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(City/State/Zip/Phone #)

☐

PICK-UP

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WAIT

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MAIL

\_\_\_\_\_  
(Business Entity Name)

\_\_\_\_\_  
(Document Number)

Certified Copies \_\_\_\_\_ Certificates of Status \_\_\_\_\_

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2010 JUL -6 PM 3:57  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

**C. LEWIS**

JUL 7 2010

**EXAMINER**

FRAZIER & FRAZIER  
ATTORNEYS AT LAW  
SUITE A  
1515 RIVERSIDE AVENUE  
JACKSONVILLE, FLORIDA 32204

TELEPHONE (904) 353-5616  
FACSIMILE (904) 353-5619

KRISTOPHER D. ROBINSON

Writer's Email Address  
kdr\_jax@bellsouth.net

July 2, 2010

**VIA UPS NEXT DAY AIR**

Registration Section  
Division of Corporations  
Clifton Building  
2661 Executive Center Circle  
Tallahassee, FL 32301

Gentlemen:

In connection with the conversion of "The Law Office of F. Susannah Collins, P.A." into "The Law Office of F. Susannah Collins, PLLC", I am enclosing herewith the following:

(a) Certificate of Conversion For "Other Business Entity" Into Florida Limited Liability Company.

(b) Two executed copies of Articles of Organization of The Law Office of F. Susannah Collins, PLLC.

(c) Check payable to the Florida Department of State in the total amount of \$150.00, together with the Division of Corporations Cover Letter.

I would greatly appreciate it if you would please affix your receiving stamp on the executed copy of the Articles of Organization and return same to me as an acknowledgment copy in the enclosed self-addressed and postage pre-paid envelope included herewith.

Thank you for your attention to this matter.

Very truly yours,



Kristopher D. Robinson

KDR:wmg  
Enclosures

cc: F. Susannah Collins, Manager

## COVER LETTER

**TO:** Registration Section  
Division of Corporations

**SUBJECT:** The Law Office of F. Susannah Collins, PLLC  
(Name of Resulting Florida Limited Company)

The enclosed Certificate of Conversion, Articles of Organization, and fees are submitted to convert an "Other Business Entity" into a "Florida Limited Liability Company" in accordance with s. 608.439, F.S.

Please return all correspondence concerning this matter to:

Kristopher D. Robinson  
(Contact Person)

Frazier & Frazier, Attorneys at Law, P. A.  
(Firm/Company)

1515 Riverside Avenue, Suite A  
(Address)

Jacksonville, Florida 32204  
(City, State and Zip Code)

collinslaw@bellsouth.net  
E-mail Address: (to be used for future annual report notifications)

For further information concerning this matter, please call:

Kristopher D. Robinson at ( 904 ) 353-5616  
(Name of Contact Person) (Area Code and Daytime Telephone Number)

Enclosed is a check for the following amount:

☒ \$150.00 Filing Fees  
(\$25 for Conversion  
& \$125 for Articles  
of Organization)

☐ \$155.00 Filing Fees  
and Certificate of  
Status

☐ \$180.00 Filing Fees  
and Certified Copy

☐ \$185.00 Filing Fees,  
Certified Copy, and  
Certificate of Status

**STREET ADDRESS:**  
Registration Section  
Division of Corporations  
Clifton Building  
2661 Executive Center Circle  
Tallahassee, FL 32301

**MAILING ADDRESS:**  
Registration Section  
Division of Corporations  
P. O. Box 6327  
Tallahassee, FL 32314

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SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

**Certificate of Conversion**  
For  
**"Other Business Entity"**  
Into  
**Florida Limited Liability Company**

This Certificate of Conversion **and attached Articles of Organization** are submitted to convert the following **"Other Business Entity"** into a **Florida Limited Liability Company** in accordance with s.608.439, Florida Statutes.

1. The name of the "Other Business Entity" immediately prior to the filing of this Certificate of Conversion is:

The Law Office of F. Susannah Collins, P.A.

(Enter Name of Other Business Entity)

2. The "Other Business Entity" is a Professional Association - For Profit Corporation

(Enter entity type. Example: corporation, limited partnership,  
general partnership, common law or business trust, etc.)

first organized, formed or incorporated under the laws of Florida

(Enter state, or if a non-U.S. entity, the name of the country)

on 6/16/2010

(Enter date "Other Business Entity" was first organized, formed or incorporated)

3. If the jurisdiction of the "Other Business Entity" was changed, the state or country under the laws of which it is now organized, formed or incorporated:

N/A

4. The name of the Florida Limited Liability Company as set forth in the **attached Articles of Organization**:

The Law Office of F. Susannah Collins, PLLC

(Enter Name of Florida Limited Liability Company)

5. If not effective on the date of filing, enter the effective date: \_\_\_\_\_  
(The effective date: 1) cannot be prior to nor more than 90 days after the date this document is filed by the Florida Department of State; **AND** 2) must be the same as the effective date listed in the attached Articles of Organization, if an effective date is listed therein.)

