

Building Blocks of Wills, Estates and Probate 2012

Missed it? See this course now with our **DVDCLE** service!

- **"Attend" this course at your Firm at your convenience!** Just pick a date or dates, determine how many will attend, and fax or mail us this completed registration form.
- **NEW: An audio-only option!** If you prefer, select MP3 CDs or regular audio CDs, rather than DVDs.
- **We will send you** a confirmation, apply for MCLE credit for your program, and provide you with the video/audio format you've chosen, as well as course materials and an MCLE card for each participant.
- **When you're done**, simply return the MCLE cards to **DVDCLE** for processing. All other materials are yours to keep!

Topics: Basic Estate Planning Fees and Fee Agreements • Professional Liability to Clients and Others • Wayward Clients • Joint Representation • Marital Property • Simple Wills • Trusts • Ancillary Documents • Coordinating Non-Probate Assets • Life Insurance • Retirement • Annuities • Rights of Survivorship • Document Storage • Evaluating the Client **Elder Law Planning and Issue Spotting** Estate Planning for the Elderly and Disabled • Public Benefits Programs • Planning with Trusts • Veterans Benefits Basics • Recent Developments • Medicaid • Nursing Home Planning • Special Needs Trusts **Starting an Estate and Trusts Law Office** • Office/Staffing Options • How Paperless Should You Be? • PC or Mac? • Smartphones (and not-so-smart phones) and Tablets • What Software Do You Absolutely Have to Have? • Document Production • Cloud Computing: Ethical and Security Issues • Timekeeping/ billing/ bookkeeping Option **Probate Procedures and Alternatives** Who Do You Represent? • Probate Options: Procedures and Alternatives • Intestacy Options and Procedures • Administration Filing Requirements and Deadlines • Preparing Inventories or Affidavits • Independent and Dependent Administrations • Lost Will Problems • Notice Requirements Before and After Letters Are Issued • Qualification of Personal Representatives **Administration and Settlement of Estates** • Duties of Personal Representatives • Spousal Issues and Rights • Administering the Estate • Addressing Creditor Issues and Claims • Defending and Removing an Executor or Administrator • Beneficiary Issues and Rights • Accountings, Releases and Discharges • Partial and Final Distributions • Funding Issues.

MCLE COURSE - 6.75 HOURS (including 3.50 ETHICS)

Applies to the College of the State Bar of Texas and the Texas Board of Legal Specialization in Estate Planning and Probate Law.

CPA CREDIT

We have registered with the Texas State Board of Public Accountancy as a CPE sponsor. This registration does not constitute an endorsement by the Board as to the quality of our program.

Building Blocks of Wills, Estates and Probate 2012

DVDCLE

Your own showings
at our lowest price

5110-12

**Available beginning Feb. 24th, 2012,
and accredited for your use through 12/31/12.**

Firm _____

Sponsoring Atty _____

Asst Atty _____

Ship Materials to _____

City _____ State _____ Zip _____

Contact Person _____ **Today's Date** _____

Contact Ph: (____) _____ Fax: (____) _____

Email _____

Date/s for your program (available as of Feb. 24th, 2012) _____

1) Price \$195.00 x total no. ____ of participants.....\$ _____

2) Price \$155.00 (if at least 2 participants) x total no. ____ of participants \$ _____

3) MCLE Late Fee \$50 if your order is not timely enough to be submitted to the MCLE Dept at least 15 days prior to your program date.....\$ _____

TOTAL \$ _____

If express processing or 2nd day delivery is necessary, we will contact you regarding a Rush Fee.

Choice of Written Materials*:

Book USB thumb drive

Choice of Video/Audio:

DVD MP3 CD Audio CD

* *USB is sent if no option is checked*

FOR FASTER SERVICE, FAX CREDIT CARD PAYMENT to 512-427-4396

Visa MasterCard AMEX Discover

Account No: _____ Exp. Date _____

Print Name as it appears on card _____

Authorized signature _____

—OR—

MAIL A CHECK, payable to the State Bar of Texas to:

DVDCLE, State Bar of Texas, P.O. Box 12487, Austin, TX 78711.

For more information, please call a DVD CLE representative at 800-204-2222, ext. 1575 or email ptrevino@texasbar.com