

# Paraclete Estate Planning

(a Limited Liability Company)

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## **Estate Planning Fees - 2025**

A common complaint about attorneys by their clients is that the charges are more than what they expected. To ensure that you understand in advance how you will be charged for a particular estate planning project and how the fee is calculated, the following is an overview of how we bill for the services we perform. The charges set out in this schedule are for the year 2025 and will be subject to change without notice at the beginning of each year.

### **I. Initial Meeting for New Clients**

There is generally no cost or obligation associated with the first hour of the initial meeting with a new estate planning client. The purpose is to eliminate the “cost” tension of the first meeting and to give you a better feel for whether or not you wish to utilize our services. The initial meeting is intended to acquaint you with the estate planning process and the concepts involved. If the meeting extends significantly beyond the first hour there may be a charge for the additional time.

### **II. Initial Drafting Charge**

We prepare and use our own forms as part of a computerized drafting system. These forms are reviewed on a periodic basis and are updated to keep them current, and are then specifically tailored to each client’s specific situation. We apply an initial drafting charge to the preparation of the initial draft of a particular type of plan. This “initial drafting charge” covers the basic documents of the particular plan. For example, basic documents covered by the initial drafting charge for a revocable living trust are the trust, pour over will(s), durable general power(s) of attorney, advance directive(s) for health care, a HIPAA representative appointment form and the initial letter sent with the drafts outlining their provisions. A schedule of the initial drafting charge for the various types of plans is at the end of this fee schedule. The fees on the schedules are only to give you an idea of what you may expect. The actual initial drafting charge will be presented before we begin work., usually at the end of the initial meeting. Depending on the circumstances of your particular plan, the initial drafting charge may vary from the fee schedule.

### **III. Hourly Charges & Costs**

The initial drafting charge is only for the initial draft of a set of documents. It is **NOT** the total cost of the project. There is an additional hourly charge for any time after the preparation of the initial drafts needed to meet to answer questions, to fine tune the initial drafts and to meet to execute the documents once they are in final form. **This charge is \$300 per hour for David Smith and \$250 per hour for Kathryn Patel.** There may also be additional charges for time spent assisting you with the funding of a trust. Out of pocket costs such as for postage, recording fees and other items are billed at their actual cost to us. Thus the

total cost of a project is the initial drafting charge, plus the time spent on any additional services and any costs incurred. .

#### IV. Delivery of Original Documents and Copies

It is our strong preference that you hold the originals of your estate planning documents. This puts you in control should you move or wish to go elsewhere. When finished, the executed originals and copies are mailed and emailed, to you with a cover letter detailing any outstanding issues related to your estate plan. The time for this letter is billed.

#### V. Phone Calls & E-Mails

As a general rule we ***do not*** charge for short phone calls and e-mails relating to the services we are performing or have performed for you. This is to encourage you to contact us any time you have a short question about your plan. We do not want the fear of receiving a bill for a phone call or short e-mail to keep you from asking a question. Naturally if research or additional work is required as a result of the contact, you will be billed for this additional work at our hourly rates. We ***do***, however, charge for phone calls and e-mails, regardless of time spent, for more involved questions and for advice related to the administration of a trust as a result of the death of one of the parties.

#### VI. Other Services

Services other than those specifically mentioned, such as for reviewing an existing estate plan, preparing amendments to an existing estate plan and for providing advice related to administering a trust or will on the death or incapacity, are billed at our hourly rates. Time is accounted for in tenths of an hour.

#### VII. Billing

The charges for the initial drafting of documents and plans are generally billed at the time the drafts are sent. Other distinct project segments will be billed at the time the services are provided. All other charges will be billed on a periodic basis.

We hope that this outline of our billing procedures will help you to understand how the charges associated with the services we perform for you are calculated. If at any time you have any questions please do not hesitate to ask.

## **ESTATE PLANNING FEE SCHEDULE - 2025**

### **(INITIAL DRAFTING CHARGES)**

#### **WILLS**

- |    |  |       |
|----|--|-------|
| 1. | Will, Single Individual - Simple ..... | \$500 |
| 2. | Wills, Married Couple - Simple.....    | \$800 |

#### **LIVING TRUSTS**

- |    |   |         |
|----|---|---------|
| 1. | Living Trust, Single Individual - Simple, no tax planning .....       | \$1,000 |
| 2. | Living Trust, Married Couple - Simple, no estate tax provisions ..... | \$1,400 |
| 3. | Living Trust, Married Couple - With estate tax provisions.....        | \$1,800 |

## **POLICIES REGARDING PRIVACY OF CLIENT INFORMATION**

Attorneys, like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected our client's privacy rights.

## **TYPES OF NONPUBLIC PERSONAL INFORMATION I COLLECT**

We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization.

## **PARTIES TO WHOM I DISCLOSE INFORMATION**

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who need to know information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

## **PROTECTING THE CONFIDENTIALITY**

We retain records relating to professional services that we provide so that we are better able to assist you and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with professional standards.

Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality legal services are very important to us

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