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SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

Signed this 1st day of July 2010

**Signature of Member or Authorized Representative of Limited Liability Company:**

Signature of Member or Authorized Representative: Kristopher D. Robinson  
Printed Name: Kristopher D. Robinson Title: Authorized Representative

**Signature(s) on behalf of Other Business Entity: [See below for required signature(s).]**

Signature: F. Susannah Collins  
Printed Name: F. Susannah Collins Title: President

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**If Florida Corporation:**

Signature of Chairman, Vice Chairman, Director, or Officer.

If Directors or Officers have not been selected, an Incorporator must sign.

**If Florida General Partnership or Limited Liability Partnership:**

Signature of one General Partner.

**If Florida Limited Partnership or Limited Liability Limited Partnership:**

Signatures of ALL General Partners.

**All others:**

Signature of an authorized person.

**Fees:**

Certificate of Conversion:	\$25.00
Fees for Florida Articles of Organization:	\$125.00
Certified Copy:	\$30.00 (Optional)
Certificate of Status:	\$5.00 (Optional)

ARTICLES OF ORGANIZATION

OF

THE LAW OFFICE OF F. SUSANNAH COLLINS, PLLC

Pursuant to (i) the Florida Limited Liability Company Act, Chapter 608, Florida Statutes, and (ii) the Professional Service Corporation and Limited Liability Company Act, Chapter 621 of the Florida Statutes (collectively the "Acts"), the following are adopted as the Articles of Organization of the professional limited liability company organized hereby:

ARTICLE I - NAME

The name of the professional limited liability company (the "Company") shall be The Law Office of F. Susannah Collins, PLLC.

ARTICLE II - ADDRESS

The mailing address and the street address of the principal office of the Company shall be 4928 Ortega Forest Drive, Jacksonville, Florida 32210.

ARTICLE III - REGISTERED AGENT

The initial registered office of the Company shall be 1515 Riverside Avenue, Suite A, Jacksonville, Florida 32204 and its initial registered agent at such office shall be Frazier & Frazier, Attorneys at Law, P.A.

ARTICLE IV - APPLICABILITY OF CHAPTER 621, FLA. STAT.


The Company elects to be governed by the provisions of the Professional Service Corporation and Limited Liability Company Act, Chapter 621 of the Florida Statutes; and solely through duly licensed attorneys, the Company shall provide any and all services that an attorney, licensed under the laws of the State of Florida, is authorized to render.

ARTICLE V - MANAGEMENT OF THE COMPANY

The Company will be a member-managed company managed in accordance with and subject to the requirements of the Acts and the Operating Agreement of the Company. The names and addresses of the initial managers of the Company are as follows:

<u>Manager</u>	<u>Address</u>
F. Susannah Collins, Esquire	4928 Ortega Forest Drive Jacksonville, Florida 32210

Dated this 1<sup>st</sup> day of July, 2010.

  
\_\_\_\_\_  
Kristopher D. Robinson,  
Authorized Representative

**CERTIFICATE DESIGNATING REGISTERED OFFICE AND REGISTERED  
AGENT FOR THE SERVICE OF PROCESS WITHIN FLORIDA**

In compliance with Chapters 608 and 621, Florida Statutes, the following is submitted:

The Law Office of F. Susannah Collins, PLLC, desiring to organize or qualify under the laws of the State of Florida as a professional limited liability company pursuant to Chapters 608 and 621, Florida Statutes, hereby designates Frazier & Frazier, Attorneys at Law, P.A. as its registered agent to accept service of process within the State of Florida and the address of its registered office shall be 1515 Riverside Avenue, Suite A, Jacksonville, Florida 32204, as its agent to accept service of process within the state.


DATED this 1<sup>st</sup> day of July, 2010.

  
\_\_\_\_\_  
Kristopher D. Robinson,  
Authorized Representative

Having been named as registered agent to accept service of process for the above stated professional limited liability company, at the place designated in this certificate, I hereby agree to accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

DATED this 1<sup>st</sup> day of July, 2010.

**FRAZIER & FRAZIER,  
ATTORNEYS AT LAW, P.A.**

  
\_\_\_\_\_  
Kristopher D. Robinson,  
Vice President

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