Mac Masters: Take Your Mac Practice Up a Notch

Katie Floyd, Victor Medina, and David Sparks
MAC MASTERS
WHO ARE THESE PEOPLE?
KATIE FLOYD
Can you keep a secret?
I want the truth!
“To my loyal estate planning attorney, I leave my children a complicated series of trusts that will generate huge legal fees.”
Trouble with a capital “T”
The “pizza box”
Can you keep a secret?
BING!
24
FREE AGENTS
The eagles have left the nest

MAC POWER USERS
Fully charged discussion
ENOUGH TALK.
SHOW ME SOMETHING!
BULK CONVERT WORD DOCS TO PDF
THE PROBLEM
WHAT I HAVE:

![File Explorer window showing Word Docs directory with various documents listed.](image)
WHAT I NEED:
OPTION 1:
FIXING THE PRINT TO PDF TRICK FOR HIGH SIERRA

October 02, 2017

One change from the High Sierra macOS update is a slight modification to the command to print to PDF. Years ago I shared a tip about printing to PDF by holding down the Command key and pressing P twice. It's a great tip and people still use it. Unfortunately, it doesn't work in High Sierra. That is because Apple removed the ellipsis from the command. To fix this, go to your keyboard shortcuts and remove the ellipsis, and all will be good again. See the screenshot below and video for help.
OPTION 2:
on open theFileList

    tell application id "com.microsoft.Word"
        set oldDefaultPath to get default file path file path type documents path
    end tell

    repeat with theFile in theFileList
        tell application "Finder"
            set theFileParentPath to theFile's container as text
            set theFileName to get theFile's name
            set theFileNameExtension to theFile's name extension
        end tell

        set AppleScript's text item delimiters to ("," & theFileNameExtension)
        set newFileName to (text item 1 of theFileName) & ".pdf"

        tell application id "com.microsoft.Word"
            set default file path file path type documents path path theFileParentPath
            open theFile

            tell active document
                save as file format format PDF file name newFileName
            close
        end tell

    end tell

end repeat

tell application id "com.microsoft.Word"
    set default file path file path type documents path path oldDefaultPath
end tell

end open
Use instead the Run AppleScript Action:

```applescript
property theList : {"doc", "dock"}

on run {input, parameters}
    set output to ()
    tell application "Microsoft Word" to set theOldDefaultPath to default file path
    set theDoc to ("Microsoft Word")
    set theDoc to open documents path
    repeat with x in input
        try
            set theDoc to contents of x
            tell application "Finder"
                set theFilePath to container of theDoc as text
                set ext to name extension of theDoc
                if ext is in theList then
                    set theName to name of theDoc
                    copy length of theName to i
                    copy length of ext to exi
                    set n to i - exi - 1
                    copy characters 1 through n of theName as string to theFileName
                    set theFileName to theFileName & ".pdf"
                end if
                tell application "Microsoft Word"
                    set default file path to path type documents path path theFilePath
                    open theDoc
                    set theActiveDoc to the active document
                    save as theActiveDoc file format format PDF file name theFileName
                end tell
                copy (POSIX path of (theFilePath & theFileName as string)) to end of output
        end try
    end repeat
    tell application "Microsoft Word" to set default file path to path type documents path path theOldDefaultPath

    return output
end run
```
Service receives selected documents in any application

Input is entire selection

Output replaces selected text
Get Selected Finder Items

Results  Options
property theList : {"doc", "docx"}

on run {input, parameters}
    set output to {}
    tell application "Microsoft Word" to set theOldDefaultPath to get default file path file path type documents path
    repeat with x in input
        try
        repeat with y in x
            output end try
        end repeat
    end repeat
end run
DECLARATION OF PRENEED GUARDIAN

I, JEAN LUC PICARD, presently residing in The United Federation of Planets, hereby make the following declaration naming preneed guardians to serve in the event of my future incapacity:

If at any time determined to be an incapacitated person, as that term is defined in the Florida Guardianship Law as it now exists or may hereafter be amended, I declare that my friend, DR. BEVERLY CRUSHER, serves as my guardian of my person and property and is authorized to exercise all delegable legal rights and powers and to perform all tasks necessary to care for me along with my property and estate. I further declare that Mrs. BEVERLY CRUSHER is capable of or unwilling to serve as my guardian, my number one William Riker, is to serve as my guardian of my person and property, to exercise all delegable legal rights and powers and to perform all tasks necessary to care for me along with my property and estate.

