For attorney's use

ESTATE PLANNING CLIENT INTAKE FORM

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INSTRUCTIONS: Please complete the following form. If you are unsure what to put or whether a question applies to your situation, you may leave it blank.

Please be sure to complete the summary of assets on the final pages of this form. It is important that we get a comprehensive overview of your financial circumstances so that we can work with you to prepare an estate plan that best meets your needs. We will be relying on information that is provided to us by you with respect to such things as your family information, estate planning goals, the assets you own, how assets are titled, the value of the assets, and the amount of any debts against the assets. If the information provided to us is not correct, then the plan we prepare for you may not be appropriate or may not work as intended. Therefore, please make sure that all information you provide to us is accurate. If you are unsure about any of that information, please let us know so that we can help you make sure the information is correct.

Once you have completed the form, please mail, fax, e-mail, or drop the form by our office. A member of our firm will be in contact with you to discuss the form.

CLIENT INFORMATION

Client's Full Legal Name: ____

Spouse's Full Legal Name: ____

Street Address: ____

City, State, and Zip: ____

County of Residence: ____

Telephone: Home: _____________ Work: _____________ Cell: ____________

Facsimile: ____

E-Mail:____

Marital status: ____________________ Date of Marriage: _____________

SSN: Client _______________________ Spouse _________________________

Date of birth: Client __________________ Spouse __________________

Citizenship: Client __________________ Spouse __________________

Have you or your spouse been married previously? _____________________

Have you or your spouse ever resided in Alaska, Wisconsin, Arizona, California, Idaho, Louisiana, New Mexico, Nevada, Texas or Washington? (Circle the state) If so, please provide the dates of residence in each of the above states:____

Do you have current Wills? ________ **If yes, please bring all originals to our appointment.**

FAMILY INFORMATION

Please list the legal names and birthdays of all of your children, and whether they have children of their own. Please also include the names of any *deceased* children and whether they had any children.

Spouse #1 (You) Children	Date of Birth	# and Age of Grandchildren

Spouse #2 Children	Date of Birth	# and Age of Grandchildren

Are there any instances of adoption in your family (including adoption of a child by a Grandparent, a Parent, you, a Step Parent or another family member)?______If yes, please describe _________________________________

ESTATE PLANNING INFORMATION

A **personal representative, or executor**, is the person who manages your assets after your death, coordinates with the probate court, and distributes your estate according to your Will. Who would you like to be your personal representative?

Legal Name	Relationship	Address (if not a relative)
1.		
2.		
3.		

A **trustee** is the person who will manage assets after your death for any minor children, minor grandchildren, or disabled beneficiaries of your estate, or, for your surviving spouse, as applicable. A trustee may also be appointed to manage your assets during your own lifetime in certain circumstances. Who should be your trustee?

Legal Name	Relationship	Address (if not a relative)

1. ____
2. ____
3. ____

A **guardian** is the person who will take care of your minor children, after your death. Who should be the guardian of your minor children?

Legal name	Relationship	Address (if not a relative)

1. ____
2. ____
3. ____

Exclude a former spouse? _________ Name: ______________________________

A **General Durable Power of Attorney** authorizes someone to act on your behalf for financial and medical decisions during your lifetime. Who would you like to act on your behalf? (You may separate out medical and financial powers).

Legal name	Relationship	Address (if not a relative)

1. ____
2. ____
3. ____

A **living will**, also called an “Advance Directive for Medical/Surgical Treatment” is a document in which you specify in advance whether or for how long you would like life support and artificial nutrition and hydration continued under certain circumstances. Do you want a living will? Spouse #1 (You) ______ Spouse #2 ______

The beneficiaries who are designated on your various investments, retirement accounts, and life insurance policies should be coordinated with your Wills. Do you have retirement accounts, life insurance policies, annuities, or other accounts that need beneficiary designation forms directing that these assets should pass upon your death in harmony with you Will? ____

Please note if any special family circumstances are applicable:

Do you want to disinherit anyone? ____________
Is anyone likely to contest your Will? ____________
Is anyone on governmental assistance? ____________
Does anyone have special needs, disabilities, or addictions? ____________
Will anyone need to enter a nursing home soon? ____________
Does anyone have creditor problems? ____________
Is divorce a concern for anyone? ____________
Other: ____

____

____

Please list any special financial circumstances:

