

# Tracy N. Castillo

Paralegal



Direct: 202.295.2205  
tracy.castillo@gpmlaw.com

## Washington, D.C.

600 New Hampshire Avenue,  
N.W.  
The Watergate - Suite 700  
Washington, DC 20037  
Phone: 202.295.2200  
Fax: 202.295.2250

## Industries

- Restaurant, Food, & Beverage
- Health Care
- Software & Technology

## Practices

- Franchise & Distribution

## Education

- Kaplan University, B.S., 2008, Paralegal Studies
- Ithaca College, B.A., 2005, Writing, Minor in Legal Studies

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 with Gray Plant Mooty. 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 with Gray Plant Mooty working with attorneys who specialize in White Collar Litigation, Franchise Litigation, and General Litigation.

Tracy joined Gray Plant Mooty in 2007. Tracy is also a Notary Public for the District of Columbia.