I further declare that in my intent and desire that the above-named persons be appointed by the Court having jurisdiction to serve in their respective capacities without bond.

Signed on March 8, 2018

JEAN LUC PICARD

This declaration was signed by the above-named declarant in my joint presence, and at the declarant's request we have signed our names as attesting witnesses in the declarant's presence and in the presence of each other on March 8, 2018.

Printed Name:
4545 NW 8th Avenue, Suite A
Gainesville, FL 32605
STATE OF FLORIDA
COUNTY OF ALACHUA

The foregoing Declaration Naming Preneed Guardian was acknowledged before me on March 8, 2018, by Jean Luc Picard.

Personally Known:
Type of Identification:
Printed Name:
4545 NW 8th Avenue, Suite A
Gainesville, FL 32605
STATE OF FLORIDA
COUNTY OF ALACHUA

Notary Public, State of Florida (S/EA)
NUMBERS CASE DATABASE
LITIGATORS
AND FACTS
YOU NEED HELP
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Witnesses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Witness</td>
<td>Role in Case</td>
<td>Employer</td>
</tr>
<tr>
<td>---------</td>
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<td>----------</td>
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<td></td>
</tr>
<tr>
<td>Row</td>
<td>Date</td>
<td>Title</td>
</tr>
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<td>-----</td>
<td>------</td>
<td>-------</td>
</tr>
<tr>
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<td>8</td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CLOUDY
CLIENT COLLABORATION
CHEAPEST SMARTBOARD IN THE WORLD
THE PROBLEM
WE LOVE THESE
BUT
THEY’RE LIMITED
OR THEY’RE EXPENSIVE
SHOPPING LIST*

APPLE TV
$149.00

55-IN TV
$239.99

GOODNOTES4
$7.99

$396.98
WHY GOODNOTES?
THERE ARE MANY NOTETAKING APPS LIKE IT, BUT THIS ONE IS MINE…
SOME TIPS

- "PRESENTATION" MODE
- EXPORT OPTIONS
- APP PERSISTENCE
BATCH WATERMARK DOCUMENTS
THE PROBLEM
Choose a type for your document:

- Workflow
- Application
- Service
- Print Plugin
- Folder Action
- Calendar Alarm
- Image Capture Plugin
- Dictation Command

**Service**

Services are contextual workflows available throughout macOS. They accept text or files from the current application or the Finder. Services appear in the Services menu.

Open an Existing Document...  Close  Choose
Rename Finder Items: Replace Text

Find: (With Watermark) in full name

Replace: -DRAFT

Example:

Results Options
<table>
<thead>
<tr>
<th>Move Finder Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
</tr>
<tr>
<td>Results</td>
</tr>
</tbody>
</table>
Reveal Finder Items

Results  Options
DECLARATION OF PRENEED GUARDIAN

I, JEAN LUC PICARD, presently residing in The United Federation of Planets, hereby make the following declaration naming named guardians to serve in the event of my future incapacity:

If I am at any time determined to be an incapacitated person, as that term is defined in the Florida Guardianship Law as it now exists or may hereafter be amended, I declare that my friend, DR. BEVERLY CRUSHER, serve as plenary guardian of my person and property and is authorized to exercise all delegable legal rights and powers and to perform all acts necessary to care for me along with my property and estate. I further declare that if DR. BEVERLY CRUSHER is unable or unwilling to serve as my guardian, my number one, WILLIAM RIKER, is to serve as plenary guardian of my person and property, to exercise all delegable legal rights and powers and to perform all the tasks necessary to care for me as well as my property and estate.