Continuing obligations from a prior divorce? ____________
Prenuptial or other marital agreement? ____________
Have you or your spouse ever filed gift tax returns? ____________
Non-Colorado assets? ____________
Oil, Gas, Mineral Interests? ____________
Agricultural interests? ____________
Water rights? ____________
Time-share or vacation home? ____________
Family business? ____________
Are you the beneficiary of any existing trust? ____________
Total combined estate close to or over $5 million? ____________
Do you have a long-term care policy? ____________
If yes, what are the benefits payable? ____________
Other: ____

____

____

DISTRIBUTION OF ESTATE:

1. Would you like to make gifts of specific assets under your Will? If so, please describe:

2. Please describe how you would like the rest of your estate distributed.

3. If any of the above beneficiaries are deceased, who would you want to be your contingent beneficiary or beneficiaries?

4. The Will's trust provision allows your Personal Representative to hold the gift to any beneficiary in trust until he or she reaches age 25. Please indicate if you would like the age of trust dissolution and outright distribution to be different than age 25.

5. Do you have a written list of your passwords and other information relating to your digital assets, and have you advised your agents and nominated personal representative of the location of this information? Yes______No_______

6. Are you interested in discussing Medicaid Planning for yourself or another family member? Yes______No_____

SUMMARY OF ASSETS

Please list all of your assets on the below form. You may use "ballpark" figures, but it is important that this list is filled out completely, including an indication of the ownership of each asset.

ASSETS	SPOUSE #1 (You)	SPOUSE #2	JOINT	TENANTS IN COMMON
REAL ESTATE Home				
Other Real Estate				
CASH AND SECURITIES Cash and Checking Accounts				
Savings Accounts				
CDs, T-Bills, etc.				
Stocks/Bonds/Mutual Funds				

ASSETS	**SPOUSE #1 (You)**	**SPOUSE #2**	**JOINT**	**TENANTS IN COMMON**
U.S. Savings Bonds				
Other				
PERSONAL PROPERTY **Cars**				
Household Furnishings				
Jewelry				
Recreation Equipment				
Collectibles				
Other				
OTHER **Life Insurance**				
Pension Death Benefits - Circle: IRA, KEOGH, Profit Sharing, Other				
Annuities				
Business Interests				
Loans Receivable				
Oil, Gas and Other Minerals				
Prospective Inheritances				
Digital Assets				
Intellectual Property Rights				
TOTAL ASSETS				

ASSETS	SPOUSE #1 (You)	SPOUSE #2	JOINT	TENANTS IN COMMON
MORTGAGES Home				
Other Real Estate				
OTHER LOANS Cars				
Other				
Unsecured Debts				
TOTAL LIABILITIES				
NET ESTATES				
GRAND TOTAL				
YEARLY INCOME				

Explanation of Billing and Other Policies

We are giving this explanation of our billing procedures to you as a potential client. Please do not hesitate to ask us any questions you may have regarding our usual billing practices.

1. **Attorneys Fees.** Fees are based on the time it takes to perform your services, and are calculated at each attorney's or staff member's hourly rate. The hourly rates are $275.00 per hour for David W. Kirch, Esq. ($350.00 per hour for litigation or complex matters), $235.00 per hour for Charles E. Rounds, Esq. ($285.00 per hour for litigation or complex matters), $200.00 per hour for Emily L. Bowman, Esq. (250.00 per hour for litigation or complex matters), $200.00 per hour for Gerard ("G") Deffenbaugh, Esq. (250.00 per hour for litigation or complex matters), $200.00 per hour for associate attorneys ($250.00 per hour for litigation or complex matters), $135.00 per hour for Paralegals, and $125.00 per hour for Legal Assistants and Law Clerks. Time is kept in 1/10 of an hour increments. Internally, time is recorded for all services rendered on your behalf, including, but not limited to, research, drafting, document review, telephone and office conferences, conferences with attorneys within the firm and outside the firm, correspondence (including e-mail correspondence), execution of documents, preparing and filing estate administration and litigation documents with the court, and if any matter requires litigation, drafting and filing pleadings, appearing at court and depositions, trial preparation, and trial.

