

**Getting Started With
Your Estate Planning**

What is the first step in the estate planning process?

The first step in the estate planning process is to schedule an appointment with an estate planning attorney to discuss your particular situation. The initial estate planning conference provides an opportunity for your attorney to obtain information about you, your family, your assets and your goals and to make some recommendations to you regarding an appropriate estate plan. It is a "no obligation" meeting that lasts approximately one hour, although we do bill for the actual time spent in that meeting. (If you go forward within ninety days, the fee for that meeting will be included as part of the total fee for the engagement.) At the conclusion of the meeting, the attorney will make recommendations about which estate planning techniques best suit your needs, and will advise you of the fees for implementing these techniques. You can decide how you wish to proceed.

What should I bring with me to the initial conference?

You should bring a financial statement with you to your initial estate planning conference. It does not have to be professionally prepared. A list of your major assets and liabilities (debts), with approximate values, helps your lawyer assess whether any tax planning should be recommended for your situation. Also, be sure to indicate separately "pre-tax" assets (like IRAs and qualified retirement plans) versus "after-tax" assets (like regular investment accounts, money market accounts, etc.). Some people use a computer program or other form for creating a financial statement. Others simply sketch out their information on the form attached as Exhibit A. Bringing along your address book or completing the information on Exhibit B is also helpful (see below). Also, if available, you might bring copies of your current estate planning documents (although, if you know they need to be completely redone, your attorney will probably not spend too much time reviewing them).

Is there anything else that I should bring to my initial conference?

Other documents that should be brought, if applicable, would be copies of documentation relating to any business you own, such as the articles of incorporation and bylaws for your corporation, the partnership agreement for your business partnership and any buy-sell agreement. If you are the beneficiary under someone else's Will or trust, you should bring a copy of that document. In addition, if you have ever been divorced and you believe the divorce decree might impose certain requirements with respect to various assets that you own (such as life insurance), please bring a copy of the divorce decree or property settlement agreement. If you have signed a premarital agreement or other marital property contract, that document should be brought along as well. If these documents are not readily available, they can be provided after the initial conference.

What should I think about before meeting with my estate planning attorney?

The two most basic questions are (i) to whom do you want to leave your assets and (ii) who do you want to name in various positions of responsibility?

With respect to the bulk of your estate, the answer to the first question is often very standard. Most married couples wish to provide first for their spouse and then for their children. Single people with children usually leave the bulk of their estate to their children in equal shares. Unmarried individuals without children should make a list of persons (or charities) they wish to benefit and the percentage share to each.

The answer to the second question can sometimes be more difficult. Usually, spouses name each other first in all positions of responsibility (except as guardian for minor children, which is automatic in most cases). The executors, trustees, agents and guardians that you name in your estate planning documents should be trustworthy, responsible people (collectively called "fiduciaries"). In some cases, a professional (such as a bank having trust powers or a private trust company) can be named as a fiduciary. You do not need to know exactly who you will name in every position before meeting with your attorney. Your attorney will help advise you in regard to these matters. Preparation of your documents, however, will be advanced if you at least bring with you to the meeting the names, addresses and phone numbers of all persons who *might* be involved in your estate plan (see Exhibit B and further discussion below).

What else should I think about in preparation for the meeting?

If you have any particular issues or concerns, such as disposition of your business in the event of your death, or providing for an adult disabled child who is receiving government benefits, you should make a list of those issues and concerns prior to meeting with your attorney. You should also advise your attorney whether you and your spouse are both U.S. citizens and how long you have lived in Texas during the period of your marriage. If you or your spouse has inherited any assets from someone, you should advise your attorney of that fact and identify the inherited assets in your financial statement. Further, it is also helpful if you can determine the current beneficiaries that you have named for your life insurance policies, IRAs and qualified retirement plans. If you are thinking of making relatively large cash gifts or gifts of other assets (*excluding* items that come within the general phrase "household furnishings and personal effects"), you might begin making a list of those persons and the amount or items that you are considering leaving to them.

Is there any other information that would be helpful to bring with me to the initial conference?

It would be helpful if you were to bring a prepared list of family and personal information, including all of the basic information relating to you, your spouse, your children, and any other persons who might be involved in your estate plan. A form that can be used to compile this information is attached to this memorandum as Exhibit B.