I further declare that it is my intent and desire that the above-named persons be appointed by the Court having jurisdiction to serve in their respective capacities without bond.

Signed on March 8, 2018

JEAN LUC PICARD

This declaration was signed by the above-named declarant in our joint presence, and at the declarant’s request we have signed our names as subscribing witnesses in the declarant’s presence and in the presence of each other on March 8, 2018

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Personally Known

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Notary Public, State of Florida (SEAL)

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Produced Identification

Notary Public, State of Florida (SEAL)
What is Automator?

Your Personal Automation Assistant

Mac OS X Automation

Topics & Examples

AUTOMATOR

What is Automator?

You know, that friendly robot icon from Launchpad and the Applications folder on my computer. Automator doesn’t look like the other apps, and I’m not sure what it’s supposed to do, or even how to use it. Can you help me out here, and tell me what’s up with the Robot Guy? <<< what you’re thinking

Glad to assist. <<< us responding

First of all, his name is “Otto” — as in “Otto the Automator”, “Otto the Auto-Dude”, or, “The *Auto* Man.” And he works for you, as a chef — an “Automation Chef,” who makes and runs “Automation Recipes” called workflows. And boy are they...
LAWYER’S TEXT BANK
“GOOD ARTISTS COPY; GREAT ARTISTS STEAL”
-T.S. ELIOT
“ALL LAWYERS PLAGIARIZE”

-SPARKY
REALLY
“WHAT CASE WAS IT WHERE ...”
APPLE NOTES
Agreements to Farm
MDM CONTROL
THE PROBLEM
UNHIRING EMPLOYEES
THE SOLUTION
MOBILE
DEVICE
MANAGEMENT
New MLG Employee

- **Daylite 6**
  iOS app by Marketcircle Inc

- **Slack**
  iOS app by Slack Technologies, Inc.

[Add an App]
Medina Law Group
Open Enrollment

Enroll your device to gain access to company resources including apps, email, and settings.

0068

New MLG Employee

Victor J. Medina

victor@medinalawgroup.com

What can my Jamf Now administrator do?

Start Enrollment

Powered by jamf NOW

This website is trying to open Settings to show you a configuration profile. Do you want to allow this?

Ignore  Allow

What can my Jamf Now administrator do?

Start Enrollment

Powered by jamf NOW
Medina Law Group Profile
Medina Law Group

Signed by: Jamf
Verified: ✔️

Description: Automatic configuration of your Medina Law Group device.
Contains: Device Enrollment Challenge

More Details ➤

Profile Installed: Medina Law Group Enrollment

Mobile Device Management
URL: https://medinallawgroup-mdm.jamfcloud.com/mdm/mdm

Device Identity Certificate

SCell
Certificate: SCert

Jamf
Issued by: Jamf
Expires: November 9, 2039

DigiCert Assured ID Root CA
Issued by: DigiCert Assured ID Root CA
Expires: November 9, 2039

DigiCert SHA2 Assured ID Code Signing CA
Issued by: DigiCert Assured ID Root CA
Expires: October 22, 2028

App Management Change
Would you like to let “medinallawgroup-mdm.jamfcloud.com” take management of the app “Slack”? Your app data will become managed.

Manage
Cancel

Sketchnote Dingbats.otf
AnyFont

Sketchnote Square.otf
AnyFont

NEORF.ttf
AnyFont
Settings

Victor Medina
Apple ID, iCloud, iTunes & App Store

Airplane Mode
Wi-Fi
Bluetooth
Cellular Data
Personal Hotspot

Notifications
Control Center
Do Not Disturb

General
Display & Brightness
Wallpaper

Profiles & Device Management
Profile

Medina Law Group Enrollment
Medina Law Group

Signed by: Janif

Verified

Contains:
Mobile Device Management
Email Account
Device Identity Certificate

More Details

Accounts
1

Remove Management
FIRST 3 DEVICES = FREE
$2/DEVICE/MONTH
SECURELY SHARE FILES
THE PROBLEM
### Draft Documents

