## **COWART LAW OFFICES**

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Initial Intake for Probate

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Legal Name:			N	Iaiden Name:	1
Lust	First	Middle			
Mailing Address:					
	Street	City		State	Zip Code
Residential Address:	Street	City		<del> </del>	
		•	· ~•	State	Zip Code
Primary Phone #:					
Work Phone #:		En	iail Addre:	96:	
I authorize text mess					
I authorize emails cor	cerning my case	to the above e	mail addres	линост <u>Менниде</u> г	and data vates may appl
I authorize calls rega					
A.K.A.					
Place of birth:	ieu .	<del>- 1</del>	Cana		
Cantal Canadan #	жy	Data at T1	State	Cou	nty
Social Security #:					
Place of Employment	:	Jo	b title:	Annu	al Salary:
Address of Employme					•
<b>yy</b>	Street		City	State	Zip Code
Spouse's Name:			M	aiden:	DOB:
Last	First		Middle		
Address (if different t	han yours):			·	
		itreet	City	State	Zip Code
PERSON FINANCIA	ALLY RESPON	<b>YSIBLE</b> :			
Name:		DOB:	Pho	ne Number:	
Mailing Address:					
Social Security #:		Driver's	Lic. #:		State:
			_		
EMERGENCY CON		-			
Name:			Relat	ionship to you	u:
Address: Primary Phone #:	····	<del></del>			
Primary Phone #:	Alt.	. Phone #: _		. Work Phone	; #;

#### **PROBATE**

For Estates Valued Over \$50,000

#### **CLIENT INFORMATION WORKSHEET**

PARII	- PERSONAL D	AIA	
NAME of DECEDENT:			
Alias Names (if any):			
Street Address:		<u> </u>	
City:	State:	Zip Code:	
Date of Birth:			
Place of Birth:			
Date of Death:		<del> </del>	
Place of Death:			
Social Security Number: *mandatory			
Drivers License Number *mandatory			
Was Decedent a U.S. citizen? Yes: N	o:		
If naturalized U.S. citizen, Date and Place	of Naturalization	:	
Location of Will, if any:			
Date of Will:			
Location of Codicils, if any:			
Date of Codicils:			
Street Address:			
City:	State:	Zip Code:	
Home #:			
Work #:			
E-mail:			
Social Security Number: *mandatory			
Drivers License Number *mandatory			
Relationship to Decedent:	<del></del>		
NAME of ALTERNATE REPRESENT	TATIVE:		
Street Address:			
City:			
Home #:			
Work #:	Fax #:		
E-mail:	<u>.</u> ,	Pgr #:	
Social Security Number: *mandatory	<u> </u>		
Drivers License Number *mandatory		<del></del> -	
Relationship to Decedent:	· · · · · · · · · · · · · · · · · · ·		<del>- ,</del>

#### PART II - BENEFICIARIES or HEIRS AT LAW

NAME of SPOUSE/DO				<u> </u>	
Street Address: City:				Zin Co	ode:
Home #:					
Work #:					
E-mail:					
Date of Birth:					
Social Security Number:					
Date and place of marria					
Status of Spouse: I	Living _	Decea	asedU	Inder Conserva	atorship
CHILDREN'S INFORM	MATION:				
Name	Living	Age	Birthdate	Married	Address
	Yes/No			Yes/No	
	Yes/No				
	Yes/No				
	Yes/No		·		
	Yes/No				
	1 65/110			_ 103/110	
For each child, state the n			er parent, if not	decedent's sur	rviving spouse/partne
OTHER DEPENDENT	S, IF ANY	:			
Name:		Age:	Residence:		
Please provide the follow	ing inform	ation rega	rding decedent	s former marri	iages, if any:
Name of former spouse		Living	Date of l	Death or Dive	orce
		YES/NO			
		YES/NO			
		YES/NO			

#### PART III - DECEDENT'S DESIGNEES

**TRUSTEE** (i.e., the person who will be responsible for the long-term management of property for

the surviving spouse, children or other beneficiaries) Name of Trustee: Address: Hm Phone No.: \_\_\_\_\_ Wk Phone No.: \_\_\_\_\_ 1st Alternate Trustee: 2nd Alternate Trustee: \_\_\_\_\_ 3rd Alternate Trustee: GUARDIAN OF MINOR CHILDREN (i.e. the person who will take physical care of any minor children should both parents die) Name of Guardian: Address: Hm Phone No.: \_\_\_\_\_ Wk Phone No.: \_\_\_\_\_ 1st Alternate Guardian: 2nd Alternate Guardian: 3rd Alternate Guardian: **PART IV - ASSETS** Describe decedent's property. If known, indicate whether the property is separate property, the surviving spouse's/partner's separate property, or community property. If not, state the name(s) which appear on the title, if known, and state whether the property is held with right of survivorship, if known. CASH & ACCOUNTS WITH FINANCIAL INSTITUTIONS: (include cash, traveler's checks, money orders, and accounts with commercial banks, savings banks, credit unions, etc.) **CASH** Cash on hand:

Traveler's checks:

Money orders:

#### BANK ACCOUNTS

Name of Financial Institution	Account Title Or Description	Account #	As of Balance	Checking	Savings	M Mkt/CD
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
			1	0	0	0
				0	0	0
				0	0	0

**REAL ESTATE:** (include any real property on which decedent and/or decedent's surviving spouse/partner are an owner, joint owner or have an interest in any manner, including property purchased in recreational developments and time-shares.)

