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**PRACTICE AREAS**

Franchise & Distribution

eDiscovery: Data, Records &  
Information Governance

**INDUSTRIES**

Restaurant, Food & Beverage

Health Care

Technology

**EDUCATION**

Kaplan University, B.S., 2008,  
Paralegal Studies

Ithaca College, B.A., 2005,  
Writing, Minor in Legal Studies

## Tracy N. Castillo

Paralegal | [tracy.castillo@lathropgpm.com](mailto:tracy.castillo@lathropgpm.com)

Tracy Castillo is a paralegal with the Franchise & Distribution Practice Group.

Currently, Tracy works with the franchise transactional team in preparing Franchise Disclosure Documents (FDDs) for initial franchise programs. She also works with existing franchisors in updating their FDDs annually and in preparing and submitting FDDs to the various registration states throughout the country. She serves as a liaison between franchisors and state examiners/administrators to obtain franchise registrations for franchisors so that they may offer for sale and sell franchises in the registration states. She also has experience preparing international forms of FDDs.

Previously, Tracy worked as a franchise litigation paralegal at the firm. In that role, she gained experience coordinating document productions, drafting pleadings and discovery documents, reviewing financial materials, and creating and managing inventory databases.

Prior to becoming a paralegal, Tracy was a legal administrative assistant who worked with firm attorneys on white collar litigation, franchise litigation, and general litigation. Tracy joined the firm in 2007.

### News Releases

- Lathrop GPM Franchise Practice Group Closes \$13.5 Million Deal with BBQ Holdings, Village Inn and Bakers Square August 3, 2021