2. **Estimates.** We do not offer a "free initial consultation" other than for time discussing our qualifications and services. Any estimate given for services is just that: an estimate. Completion of your services may take more or less time than originally estimated depending on your individual needs. We do follow a practice of giving fee estimates for estate planning work once our client intake form has been filled out and returned to us and we have had a chance to gather and review any other necessary information about the potential client's situation. Your completion and our review of a client intake form does not, in itself, constitute the creation of any attorney-client relationship or oblige you to pay for our time until you have asked us to perform work on your behalf. Because we customarily bill monthly, you will be aware within a relatively short period of time of the work being performed and its cost.

3. **Expenses.** These are out-of-pocket expenses the firm incurs during the performance of your legal services for which you will be billed. Costs include, but are not limited to, such things as filing fees, costs of obtaining medical records, appraisals, Ownership and Encumbrance Reports, recording fees, heir searches, postage and courier fees, photocopies, and transportation. This list is not exhaustive and costs may be incurred for items other than these examples. While we try

to include these client costs in the statement for the month in which the charges are incurred, some charges may not be available to us until later, in which case these additional charges will be included in a subsequent statement.

4. **Monthly Statements.** Our billing cycle is from the first day of the month to the last day of the month. You will customarily receive a statement around the beginning of each month which will include a summary billing for the services rendered and costs incurred for the previous month. The statement is due and payable thirty days from the statement date. All accounts which have been outstanding more than thirty days from the statement date will be assessed a monthly late charge equal to 1% of the amount of past due attorneys' fees, costs, and previous late charges. Expressed as an interest rate, the late charge is equivalent to approximately 12% per annum. Any fees paid in advance will be held in a COLTAF [Colorado Lawyers Trust Account Foundation] account.

If we have to take steps to collect any outstanding sum owed by you to the firm, you will be obligated to pay all costs incurred by the firm in collection, including reasonable attorneys' fees.

If you ever have questions about your bill, we are always available to discuss it. We do not charge for time spent discussing billing matters.

5. **Information Provided to Us:** To develop our recommendations for your circumstances, and to prepare the appropriate documents, we will need accurate personal and financial information. We will be relying on information that is provided to us by you with respect to such things as your personal information, your goals, and other circumstances relevant to your situation. If we are engaged in estate planning or administration, this would include the assets you and/or the decedent own, how assets are titled, the value of the assets, and the amount of any debts against the assets. If the information provided to us is not correct, then the plan we prepare for you may not be appropriate or may not work as intended. Therefore, please make sure that all information you provide to us is accurate. If you are unsure about any of that information, please let us know so that we can help you make sure the information is correct.

6. **Joint Representation:** Communications between you and your lawyer are generally confidential and privileged. However, when we represent two parties jointly, each of you will be our client, and our communications with either of you will not be protected from disclosure to the other. Therefore, we cannot agree with either of you to withhold information from the other. We will also not give legal advice to either of you or make any changes in any of your estate planning documents without your mutual knowledge and consent.

7. **Termination of representation upon completion of current matter:** Once we have completed work on the current matter for which you have requested our services, our representation of you will come to an end. We will of course be pleased to have the opportunity to serve you again if the need arises. If we have provided Estate Planning services you should be mindful of the fact that the nature and extent of your assets could change in the future. The services we are providing to you will be based on your current assets, current estate planning goals, and the present state of the law. However, tax and other laws may change in the future, in which case your estate planning documents may need to be revised.

Although we may, from time to time, send you general updates regarding changes in the law, because of the large number of clients we represent, we cannot undertake to advise you if changes in the law occur that affect your specific situation, nor will we specifically review your file annually or on any other regular basis, unless requested to do so. Accordingly, we recommend that you call us or another attorney if your estate changes in size or type of assets, if your estate planning goals or other circumstances change, or if you read about changes in the law you think may affect you.

8. **File Retention and Destruction:** At the conclusion of this matter, we will retain your files for a period of 7 years after we close our file. At the expiration of the 7-year period, we will destroy these files unless you notify us in writing that you wish to take possession of them. These files may contain information needed in the future for tax or other purposes. We reserve the right to charge administrative fees and costs associated with researching, copying and delivering such files.

A client's signature sent by Fax or email will be sufficient acknowledgment and agreement with the terms of this form.

I/We,________________________________,[Print Name(s)] have read and understand the above fee arrangement of Kirch Rounds & Bowman PC on this _______ day of _______________, 2019.

____
[Signature]

____
[Signature]

CLIENT COPY

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____
[Signature]

____
[Signature]