Street address:
State/County of location:
Legal description (if necessary, attach a copy to this worksheet):
Current fair market value (as of): \$
Name of mortgage company and account number, if any:
8-6
Current balance of mortgage (as of): \$
Other liens against property:
Current net equity in property:\$
Street address:
State/County of location:
Legal description (if necessary, attach a copy to this worksheet):
Current fair market value (as of): \$
Name of mortgage company and account number, if any:
Current balance of mortgage (as of): \$
Other liens against property:
Current net equity in property:\$
MINERAL INTERESTS: (include any property in which the parties own the mineral estate, separate and apart from the surface estate, such as oil and gas leases; also include royalty interests, working interests, and producing and non-producing oil and gas wells)
Name of mineral interest/lease/well:
Type of interest:
State/County of location:
Legal description (if necessary, attach a copy to this worksheet):
Name of producer/operator:
Current value (as of): \$
Name of mineral interest/lease/well:
Type of interest:
State/County of location:
Legal description (if necessary, attach a copy to this worksheet):

Name of producer/operator:		
Current value (as of): \$_		
Name of mineral interest/lease/well	].	
Type of interest:		
State/County of location:		
Legal description (if necessary, attack		
Name of producer/operator:		
Current value (as of): \$_		
CLOSELY HELD BUSINESS I practices, corporations, partnerships, and other nonpublicly traded business	limited liability companies and	
Name of business:		
Type of business organization:		
Percentage of ownership:		
Number of shares owned (if applicab	le):	
Value (as of): \$): \$		
Name of business:  Address:		
Type of business organization:		
Percentage of ownership:		
Number of shares owned (if applicab	le):	
Value (as of): \$		
BUSINESS PERSONAL PROPER	TY (i.e., patents, copyrights, tra-	demarks, and royalties, etc.)
Item Identification	Location	Value

#### **BROKERAGE / MUTUAL FUND ACCOUNTS:**

Name of brokerage firm/mutual fund:	
Name of account (and subaccounts if any):	
Account Title:	
Account number (and numbers of subaccounts if any):	
Value (as of)\$	
STOCKS, BONDS & OTHER SECURITIES: (include securities not in a br	okerage account,
mutual fund, or retirement fund)	
Name of security:	
Number of shares:	
Type: (common stock/preferred stock/bond/other	)
Certificate numbers:	
In possession of:	
Name of exchange on which listed:	
Current market value (as of): \$	
Name of security:	
Number of shares:	
Type: (common stock/preferred stock/bond/other	
Certificate numbers:	
In possession of:	
Name of exchange on which listed:	
Current market value (as of): \$	
Name of security:	
Number of shares:	
Type: (common stock/preferred stock/bond/other	
Certificate numbers:	/
In possession of:	
Name of exchange on which listed:	
Current market value (as of): \$	
Name of security:	
Number of shares:	
Type: (common stock/preferred stock/bond/other	)
Certificate numbers:	
In possession of:	
Name of exchange on which listed:	
Current market value (as of ): \$	

**RETIREMENT BENEFITS:** (including Defined Contribution Plans, Defined Benefit Plans, IRA's, SEP's, KEOGH's, Nonqualified Plans and Government Benefits such as civil service, teacher, railroad, state and local, etc.)

Name of plan:
Name and address of plan administrator:
Type: (IRA/SEP/KEOGH/DEFINED CONTRIBUTION PLAN/DEFINED BENEF PLAN/GOVERNMENT BENEFIT, OTHER
Employer:
Starting date of creditable service: Percent vested: Account Title:
Account number:
Payee of survivor benefits:
Designated beneficiary:
Current account balance (as of): \$
Name of plan:
Name and address of plan administrator:
Type: (IRA/SEP/KEOGH/DEFINED CONTRIBUTION PLAN/DEFINED BENEF PLAN/GOVERNMENT BENEFIT, OTHER  Employee: Employer: Starting date of creditable service: Percent vested:
Account Title:
Account number:
Payee of survivor benefits:
Designated beneficiary:
Current account balance (as of): \$
LIFE INSURANCE:
Name of life insurance company:
Policy number:
Name of owner:
Name of insured:
Designated beneficiary:
Date of issue:
Type of insurance: [term/whole/universal] Face amount: \$
Amount of premiums [monthly/quarterly/semiannually]: \$
Cash surrender value: \$

