

Our Estate Planning Process

WHAT TO EXPECT WHEN DEVELOPING & MAINTAINING YOUR ESTATE PLAN

Our office recommends **Fully Funded Revocable Living Trusts** as the cornerstone of sound Estate Planning. A fully funded Living Trust offers complete control of assets to our clients during their lifetime, provides for them and their loved ones in the event of disability, and allows them to pass their assets at death without the costs, delays, and loss of privacy and control associated with probate. Our experience has taught us that most people want to know the “steps” which need to be taken in developing their plans.

While every plan is unique, and drafted to meet the individual needs of our clients, we have found that the following “**process**” accomplishes two **primary goals**: (1) the completion of the estate plan in a timely, accurate, and fully completed manner, and (2) the satisfaction of our clients in understanding their own unique estate plan, and confidence in the fact that they have made the right choice in using a **Fully Funded Revocable Living Trust** as the cornerstone of their plan.



STEP 1 EDUCATION

It is our philosophy not to proceed with any plan without a client’s commitment to the choice he has made in using a Revocable Living Trust as the foundation of the plan. This commitment can **only** be arrived at through knowing the advantages of a trust versus a will-based plan, then making an informed **choice** as to which plan is best for our client.

We offer monthly “**Truth About Estate Planning**” workshops, held in our Libertyville offices at no charge to our prospective clients or through Libertyville High School’s Adult Education Program (both in the Spring and in the Fall).

Upon attending a basic workshop, you are invited to schedule and attend a complementary personal meeting with Attorney Howard Lang or Attorney Maggie Kopke. If you choose not to attend a “Truth” Workshop, and schedule a personal meeting, a fee is charged for the meeting. This fee would be applied if you proceed with the planning recommendations made at the meeting. You can schedule your personal meeting by contacting Mary Lang, our client services director, who will ask you to provide us with some basic family and asset information **which we must receive at least 3 days prior to your meeting**, in order to properly prepare for your conference.

STEP 2 DESIGN

At the initial conference, your attorney will listen, ask questions, and learn about you, your loved ones, any special concerns or needs you may have, as well as review your assets and how they apply to your personal goals. We will work with you to develop an Estate Plan that will be custom designed to meet your specific needs and goals.



Our Estate Planning Process, continued

At the conclusion of your conference, we will quote you a fixed fee that includes the solutions you want us to create with you. Most of our clients sign a fee and representation contract at this point of the meeting. We will then begin to work on your plan.

We will also initiate communication with you about what information or documentation we may need to begin the “funding” of your trust.

STEP 3 REVIEW CONFERENCE & FUNDING PROCESS PARTNERSHIP

Your Review conference will serve as a “dress rehearsal” and confirm that your plan meets your goals and objectives. An Asset Detail Report we prepared for the client will be discussed. We will begin our funding partnership with you by reviewing our mutual responsibilities in the funding partnership to accomplish properly funding your Trust.

STEP 4 SIGNING MEETING & IMPLEMENTATION

At the **signing conference**, your attorney will fully counsel you, and assist you in executing every document contained within your personalized portfolio. At the conclusion of this meeting, we will send your funding documents by certified mail to your asset holders.

Our paralegal will assist the attorneys and have you complete the DocuBank® forms to provide 24/7/365 access to your health care directives.



STEP 5 FUNDING VERIFICATION PARTNERSHIP CONTINUES



We will monitor the status of incoming verifications of your assets included in your Asset Detail Report and inform you of any missing verifications after a period of time.

STEP 6 ANNUAL MAINTENANCE MEETING

The final step in the process is remembering to maintain your plan in “**Good Health**” through our **ANNUAL MAINTENANCE PROGRAM**. *(The first year maintenance is included in the fee for establishing your trust).* Because there will be changes in your personal and financial situation, the legal environment, the tax laws, and your attorney’s experience level, we suggest you have your plan reviewed annually. We offer a continuing *Relationship* with our office through the **ANNUAL MAINTENANCE PROGRAM**. You can be assured that as the years pass, your Estate Plan will continue to keep pace with your changing goals, objectives, the law, and the needs of your beneficiaries, so it will “work” the way it was designed, when needed.