



PEDERSON LAW OFFICES
A PROFESSIONAL LAW CORPORATION

TRUST / PROBATE ADMINISTRATION WELCOME PACKET

WE LOOK FORWARD TO WORKING WITH YOU TO ANSWER YOUR QUESTIONS, ADDRESS YOUR CONCERNS, AND GUIDE YOU THROUGH THE TRUST / PROBATE ADMINISTRATION PROCESS.

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

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

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*Estate Planning - Trusts - Probate Law
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1. OUR PROCESS

SCHEDULE INTRO CALL OR CONSULTATION	<ul style="list-style-type: none">• Intro Call: phone or virtual only• Consultation: in-person or virtual
COMPLETE INTAKE QUESTIONNAIRE	<ul style="list-style-type: none">• Provide us with details about the decedent's assets and family circumstances
INITIAL CONSULTATION <i>(additional Consults may be needed)</i>	<ul style="list-style-type: none">• Discuss California legal requirements, and any concerns or questions• Determine steps necessary to complete administration
GATHER ADDITIONAL INFORMATION	<ul style="list-style-type: none">• Follow up regarding any missing details or decisions to be made
DRAFT LEGAL DOCUMENTS	<ul style="list-style-type: none">• Carefully drafted and thoroughly reviewed by our office
DOCUMENT EXECUTION	<ul style="list-style-type: none">• Documents delivered as you prefer• Coordinate signing of documents, as required
STATUS OF ADMINISTRATION & COORDINATE DISTRIBUTION	<ul style="list-style-type: none">• Review administration status and distribute assets
CLOSE ADMINISTRATION	<ul style="list-style-type: none">• Return original documents and close file

How long does the process take?

Trust Administration: Generally, 3 - 12 months *(subject to circumstances)*

Probate Administration: Generally, 6 – 18 months *(subject to circumstances)*

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 the decedent’s assets and any estate planning documents, we cannot properly advise you regarding the administration of the trust or estate. Therefore, it is best to have as much pertinent information as possible (decedent’s asset information, any existing estate planning documents, and contact information for all parties named in the 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, please follow the link below:

- **TRUST ADMIN / PROBATE:**
 - [Click Here to Complete Trust Administration and Probate Intake Form](#)

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

WHAT TO GATHER AND BRING TO YOUR CONSULTATION

Gathering the following applicable documents in advance of your appointment will allow the discussion with your attorney to be more efficient and productive. 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 original estate planning documents
- Recent account statements
- Certified copies of death certificate, if available (minimum of 1, and additional copies for each parcel of real property)

- All stock certificates, bonds, or any other securities
- All IRA, 401(k), and qualified pension benefit documents, including beneficiary designation forms and plan descriptions
- Copies of any partnership agreements, shareholder agreements, operating agreements, buy-sell agreements, and corporate records for any partnership or closely held corporation
- All life insurance policies and annuity contracts, including beneficiary designation forms
- All non-CA deeds to real property in which decedent had any interest and copies of any notes or deeds of trust to which such properties are subject
- A list of any known debts, liabilities, pending lawsuits, or other claims of or against decedent
- Copies of any trust of which decedent was a trustee or beneficiary at the time of death

OTHER INFORMATION TO COLLECT

Although the following information and documents may also be needed, they are not necessary for the initial Consultation (*unless applicable and readily available*):

- A list of all safe deposit boxes on which decedent's name appears, by bank and branch, and an inventory of the contents of each
- All leases for all real property on which decedent was either the landlord or tenant
- Most recent financial statements and tax returns for any partnership or other closely held business
- Certificates of title ("pink slips") or Registration for all automobiles, recreational vehicles, boats, trailers, motorcycles, airplanes, etc., in which decedent had any ownership interest
- A list of tangible personal property items that, individually or as a group or collection, have a fair market value in excess of \$3000 (e.g., jewelry, art, antiques, or coin, stamp, book, gun, or wine collections)
- Copies of all bills for expenses of last illness, such as hospital and doctor bills, and an itemized list of all funeral and related expenses
- All deeds of trust, notes, or accounts receivable representing payments owed to decedent
- Most recent personal income tax return
- Any other documents that you believe may be important to our understanding of the decedent's personal and financial affairs

3. HOW MUCH DOES ADMINISTRATION TYPICALLY COST?

CONSULTATIONS, PREPARATION OF DOCUMENTS AND TIMING OF PAYMENT

TRUST ADMINISTRATION

- **Consultation(s) & Correspondence:** Time spent reviewing documents to prepare for the Consultation, time spent in Consultation, and subsequent time spent providing guidance to the Trustee(s), whether via telephone, email, or otherwise, will be billed at the attorney's hourly rate.
- **Preparation of Documents:** We will typically quote a flat fee to prepare documents that we know will be required to administer the Trust.
- **Timing of Payment:** Payment in full is collected up front for us to begin drafting the documents.
- **If there is more than one Trustee, it is important that both attend all Consultations and participate in all correspondence related to the matter.**

Hourly Rates

Our attorneys' current hourly rates (as of January 2026):

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

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

PROBATE ADMINISTRATION

- **Legal fees are non-negotiable:** In California, legal fees for Probate are set by statute based on the gross value of the estate and—therefore—are **not** open for negotiation.
- **Timing of Payment:** An initial deposit will be collected upfront to defray the costs incurred to administer the estate on behalf of the client. If the client advances the deposit from their own funds, they may seek court approval to get reimbursed. Payment of legal fees will be collected at the end of the administration, only after Court approval of said fees.
- **If there is more than one Executor, it is important that both attend all Consultations and participate in all correspondence related to the matter.**

4. DIRECTIONS TO OUR OFFICE

- 1) **Exit Westlake Blvd.** (Do not exit Hampshire Road) 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).*

