

# ESTATE PLANNING GUIDE

Scarola Law, LLC



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# OUR APPROACH

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Scarola Law is dedicated to helping individuals and families plan for the unexpected. We particularly enjoy working with families with young children. In addition to being an attorney, Colleen is also a mother and a wife, a sister, and, until recently, a caregiver to her ailing mother. She understands the chaotic and demanding schedules parents face when raising children.

Each circumstances is unique and everyone has issues that require nuance, care, and thoughtful understanding. We know how difficult it can be to balance our many responsibilities and plan for the future.

Therefore, we work hard to become a trusted advisors and we work closely with our clients to build a personal lawyer-client relationship that lasts a lifetime.

We look forward to assisting you to put an estate plan in place that achieves your goals and protects your legacy.



# MEET COLLEEN:



## EDUCATION

THE JOHN MARSHALL LAW SCHOOL JURIS DOCTOR,  
2006

ILLINOIS STATE UNIVERSITY B.A., ENGLISH □  
POLITICS AND GOVERNMENT, 2003

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## COLLEEN SCAROLA

OWNER, ATTORNEY

Colleen has over 17 years of legal experience, representing both individuals and businesses. She is admitted to the bar in Colorado, Illinois, United States District Court for the Northern District of Illinois, and the United States District Court for the Southern District of Illinois. She began her legal career in Chicago, Illinois where she represented Fortune 100 companies and self-insured businesses throughout the United States in insurance defense, insurance coverage, premises liability, and products liability matters. After practicing law for seven years at midsize law firms in Chicago, Colleen relocated to Colorado. At Scarola Law, LLC Colleen focuses her practice on estate planning, probate and estate administration.

Colleen also served as a Visiting Assistant Professor of the Practice at the University of Denver, Sturm College of Law where she taught practice-based seminars and supervised law students and externs in the private sector.

OUR PROCESS &

# TIMELINE

INITIAL  
MEETING

ESTATE PLANNING  
MEETING

CHECK-IN  
MEETING

FINALIZE  
DOCUMENTS

SIGNING  
MEETING

Client reaches out to us to schedule a consultation

Client completes questionnaire and meets with Scarola Law team to determine custom estate plan.

\*WE ASK FOR A \$350 FEE THAT CAN BE APPLIED TOWARDS THE ESTATE PLAN

We draft the documents for client to review and meet to discuss questions

3-6 WEEKS DEPENDING ON THE TYPE OF PLAN AND THE AVAILABILITY OF BOTH PARTIES

We work with client to finalize documents

Client comes in to sign documents

20 MINUTES FOR A TYPICAL SIGNING MEETING

# OUR PACKAGES

## PACKAGES

## CLIENT

01 - 02

Young Families

03 - 04

Couples

05 - 06

New Coloradans

07 - 08

Individuals



# YOUNG FAMILIES



## PACKAGE #01

### Will-Based Package Inclusions:

- Will with built-in Testamentary Trust
- Memorandum for Disposition of Personal Property
- Instructions for Disposition of Last Remains
- Medical Power of Attorney
- Financial Power of Attorney
- Advance Directive (Living Will)
- Appointment of Guardian
- Parents Delegation of Rights
- One client check-in meeting (Zoom)
- One signing meeting at our office
- Notary service & witnesses provided
- Recording of documents (if necessary)
- Yearly reminders to update guardianship docs

**\*Starting at \$1,850 for an Individual &  
\*Starting at \$2,500 for a Couple**

\*sliding scale pricing: depends on the complexity of the estate

## PACKAGE #02

### Trust-Based Package Inclusions:

- Joint Trust Agreement
- Certificate of Trust
- Statement of Authority
- Deed
- Trust Funding Memorandum
- Pourover Will
- Memorandum for Disposition of Personal Property
- Instructions for Disposition of Last Remains
- Medical Power of Attorney
- Financial Power of Attorney
- Advance Directive (Living Will)
- Appointment of Guardian
- Parents Delegation of Rights
- One client check-in meeting (Zoom)
- One signing meeting at our office
- Notary service & witnesses provided
- Recording of documents (if necessary)
- Yearly reminders to update guardianship docs

**\*Starting at \$2,500 for an Individual &  
\*Starting at \$3,800 for a Couple**

# COUPLES



## PACKAGE #03

### Will-Based Package Inclusions:

- Will
- Memorandum for Disposition of Personal Property
- Instructions for Disposition of Last Remains
- Medical Power of Attorney
- Financial Power of Attorney
- Advance Directive (Living Will)
- One client check-in meeting (Zoom)
- One signing meeting at our office
- Notary service
- Witnesses provided

**\*Starting at \$1,800**

## PACKAGE #04

### Trust-Based Package Inclusions:

- Joint Trust Agreement
- Certificate of Trust
- Statement of Authority
- Deed
- Trust Funding Memorandum
- Pourover Will
- Memorandum for Disposition of Personal Property
- Instructions for Disposition of Last Remains
- Medical Power of Attorney
- Financial Power of Attorney
- Advance Directive (Living Will)
- One client check-in meeting (Zoom)
- One signing meeting at our office
- Notary service
- Witnesses provided
- Recording of documents

**\*Starting at \$3,400**

\*sliding scale pricing: depends on the complexity of the estate

# NEW COLORADANS

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## PACKAGE #05

### Will-Based Package Inclusions:

- New Will(s) or Codicils (amendment to your Will)
- Memorandum for Disposition of Personal Property
- Instructions for Disposition of Last Remains
- Medical Power of Attorney
- Financial Power of Attorney
- Advance Directive (Living Will)
- Review of prior documents
- One client check-in meeting (Zoom)
- One signing meeting at our office
- Notary service
- Witnesses provided
- Recording of documents (if necessary)