Name of life insurance company:
Policy number:
Name of owner:
Name of insured:
Designated beneficiary:
Date of issue:
Type of insurance: [term/whole/universal] Face amount: \$
Amount of premiums [monthly/quarterly/semiannually]: \$
Cash surrender value: \$
ANNUITIES:
Name of company:
Policy number:
Name of owner:
Name of annuitant:
Designated beneficiary:
Date of issue:
Type of annuity: Face Amount: \$
Amount of premiums [monthly/quarterly/semiannually]: \$
Current value (as of): \$
Name of company:
Policy number:
Name of owner:
Name of annuitant:
Designated beneficiary:
Date of issue:
Type of annuity: Face Amount: \$
Amount of premiums [monthly/quarterly/semiannually]: \$
Current value (as of): \$
Name of company
Name of company:
Policy number:
Name of owner:
Name of annuitant:
Designated beneficiary:
Date of issue:  Type of annuity: Face Amount: \$
Amount of premiums [monthly/quarterly/semiannually]: \$
•
Current value (as of): \$

# MOTOR VEHICLES, BOATS, AIRPLANES, CYCLES, ETC. (including mobile homes, trailers, and recreational vehicles)

Year: Make: Model:
Name on certificate of title:
In possession of:
Vehicle identification number:
Name of creditor if loan against vehicle:
Current balance (as of): \$
Current net equity in vehicle: \$
Year: Make: Model:
Name on certificate of title:
In possession of:
Vehicle identification number:
Name of creditor if loan against vehicle:
Current balance (as of): \$
Current net equity in vehicle: \$
Year: Make: Model:
Name on certificate of title:
In possession of:
Vehicle identification number:
Name of creditor if loan against vehicle:
Current balance (as of): \$
Current net equity in vehicle: \$
Year: Make: Model:
Name on certificate of title:
In possession of:
Vehicle identification number:
Name of creditor if loan against vehicle:
Current balance (as of): \$
Current net equity in vehicle: \$
Year: Make: Model:
Name on certificate of title:
In possession of:
Vehicle identification number:
Name of creditor if loan against vehicle:
Current balance (as of): \$
Current net equity in vehicle: \$

**OTHER MISCELLANEOUS PROPERTY:** (including household furniture, furnishings, and fixtures, electronics and computers, antiques, artwork, collections, sporting goods, firearms, jewelry and other personal items, livestock, etc.)

Description of Asset:
Owner:
Current Value: \$
Description of Asset:
Owner:
Current Value: \$
Description of Asset:
Owner:
Current Value: \$
Description of Asset:
Owner:
Current Value: \$
Description of Asset:
Owner:Current Value: \$
Ourion vario. V
SAFE DEPOSIT BOXES:
Name of depository:
Box number:
Names of persons with access to contents:
Trumes of persons with decess to contents.
Items in safe-deposit box:
Name of depository:
Box number:
Names of persons with access to contents:
Items in safe-deposit box:
Name of depository:
Box number:
Names of persons with access to contents:
Items in safe-deposit box:

#### **OUTSTANDING DEBTS**

Not including real estate or automobile

Name of Lender	Account Title Or Description	Account #	As of Balance	Credit Card	Purchases	Unsecured
				0	0	0
	-			0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0

### INDICATE DOCUMENTS CLIENT SHOULD BRING TO INTERVIEW

 _ 1.	Prior and present Wills, and any codicils
 _ 2.	Death certificate
 _ 3.	Paid funeral bills
 _ 4.	Trust instruments in which client is grantor, trustee, or beneficiary
 _ 5.	Income tax return (most recent)
 _ 6.	Gift tax returns (all)
 _ 7.	Texas intangible tax return (most recent)
 _ 8.	Financial statements prepared by accountant
 _ 9.	Financial information submitted to lending institutions
 _ 10.	Real and personal property tax bills
 _ 11.	Deeds to property
 _ 12.	Mortgages
 _ 13.	Vehicle titles
 _ 14.	Copies of any bills and creditors' addresses
 _ 15.	Government, municipal, and corporate bonds
 _ 16.	Government, municipal, and corporate bonds
 17.	Life and health insurance policies and annuities and summary of current owner and beneficiary provisions
 18.	Savings account passbooks, statements relating to certificates of deposit, money market certificates, and liquid daily asset accounts
 _ 19.	Stockholder or partnership agreements
 _ 20.	Pension and profit-sharing plans and summary of current benefits
 _21.	Leases
 _ 22.	Instruments under which client has any interest or power of appointment
 _ 23.	Prenuptial, postnuptial, or separation agreements
 _ 24.	Judgments of dissolution of marriage
 _ 25.	Court orders or agreements under which client is obligated to provide support
 _ 26.	Wills of other family members, if pertinent
27.	