PEDERSON LAW OFFICES
A PROFESSIONAL LAW CORPORATION

ESTATE PLANNING WELCOME PACKET

WE LOOK FORWARD TO WORKING WITH YOU TO ANSWER YOUR QUESTIONS, ADDRESS YOUR CONCERNS, AND CRAFT A COMPREHENSIVE ESTATE PLAN FOR YOU AND YOUR FAMILY.

WHETHER YOU ARE A NEW OR EXISTING CLIENT, THIS PACKET WILL PROVIDE INFORMATION ABOUT OUR PROCESS AND HELP YOU PREPARE FOR YOUR ESTATE PLANNING CONSULTATION.

IF YOU SHOULD HAVE ANY QUESTIONS PRIOR TO YOUR APPOINTMENT, PLEASE DO NOT HESITATE TO CONTACT OUR OFFICE.

Table of Contents

Estate Planning - Trusts - Probate Law
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1. OUR PROCESS

SCHEDULE AN INTRO CALL OR CONSULTATION
- Intro Calls: phone or virtual only
- Consultations: in-person or virtual

COMPLETE INTAKE QUESTIONNAIRE
- Provide details about assets and family circumstances

CONSULTATION
- Discuss your concerns and design an estate plan that best meets your family's needs

GATHER ADDITIONAL INFORMATION
- Follow up regarding any missing details or decisions to be made

DRAFT LEGAL DOCUMENTS
- Carefully drafted and thoroughly reviewed by our office

DOCUMENTS TO YOU FOR REVIEW
- Drafts delivered as you prefer
- Concerns or revisions addressed with attorney or staff

SCHEDULE SIGNING APPOINTMENT
- You approve drafts
- Schedule signing appointment

SIGNING APPOINTMENT
- Sign documents with notary
- Deliver copies to you
- Our office may store your originals if you choose

FUNDING YOUR TRUST
- You fund assets into your trust
- Instructions will be provided
- Call our office if assistance needed

ANNUAL REVIEW PROCESS
- Reminder to review your estate plan in light of changed circumstances or changes in the law

How long does the process take?

- We aim to deliver drafts 4 to 8 weeks after receipt of all needed information and decisions *(delivery times may vary)*
- Signing appointments generally scheduled within 2 weeks of approval of drafts *(unless attorney is required in attendance)*

What Documents are Included in a Typical Estate Plan?

- Revocable Living Trust
- Pour-Over Will(s)
- Certification of Trust
- General Durable Power(s) of Attorney
- Advance Health Care Directive(s)
- Assignment(s) of Personal Property
- Funding Instructions
- Schedule(s) of Assets
- Real Property Deed(s)

2. PREPARING FOR YOUR CONSULTATION

15-MIN INTRODUCTORY OR "TRIAGE" CALL

Whether you are new to our office or already a client, we are happy to briefly connect (via telephone or virtually) before conducting a full consultation for the following reasons:

(1) to determine whether we can assist you.
(2) to allow you to meet an attorney.
(3) to learn more about our process.
(4) to quickly check-in on an issue before scheduling a longer meeting.

COMPLETE ONLINE INTAKE QUESTIONNAIRE

Without a comprehensive overview of your assets and estate planning goals, we cannot properly advise you of your options. Therefore, it is best to have all pertinent information (contact information for all named individuals, asset information, and existing estate planning documents) submitted in advance of our Consultation through our Online Questionnaire or readily available at the Consultation.

If you have not already received the link to our online questionnaire, follow the links below:

- **JOINT ESTATE PLAN:** Click Here to Complete Joint Estate Planning Questionnaire
- **INDIVIDUAL ESTATE PLAN:** Click Here to Complete Individual Estate Planning Questionnaire

If you prefer to handwrite your questionnaire, we can mail a paper version to you upon request.

THINGS TO CONSIDER PRIOR TO CONSULTATION

You will need to make decisions about each of the following topics, so thinking through these in advance of your appointment will allow the discussion with your attorney to be more efficient and productive.

- **Your Fiduciaries/Representatives:** Creating an estate plan includes appointing people or entities you trust to serve in various roles. Please consider who you (and your spouse, if married) would choose to serve in the following roles:
  - **Successor Trustees** *(named in your Trust)* will manage assets belonging to the trust during your incapacity or after your death.
  - **Executors** *(named in your Will)* will manage your estate in the event that a probate proceeding with the court is necessary.
  - **Attorneys-in-Fact** *(named in your Durable Power of Attorney)* will help to manage assets outside of your trust if you are unable to.