**\*Starting at \$1,200 for an Individual &**

**\*Starting at \$1,800 for a Couple**

## PACKAGE #06

### Trust-Based Package Inclusions:

- Trust Agreement or Restatement (applicable for those with existing trust from out of state)
- Certificate of Trust
- Statement of Authority
- Deed
- Trust Funding Memorandum
- Pourover Wills
- Memorandums for Disposition of Personal Property
- Instructions for Disposition of Last Remains
- Medical Powers of Attorney
- Financial Powers of Attorney
- Advance Directive (Living Will)
- One client check-in meeting (Zoom)
- One signing meeting at our office
- Notary service
- Witnesses provided
- Recording of documents (if necessary)

**\*Starting at \$1,800 for an Individual &**

**\*Starting at \$3,400 for a Couple**

*\*sliding scale pricing: depends on the complexity of the estate*



# INDIVIDUALS

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## PACKAGE #07

### Will-Based Package

#### Inclusions:

- Will
- Memorandum for Disposition of Personal Property
- Instructions for Disposition of Last Remains
- Medical Power of Attorney
- Financial Power of Attorney
- Advance Directive (Living Will)
- One client check-in meeting (Zoom)
- One signing meeting at our office
- Notary service
- Witnesses provided

**\*Starting at \$1,200**

## PACKAGE #08

### Trust-Based Package

#### Inclusions:

- Trust Agreement
- Certificate of Trust
- Statement of Authority
- Deed
- Trust Funding Memorandum
- Pourover Will
- Memorandum for Disposition of Personal Property
- Instructions for Disposition of Last Remains
- Medical Power of Attorney
- Financial Power of Attorney
- Advance Directive (Living Will)
- One client check-in meeting (Zoom)
- One signing meeting at our office
- Notary service
- Witnesses provided
- Recording of documents

**\*Starting at \$1,800**



# Glossary

ADVANCED DIRECTIVE  
(LIVING WILL)

An Advanced Directive (also called a "Living Will") allows you to make your own choices about end-of-life health care preferences and helps prevent confusion about the type of care you do or do not want. This document only comes into play in the event you become incapable of communicating your wishes.

APPOINTMENT OF  
GUARDIAN

This document allows parents to designate a certain individual or couple to assume guardianship of their minor child or children. If a parent does not designate a guardian, the court will have to select a guardian for the minor children upon the surviving parent's passing. Friends and relatives have the option to request guardianship from the court, but having this document in place saves your loved ones considerable time, money, and stress during an already difficult time. We strongly recommend having this document in place if you have minor children.

CERTIFICATE OF TRUST

This document is required to outline the authority of you and your spouse to act on behalf of the trust as trustees. Your successor trustee(s) is/are listed on the document as well.

DEED

A legal document that must be recorded in the county where the property is located, allowing one person to convey said property to another individual or entity (such as a trust).

FINANCIAL POWER OF  
ATTORNEY

A Financial (also called "Durable") Power of Attorney gives your agent the authority to act in a broad range of financial matters and to immediately step in and make decisions on your behalf should you become incapacitated.

INSTRUCTIONS FOR  
DISPOSITION OF LAST  
REMAINS

This document allows you to designate how you want your remains laid to rest when you pass away and what kind of service you would like.

MEDICAL POWER OF  
ATTORNEY

A Medical Power of Attorney allows you to designate an agent to make medical decisions on your behalf, but only if it is determined by your doctor that you are incapable of making such decisions or you are unable to communicate your wishes.

# Glossary Continued

MEMORANDUM FOR  
DISPOSITION OF PERSONAL  
PROPERTY

A Memorandum is incorporated into your Will and allows you to list items of sentimental value that you would like to pass to certain people.

PARENTS' DELEGATION OF  
RIGHTS

This document allows you to designate someone to step into your shoes and assume care, control, and custody of your children if you are living but unavailable. This situation might arise if you are on vacation without your children, for example.

STATEMENT OF AUTHORITY

A document required by the State of Colorado when moving real property into a legal entity, such as a trust.

TESTAMENTARY TRUST

Similar to a Last Will and Testament, this document provides all the same details regarding how your beneficiaries will inherit and allows you to appoint an executor. The major difference is that it has a built in Trust, called a Testamentary Trust, which provides for the support and education of minor children. This type of trust distinct from a revocable living trust only takes effect upon death.

TRUST

A revocable living trust covers the same provisions that a will covers but putting your assets into the trust avoids the probate process altogether. The person in charge of settling your final affairs is called your administrative trustee or successor trustee instead of your executor and has different responsibilities and fiduciary duties from an executor.

TRUST FUNDING  
MEMORANDUM

This document guides you through how to properly fund your trust, including how to transfer ownership of your assets to your trust.

WILL

A Will provides all of the essential and necessary details of who will inherit your property, including when and how they, will inherit. It also names your choice of an executor (sometimes called a personal representative), who will be put in charge of settling your final affairs and guiding your estate through the probate process.





## READY TO BOOK?

Scarola Law, LLC specializes in estate planning, probate, trust and estate administration. We bring extensive experience, professionalism, and a client-centered approach to every case and customize our support to your individual needs and concerns. We take the stress out of estate planning. Finding the right attorney to represent you is a choice not to be taken lightly. That's why we offer free consultations to walk you through your needs, the scope of your goals, and your budget. Scarola Law, LLC will work closely with you to ensure you and your loved ones are protected and cared for. We want to learn about your family, your goals, and your wishes. This is not just a transaction. We strive to build long lasting relationships with our clients.

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