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June 14 *and* June 15, 2018

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June 18 *and* June 19, 2018

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SEMINAR OUTLINE

Day 1 — June 14 – Tulsa / June 18 – Oklahoma City

Process, Initial Steps, Executor Mistakes, Assets and Wills

I. Probate Process and Procedure - Clarified
8:30 - 9:20, Written by James W. Carlton Jr. Presented by Joseph R. Wells in Tulsa and James W. Carlton Jr. in Oklahoma City.
- A. Jurisdiction and Venue Issues
- B. Laws of Intestacy/Heirship; Exceptions
- C. Situs vs. Ancillary
- D. Process and Procedures: Informal vs. Formal
- E. Initial Steps in the Process
- F. Executor Appointment; Taxpayer ID
- G. Letter of Administration
- H. Sample Executor Letter to Beneficiaries
- I. Sample Forms and Documents

II. Law Update; Rule Changes; Recent Developments
9:20 - 10:10, Written by Joseph R. Wells. Presented by Joseph R. Wells in Tulsa and James W. Carlton Jr. in Oklahoma City.

III. Is Probate Necessary? Alternatives and Avoidance
10:25 - 11:15, Written by Sandra J. Alexander. Presented by Sandra J. Alexander in Tulsa and James W. Carlton Jr. in Oklahoma City.

IV. PROBATE VS. NON PROBATE ASSETS - Which Ones Can Pass Outside of Probate?
11:15 - 12:05, Written by Sandra J. Alexander. Presented by Sandra J. Alexander in Tulsa and Glenn Brown in Oklahoma City.

V. INITIAL CONFERENCE and Hearing - Timeline, Documents, Statements and Complications
1:05 - 1:55, Written by Glenn Brown. Presented by Sandra J. Alexander in Tulsa and Glenn Brown in Oklahoma City.

VI. ESTATE ADMINISTRATION: Ensuring Executors Know Their Duties
1:55 - 2:45, Written and presented by Tyler R. Barrett in Tulsa and Oklahoma City.
- A. Informing PR of Duties (w/ Sample Forms and Documents)
- B. Top Mistakes EXECUTORs Make
- C. Liability Landmines
- D. Dealing with the Unprofessional Administrator
- E. How Much Compensation Should They Receive?

VII. WILLS: Proving Validity, Petitioning and Top Problems
3:00 - 3:50, Written and presented by Emily E. Crain and Terrell Monks in Tulsa and Tyler R. Barrett in Oklahoma City.
- A. State Law, Review and Proving Validity Issues
- B. Petition to Admit Will to Probate
- C. Handling Lost Wills, Partial Revocations
- D. Spousal Election Against Will/Contests
- E. Payment of Death Taxes Will Requirement (Non Probate Property Subject to Tax)
- F. Wills Without Required Formalities

VIII. ASSETS: How to Inventory, Locate, Secure, Value and Manage
3:50 - 4:40, Written and presented by Emily E. Crain and Terrell Monks in Tulsa and Oklahoma City.
- A. Early Distribution of Assets?
- B. Procedures to Locate and Marshall
- C. Sample Forms; Documents
- D. Valuation Methods, Appraisals
- E. Valuing Property
- F. Assets w/ Negative Equity
- G. Reporting of Annuities
- H. Difficult, Non-Divisible, Joint, Hidden and Unusual Assets
- I. 401ks, IRAs, Pensions, Stocks and Retirement Plans
- J. Loaned Items

Day 2 — June 15 – Tulsa / June 19 – Oklahoma City

Disputes, Final Accounting, Insolvent Estates, Creditor Issues, Trusts and Probate Problems

IX. When the Love is Gone . . . Tips for Resolving FAMILY DISPUTES in Probate
8:30 - 9:20, Written and presented by Douglas M. Gierhart in Tulsa and Oklahoma City.

X. FINAL ACCOUNTING and Filing TAX RETURNS
9:20 - 10:20, Written and presented by Douglas M. Gierhart in Tulsa and Oklahoma City.