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picard - Assignment</td>
<td>35 mins ago</td>
<td>Only you</td>
</tr>
<tr>
<td>Picard - Cover Letter</td>
<td>35 mins ago</td>
<td>Only you</td>
</tr>
<tr>
<td>Picard - Deed - Viney</td>
<td>35 mins ago</td>
<td>Only you</td>
</tr>
<tr>
<td>Picard - DHCS-DRAFT</td>
<td>35 mins ago</td>
<td>Only you</td>
</tr>
<tr>
<td>Picard - DPOA-DRAFT</td>
<td>35 mins ago</td>
<td>Only you</td>
</tr>
<tr>
<td>Picard - HIPAA Auth.</td>
<td>35 mins ago</td>
<td>Only you</td>
</tr>
<tr>
<td>Picard - Living Will</td>
<td>35 mins ago</td>
<td>Only you</td>
</tr>
<tr>
<td>Picard - Pre Need</td>
<td>35 mins ago</td>
<td>Only you</td>
</tr>
<tr>
<td>Picard - Reversible</td>
<td>35 mins ago</td>
<td>Only you</td>
</tr>
</tbody>
</table>
Link permissions for "Draft Documents"

Upgrade to Dropbox Professional to enable permission settings.

Who can view this link?
- Anyone with the link
- Only people with the password

Add an expiry date to this link?
- Yes, expires in 7 days
- No

Disable downloads for this link?
- Yes
- No

Who can comment?
- Only people with the password can comment.

Learn more
Link copied to clipboard
%filtext:name=Name%
Your draft documents are ready for review. For security, these files are only available for download for one week and require a password to access. Use the password you previously provided our office for client communications.

You can access your documents here: %clipboard

Remember, these files are only available for one week. If you wish to keep a copy of your drafts, you will need to download them to your computer. You should not share the above link with anyone else.

If you do not remember your password or have trouble accessing the files, please call the office for assistance.

Thanks,
Captain Picard,

Your draft documents are ready for review. For security, these files are only available for download for one week and require a password to access. Use the password you previously provided our office for client communications.

You can access your documents here: https://www.dropbox.com/sh/iwj737f1gwquqjs/AADBUf_fUR2psY6iahQffMJga?dl=0

Remember, these files are only available for one week. If you wish to keep a copy of your drafts, you will need to download them to your computer. You should not share the above link with anyone else.

If you do not remember your password or have trouble accessing the files, please call the office for assistance.

Thanks,
Katie
ALTERNATIVE
Shares

Name: Remove Old Files

If all of the following conditions are met

Date Added is not in the last 1 weeks

Do the following to the matched file or folder:

Move to folder: Trash

Options

Working Folder
Mail Downloads
Mac Power Users
Photos

Throw away:

- Duplicate files
- Incomplete downloads after 1 Week
SETTLEMENT
“APP”
WHO THINKS MEDIATION IS EASY?
WHO THINKS MEDIATION IS EASY FOR THEIR CLIENT?
IT’S NOT
(AND IT’S REALLY NOT”)
IT’S NOT
(AND IT’S REALLY NOT)
LET’S USE SCIENCE!
### Value of Client Time

$15,000

### Total Estimated Costs

$59,000

<table>
<thead>
<tr>
<th></th>
<th>At Issue</th>
<th>Attorney Fees</th>
<th>Expert Fees</th>
<th>Other Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Issue</td>
<td>✓</td>
<td>$10,000</td>
<td>$2,000</td>
<td>$1,000</td>
<td>$13,000</td>
</tr>
<tr>
<td>Trade Secret Issue</td>
<td>✓</td>
<td>$15,000</td>
<td>$10,000</td>
<td>$1,000</td>
<td>$26,000</td>
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<tr>
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<td>$3,000</td>
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<td>$5,000</td>
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<tr>
<td>Issue 4</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$28,000</td>
<td>$12,000</td>
<td>$4,000</td>
<td>$44,000</td>
</tr>
</tbody>
</table>