EXHIBIT A
FINANCIAL STATEMENT

<u>Assets</u>	<u>Designated Beneficiary (if any)</u>	<u>How Titled</u>	<u>Approximate Value</u>
Your home			
Other real estate (vacation home, rental property, etc.)*			
Oil, gas and other mineral interests*			
Stocks, bonds, mutual funds and other investments ("after-tax")			
Cash, CDs, money market accounts			
Automobiles and other vehicles			
Valuable collections/collectibles/heirlooms			
Other household furnishings and personal effects			
Retirement assets, such as 401(k) plans, profit sharing plans, pension plans, IRAs, etc. ("pre-tax")			
Life insurance (identify insured and show both death benefit <u>and</u> cash value, if any)			
Closely held business interests (describe)			
Other miscellaneous assets (describe)			
Total Assets			

<u>Liabilities (Debts)</u>	<u>Current Balance</u>
Mortgage on home	
Other real estate mortgages	
Personal debt (credit cards, car notes, etc.)	
Accrued taxes	
Other debts	
Total Liabilities	

Net worth for estate planning purposes (Total Assets minus Total Liabilities)	
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* Provide county/parish and state.

**EXHIBIT B
FAMILY AND PERSONAL INFORMATION**

General Personal Information.

Husband

Wife (include maiden name)

Full legal name: _____

Alias names, if any: _____

Name usually used to sign documents: _____

Home Address: Street:	_____	Mailing Address (if different):	_____
City:	_____		_____
County:	_____		_____
State, Zip Code:	_____		_____
Phone:	(____) - _____		
Home FAX:	(____) - _____		
Home e-mail address:	_____		

Birth date (& age):	_____	_____
Citizenship:	_____	_____
Date of marriage:	_____	
How long have you lived in Texas?	_____	_____
Referred by:	_____	

Occupation: _____

Employer: _____

Bus. address:	_____	_____
Bus. Phone:	(____) - _____	Bus. Phone: (____) - _____
Bus. FAX:	(____) - _____	Bus. FAX: (____) - _____
Bus. e-mail address:	_____	Bus. e-mail address: _____

Children, Grandchildren.

Please list all children of either of you below. For each child, please indicate: (i) the child's name (if the child has a preferred name, please put it in parenthesis after the legal name) and occupation; (ii) Gender (male or female); (iii) date of birth; (iv) whether the child is the husband's only (H), the wife's only (W), or a child of both (B); and (v) the child's approximate net worth. If any child is adopted by either of you, please indicate. If any child is deceased, please include him or her and indicate the date of death.

<u>Name & occupation</u>	<u>m/f</u>	<u>Birth date</u>	<u>h/w/b</u>	<u>net worth</u>
_____	____	_____	_____	_____
_____	____	_____	_____	_____
_____	____	_____	_____	_____
_____	____	_____	_____	_____

***Note:** For each child who does *not* live at home with you, please mark an "X" or make a check mark in front of that child's name and list that child's name on the back of this page (or on a separate page), along with his or her complete address (including street, city, *county*, state, and ZIP code if possible), and phone number.

Are additional children in the future (including adopted children) even *remotely* possible? ___ (Y/N)

Other Family Members and Friends Involved in Your Estate Plan.

If either of your parents is living *and if they might be involved in your estate plan*, please list them below. Additionally, please list any brothers, sisters, or other relatives or friends who might be involved in your estate plan (as executor or trustee, as guardian for your minor children, as a recipient of any specific gift, as a beneficiary of a trust, etc.). Be sure to include each person's complete name, age and occupation. When listing addresses, include city, county, state, and ZIP code if possible.

<u>Name/Age/Occupation</u>	<u>Relationship*</u>	<u>Address and phone no.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*For "Relationship", specify, e.g., "husband's mother", "wife's brother", "wife's friend", "our friend", etc.

Other Advisors.

If you have another attorney, or a CPA, insurance agent, financial planner, stock broker, or other professional advisor, *and if they might be involved in your estate plan, or if you think we may need to discuss aspects of your estate plan with them*, please list them below.

<u>Name/Company</u>	<u>Profession</u>	<u>Address and phone no.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____