

## **ESTATE ADMINISTRATION**

The loss of a loved one is obviously a difficult emotional time with many potentially frustrating funeral and burial arrangement responsibilities, as well as organizing a social gathering for family members. It is at the conclusion of these events when many people first realize that the difficult and time-consuming task of handling a loved one's estate has just begun.

The administration of an estate whether by probate (when someone passes away with a Will) or intestate (when someone passes without a Will), both contain numerous legal procedures and documents which need to be completed and filed within specific time frames under the law. Hiring a competent law firm to assist an Executor or Administrator is an important decision to be made sometime within a few weeks after date of death.

Kozloff Stoudt has an extensive estate practice, conducted by at least seven attorneys with two dedicated paralegals to handle the day-to-day administration of an estate with the client. This type of personal attention is important because someone is always readily available to handle the many questions you will have throughout the process.

At Kozloff Stoudt, we can assist you in the entire estate administration process from opening the estate to filing the final fiduciary tax return. A brief summary of our services within the estate process include:

1. Probating of the Will at the courthouse with the named Executor, at which time short certificates are issued, granting the Executor the power to administer the estate's assets.
2. Discovery, review, collection management and/or appraisal of the estate's assets, with the executor's authorization in order to determine date of death value and consolidation into an estate checking account.
3. Assist the Executor with discovery and payment of estate expenses
4. Communicating and negotiating with creditors of the deceased
5. Advertising the estate as required by law.
6. Completion of all required Pennsylvania and Federal inheritance tax returns and fiduciary tax returns.
7. Completion of all required court filings which include the estate inventory, first and final account and status reports.
8. Liquidation, transfer, and/or distribution of assets to the beneficiaries, including real estate.
9. Some situations may require even further representation for issues such as family settlement agreements, trust creation and administration, small estate petitions or Will contests.

No estate is too small or too large for the competent professionals at Kozloff Stoudt. If you wish to discuss the specifics of the administration of an estate, please call our office and you will be directed to an estate attorney who will answer your questions.

