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Wills and Estate Administration

Kenneth Vercammen

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Wills and Estate Administration Kenneth Vercammen
If you have a solo or small firm practice, the responsibilities for handling a clients estate planning and administration are often time-consuming and complex, and comprising a significant part of the firm's business. Written by a veteran practitioner, *Wills and Estate Administration* aims to help solo and small firm lawyers establish, build, and streamline a profitable estates practice.

Based on the author's decades of legal practice in the area, this practical and straightforward guide takes you step-by-step through the entire wills and estate administration process, from initial client intake and planning issues to closing the file. Every chapter include practice tips, additional reference sources, and commentary throughout the text. In addition, the book includes over 40 relevant forms and letters taken from the author's practice. These, along with additional forms, client intake materials, and instruction guides are available for download from an online document bank. Topics cover these areas:

- Preparation for estate planning interviews with clients
- Interviewing clients
- Additional estate planning issues
- Estate administration
- Guardianship

In addition, the provides an inspiring chapter on how to market your specialized wills and estate practice with events, social media, and client referals, and provides sample letters, flyers and checklists for implementing these strategies.

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