- **Attorney Fees** (64%)
- **Expert Fees** (27%)
- **Other Costs** (9%)
### Value of Client Time

- **$15,000**

### Total Estimated Costs

- **$59,000**

<table>
<thead>
<tr>
<th>Issue</th>
<th>At Issue</th>
<th>Attorney Fees</th>
<th>Expert Fees</th>
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<td>$10,000</td>
<td>$1,000</td>
<td>$26,000</td>
</tr>
</tbody>
</table>
## Value of Client Time

$15,000

## Total Estimated Costs

$59,000

<table>
<thead>
<tr>
<th>Issue</th>
<th>At Issue</th>
<th>Attorney Fees</th>
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<th>Other Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>$2,000</td>
<td>$1,000</td>
<td>$13,000</td>
</tr>
<tr>
<td>Trade Secret Issue</td>
<td>✓</td>
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<td>$10,000</td>
<td>$1,000</td>
<td>$26,000</td>
</tr>
<tr>
<td>Jury</td>
<td>✓</td>
<td>$3,000</td>
<td>$0</td>
<td>$2,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Issue 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

### Total

$28,000 | $12,000 | $4,000 | $44,000
## Settlement Offer Exchange

<table>
<thead>
<tr>
<th>Time</th>
<th>Pennoyer Offer</th>
<th>Neff Offer</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>13:00</td>
<td>$20,000.00</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>13:45</td>
<td>x</td>
<td>$200,000.00</td>
<td>$110,000.00</td>
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<tr>
<td>14:15</td>
<td>$40,000.00</td>
<td>x</td>
<td>$120,000.00</td>
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<tr>
<td>14:30</td>
<td>x</td>
<td>$190,000.00</td>
<td>$115,000.00</td>
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<tr>
<td>15:00</td>
<td>$75,000.00</td>
<td>x</td>
<td>$132,500.00</td>
</tr>
<tr>
<td>16:45</td>
<td>x</td>
<td>$120,000.00</td>
<td>$97,500.00</td>
</tr>
<tr>
<td>17:45</td>
<td>$92,000.00</td>
<td>$92,000.00</td>
<td>$92,000.00</td>
</tr>
</tbody>
</table>
Current Offer

$92,000

Verdict to Match

$151,000
(Value Win Big + Value Win + Value Lose) - Total Estimated Costs: A1

Estimated Costs of Trial From Today
$59,000

<table>
<thead>
<tr>
<th>Chance</th>
<th>Verdict</th>
<th>Take Home</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Win Big</td>
<td>20%</td>
<td>$250,000</td>
<td>$50,000</td>
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<tr>
<td>Win</td>
<td>40%</td>
<td>$150,000</td>
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</tr>
<tr>
<td>Lose</td>
<td>40%</td>
<td>$0</td>
<td>-$59,000</td>
</tr>
</tbody>
</table>

Unaccounted % 0%
PAPERLESS OR PAPERLESS
THE PROBLEM
SOMETIMES, PAPER IS BETTER
You remember things better when you write them down by hand. Here’s why.
MY WRITING WORKFLOW
Ar&h Test

Aly - Vicki Medina
1140 Estate of Luke Skywalker
Meeting Date: March 9, 2018

Name of Trust: Skywalker Living Trust

Exercise of LPOA?: □ Yes   □ None

Grantor’s Signature Name:

TPP Distributions: □ TPP as per memorandum □ TPP Other

Specific Distributions:
□ No Specific Distributions
□ Yes Specific Distributions

Who?

What?