XI. CREDITOR CLAIM Conundrums
10:35 - 11:35, Written and presented by Catherine Welsh in Tulsa and Cory B. Hicks in Oklahoma City.
- A. Claim Notice, Priority, Rights and Rejection
- B. What Constitutes a Creditor's Claim?
- C. Actions Required to Present a Claim
- D. Secured vs. Unsecured Claims
- E. Interest on Claims
- F. Common Creditor Issues in a Solvent Estate
- G. Why Advertise for Claimants and/or Creditors Even if no Formal Administration?
- H. Creditor's Ability to Create a Probate Estate

XII. INSOLVENT Estates - How to Handle Them
11:35 - 12:15, Written and presented by Catherine Welsh in Tulsa and Cory B. Hicks in Oklahoma City.

XIII. Handling DISTRIBUTIONS and Closing the Estate Without a Hitch
1:15 - 2:15, Written and presented by Catherine Welsh in Tulsa and L. David McBride in Oklahoma City.
- A. Preparation, Obtaining Releases and Waivers
- B. Orders, Timing of Distributions, Releases
- C. Mitigating Distribution-Related Tax Consequences
- D. When Beneficiaries are Minors
- E. Partial Distributions, Disclaimers and Divestment Traps
- F. Alternative Methods: Knowing Your Options
- G. Ensuring Thorough Accounting and Settlement of the Estate
- H. Extending, Closing and Re-Opening an Estate

XIV. Ethical Practice Considerations and Concerns in Probate
2:15 - 3:15, Written and presented by Catherine Welsh in Tulsa and L. David McBride in Oklahoma City.
- A. Attorney Fee Agreements
- B. Financial Abuse of the Elderly and Disabled
- C. Treatment of Fiduciaries (Executors vs. Trustees)
- D. Removing/Discharging PR for Dilatory Conduct
- E. Attorneys' Obligations to Executor and Opposing Parties
- F. Attorneys or Attorneys' Relatives Named as Beneficiaries

XV. Top PROBLEMS in Probate
3:30 - 4:40, Written and presented by James C. Milton in Tulsa and Oklahoma City.
- A. Locating Unknown/Missing Heirs - Best Methods
- B. Intestate Estates
- C. Death of a Business Owner/Valuation Issues
- D. Pre-Mortem Probate
- E. Property: Exempt; Marital; Homestead
- F. Real Estate Tied Up Due to Numerous Intestate Heirs
- G. Taking of Personal Property Upon Death
- H. Special Proceedings (Petition to Sell House, Partition Proceedings)
- I. Proving Distributees After Death (Not by Decedent)

*If needed, the above agenda may be changed to best accommodate all of our attendees.

Program Details

TULSA
JUNE 14 *and* JUNE 15
DoubleTree by Hilton Hotel Tulsa-Warren Place
6110 South Yale Ave, Tulsa OK 74136
Phone: 918-495-1000

OKLAHOMA CITY
JUNE 18 *and* JUNE 19
Hampton Inn & Suites Oklahoma City-Bricktown
300 East Sheridan, Oklahoma City OK 73104

SCHEDULE
Registration: June 14 • Tulsa — 8:00 - 8:30 am
June 18 • Oklahoma City — 8:00 - 8:30 am
Seminar: June 14 *and* June 15 • Tulsa — 8:30 am - 4:40 pm
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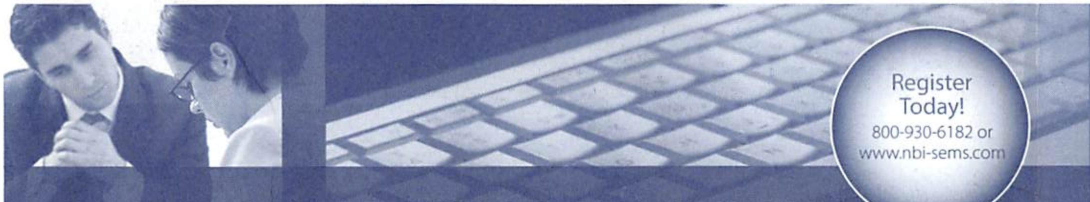