  - **Health Care Agents** *(named in your Advance Health Care Directive)* will make health care decisions for you if you are unable to.
  - **Guardians of minor children** *(named in your Will)* will take care of your minor children.
- **Your Beneficiaries:** Thinking through the following distribution options can help you be more prepared for your consultation:
  - **Specific Gifts:** Before dividing up the remainder of your estate, do you wish to leave specific dollar amounts, specific items of tangible property, or specific pieces of real estate to certain individuals or entities?
  - **Remainder Beneficiaries:** Who do you wish to receive the remainder of your estate, and in what proportions?
  - **Distribution Provisions:** You can protect your beneficiaries from creditors or themselves *(e.g., addiction, fiscal irresponsibility, or to preserve government benefits)*. Do you wish for a beneficiary to receive their inheritance outright (no strings attached), or should a beneficiary's inheritance be held in trust for their benefit? If held in trust, should the beneficiary receive specified percentages of their inheritance at particular ages or milestones?
  - **Contingent Beneficiaries:** In the event one of your beneficiaries predeceases you, do you wish for that beneficiary's share to go to their children, or be distributed to the other named beneficiaries?
  - **Remote Contingent Beneficiaries:** In all your beneficiaries are deceased, who would you wish to receive your assets? Next of kin? Specific individuals? Charities?
  - **Charities:** Do you wish to leave any portion to charities?
  - **Disinherited Individuals:** Do you wish to specifically disinherit any heirs?
- **Organ Donations:** You may specify your wishes regarding organ donations. Anatomical gifts for any purpose? Transplant purposes only? Medical research only? Not at all?
- **Handling of Your Remains:** You may specify your wishes regarding the handling of your remains, such as cremation or burial? Do you have a preference or have arrangements already been made?

WHAT TO BRING TO YOUR CONSULTATION

Unless our office already possesses the following, please provide copies by email, our online intake questionnaire, or by bringing them with you to your consultation.

- **Existing estate planning documents**
- **Recent account statements**
- **Any other documents requested in the intake questionnaire**

3. TYPICAL FEES FOR AN ESTATE PLAN

CONSULTATIONS

- **New Clients:** We offer the first half-hour of the estate planning consultation at no charge to get to know one another, review existing documents, and determine if we can assist you. Additional time will be billed at the attorney's hourly rate.
- **Existing Clients:** If you are an existing client, the consultation will be billed at the attorney's current hourly rate.

PREPARATION OF ESTATE PLANNING DOCUMENTS

At the end of the consultation, we typically quote a flat fee to prepare necessary documents.

- **New Plans:** Since January of 2024 our flat fee ranges for comprehensive estate plans are as follows:
  - **Joint Estate Plan:** between $5,500 to $8,000
  - **Individual Estate Plan:** between $4,500 to $7,000
  - **Deed(s):** $650 per deed (for CA state properties, recording fees included)
- **Existing Plans:** If you are revising an existing estate plan, the fees may vary depending upon the changes needed. On occasion, it's necessary to completely restate your existing plan, especially if from another state, has outdated tax provisions or was prepared by another firm. If a restatement is required, the flat fees may be as stated above.
- **Complexity and Efficiency Dictates Fees:** The simpler your plan, and the more efficient you are at providing information to us and making necessary decisions, the more likely you'll be at the lower end of the above stated fee ranges.

TIMING OF PAYMENT

Payment of one-half the flat fee is required for us to begin drafting your estate planning documents. The balance will be due when the drafts are completed and ready for your review.

HOURLY RATES

Although most estate planning work is completed on a flat fee basis, there may be instances of hourly billing. Therefore, for your information, our attorneys' current hourly rates are:

- **Grant S. Pederson:** $600
- **Todd J. Vigneux:** $550
- **Camille M. Aceituno:** $525
- **Russell J. Jokela:** $500

You may learn more about our attorneys on our website at www.pedersonlawoffices.com/our-team.

4. DIRECTIONS TO OUR OFFICE

1) **Exit Westlake Blvd.** from the 101 freeway and then head south. *(If coming from Los Angeles, left turn off the freeway. If coming from Ventura, turn right off the freeway.)*
2) Make a **right turn onto Hampshire Road**.
3) **Turn right into the driveway immediately after Wild Rose Street**. *(Look for building address 850 which is visible from Hampshire Road. Our building, 920, is right behind building 850. If you pass Lakefield Road, you've gone too far.)*
4) Once in the parking lot, continue straight to the top level of the parking structure and look to the right for building 920 *(immediately behind building 850)*.
5) Park near the walkway between buildings 850 and 920.
6) As you proceed through the walkway, we are the first suite on your left, Suite A1 on the 2nd floor in building 920 *(ignore keypad on door, it will be unlocked during business hours)*.