arising within a day or two of closing, including HUD issues, should generally be addressed to Melissa. Melissa@Kemplawoffice.com
- Amanda Luther: Amanda assists Melissa with all closing responsibilities, including lender or realtor contact to obtain necessary information, as well as preparing settlement statements. Amanda@Kemplawoffice.com
- Angie Hatcher: Angie serves as the office manager and closing coordinator. Her primary role is to assist with all post-closing responsibilities, including escrow accounting, responding to lender inquiries, and disbursement of loan or refinance monies. In addition, she has performed hundreds of closings for clients of the firm, primarily in the refinance area. Angie@Kemplawoffice.com
- Melissa Buckman: Melissa serves as the primary customer service representative and will initiate action in response to initial inquiries or phone calls to the firm. The majority of her time is spent on post-closing tasks, such as document preparation and shipping, escrow accountings, and other general office duties. MelissaB@Kemplawoffice.com
- Bridgett Williams: Bridgett assists Angie and Courtney with post-closing work, and she coordinates all post-closing tasks such as document preparation, shipping packages back to the lenders, overnighting payoffs and checks, obtaining funding permission from the lenders, and other general matters. Bridgett@Kemplawoffice.com
- Courtney Bell: Courtney assists with all aspects of post-closing work, including wire verifications, issuance of firm checks, document productions, and other funding or customer service related inquiries. Courtney@Kemplawoffice.com
- Amanda Esterday: Amanda is the company's receptionist. She handles many other tasks throughout the day, including general office and administrative assignments. AmandaE@Kemplawoffice.com
- Dale Smith: Dale is a contract closer who assists with out of town closings and on days in which many loans are scheduled to close. Rdalesmith@juno.com