OUR DISTINGUISHED FACULTY

SANDRA J. ALEXANDER is a sole practitioner in Tulsa, where her practice is concentrated in the areas of real estate, small and medium businesses, wills, estates, trusts, probate, and legal services for the elderly. She was an instructor in business law and legal implications of the insurance industry for Tulsa Junior College and an adjunct professor of law, teaching real estate transactions at the University of Tulsa College of Law. *(Tulsa location)*

TYLER R. BARRETT is a solo practitioner at The Law Office of Tyler R. Barrett, P.L.L.C., where he practices in estate planning, probate and elder law. He is admitted to practice in the state of Oklahoma. *(Tulsa and Oklahoma City locations)*

GLENN BROWN is an associate of McBride & Associates, P.C., in Edmond, where she practices in family law,adoption, guardianship and probate. She is an active volunteer for the Oklahoma Innocence Project. *(Oklahoma City location)*

JAMES W. CARLTON JR. is a partner in the law firm of Garvin, Agee & Carlton, P.C., where he has been practicing law since 1988 in the areas of real estate, probate, estate administration, taxation, municipal and elder law. He is a certified public accountant in Oklahoma and has served as municipal counsel for the cities of Pauls Valley, Davis and Paoli. Mr. Carlton has spoken for various professional groups on estate planning, probate and elder law issues. *(Oklahoma City location)*

EMILY E. CRAIN is an assistant vice president at Trust Company of Oklahoma. Prior to joining TCO, Ms. Crain practiced probate, trust litigation, estate planning, and guardianship at The Allison Firm, PLLC. *(Tulsa and Oklahoma City locations)*

DOUGLAS M. GIERHART is a sole practitioner with his office located in Choctaw, a suburb of Oklahoma City. Admitted to the Oklahoma Bar Association in 1982, Mr. Gierhart is a general practitioner who enjoys focusing in the areas of Social Security disability law, estate planning, probate law and bankruptcy law. *(Tulsa and Oklahoma City locations)*

CORY B. HICKS routinely does estate planning and administration for clients with a wide range of needs and circumstances. He practices primarily in the areas of probate, real estate, estate planning, business law, and plaintiff's litigation. *(Oklahoma City location)*

L. DAVID McBRIDE is president of McBride & Associates, P.C., in Oklahoma City, where he practices in probate, estate planning, trust planning, and business planning. Mr. McBride frequently lectures to paralegals, attorneys for continuing legal education, and to the general public on estate planning and probate issues. *(Oklahoma City location)*

JAMES C. MILTON has over 20 years of experience as a trial and appellate attorney in trust and estate litigation, and as an estate planner focused on difficult issues such as special needs, spendthrifts, family dynamics, and other challenges facing today's families. Much of his work is in the area of trust disputes, will contests, contested probate and guardianship accounting litigation, and similar cases. He is an attorney at Hall Estill. *(Tulsa and Oklahoma City locations)*

TERRELL MONKS practices primarily in Oklahoma County and Cleveland County, where his practice focuses on probate, and estate planning. Mr. Monks serves as the associate judge in the cities of Bethany and Piedmont, and he has previously served them as the prosecutor for more than 20 years. *(Tulsa and Oklahoma City locations)*

JOSEPH R. WELLS is an attorney in private practice in Tulsa with Wells Law, PLLC. After completing his legal education, his practice began in general civil litigation, probate and estate planning, as well as family law. *(Tulsa location)*

CATHERINE WELSH is a shareholder with Welsh & McGough, PLLC, where she practices in the areas of elder law, guardianship, estate planning, and probate. Ms. Welsh also works in the area of adoption and family law. Ms. Welsh has served as special administrator, personal representative, and administratrix with will annexed in several probate matters in Tulsa County. *(Tulsa location)*

Detailed biographies can be found on our website at www.nbi-sems.com.

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SEMINAR OVERVIEW

Top Mistakes, Do's, Don'ts, Tips and Tricks

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- Discover which valuation method is best and how to ensure accurate appraisals.
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WHO SHOULD ATTEND

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