Additional Family Information:
□ Mention deceased family members
Anakin Skywalker (father)

□ Acknowledge additional family members

□ Any disinheritance? □ Count as descendants
Ben Solo (nephew)

Page 1 of 5
**ESTATE PLAN DESIGN SHEET — SINGLE**

Client: [Name]
Meeting Date: [Date]

Name of Trust: [Name of Trust]

Grantor’s Signature Name:

Specific Distributions:
- [Yes] Specific Distributions
- [No] No Specific Distributions

Additional Family Information:
- [Yes] Devise deceased family member
- [No] Acknowledge additional family member
- [Yes] Count as decedent

**Page 1 of 5**
DIGITIZE YOUR FORMS
THE PROBLEM
Farm Planning Questionnaire

Name: ____________________________ Date of Birth: ____________________  U.S. Citizen: Yes / No

Other Names Known By: ____________________________

Occupation (Present or Retired): ____________________________

Phone: ____________________________

Marital Status: Single / Married / Widowed / Widower (Give name of spouse): ____________________________

Primary Residence

Address: ____________________________

Days: [ ] Own / [ ] Rent (If you rent, state the property owner and their address and phone number)

Is this property located within the city limits? [ ] Yes / [ ] No

Approximate Acres: ____________________________

Approximate Value: $ ____________

Mortgage Balance: [ ] Exclude / [ ] Include

How is the property titled? ____________________________

Address: [Please include name and contact information]

Accountant: ____________________________

Insurance Agency: ____________________________

Investment Advisor: ____________________________

Trust Officer: ____________________________

Your Family and Neighbors

Children: [Please list all family members and attach additional pages as necessary]

Name: ____________________________ Date of Birth: ____________________

Phone: ____________________________

E-mail: ____________________________

Include / [ ] Exclude (If yes, please give phone number)

Do you have any grandchildren from this child? [ ] Yes / [ ] No

Name: ____________________________ Date of Birth: ____________________

Phone: ____________________________

E-mail: ____________________________

Include / [ ] Exclude (If yes, please give phone number)

Do you have any siblings from this child? [ ] Yes / [ ] No

Name: ____________________________ Date of Birth: ____________________

Phone: ____________________________

E-mail: ____________________________

Include / [ ] Exclude (If yes, please give phone number)
GOOD
ESTATE PLANNING - FREQUENTLY ASKED QUESTIONS

What Happens In An Initial Consultation?

During that meeting we will discuss your personal and family situation, review your assets and how they're titled, discuss what concerns you may have and your priorities. It's an opportunity for the attorney and client to get to know each other and see if they are a good fit. Typically after that consultation the attorney will have a better idea of your situation and the type of estate plan that will work best for you and be able to quote a fee.

What Should I Do To Prepare For My First Meeting?

We have prepared a comprehensive Estate Planning Questionnaire that will walk you through all the information necessary for your consultation. If you bring the completed checklist to your consultation, the first 30 minutes is free of charge. Please choose the form that is best for your situation.

- Download the Estate Planning Questionnaire for Individuals
- Download the Estate Planning Questionnaire for a Couple
Dear Client,

Thank you for contacting our office regarding estate planning.

We have prepared a comprehensive Estate Planning Questionnaire (available through the link below) that will walk you through all the information necessary for your consultation. If you bring the completed questionnaire to your consultation, the first 30 minutes is free of charge.

You can learn more about the estate planning process, read a list of frequently asked questions and download the questionnaire through our website at: http://floydlaw.net/estateplanning/

You're welcome to call our office to schedule an appointment. Or, for faster service you can schedule a time for your consult online: https://calendly.com/katiefloyd/estate-planning-consult

We look forward to working with you. Please let us know how we may be of assistance.

—

Law Office of Katherine L. Floyd, PLLC
4545 NW 8th Avenue, Suite A
Gainesville, FL 32605
BETTER
Gerald T. Bennett
American Inn of Court

Bringing Judges, Lawyers, and Students Together

The Gerald T. Bennett Inn brings judges, lawyers, and law students together to tackle the role of the newest technologies in law practice. Our dedication is to improving the skills, professionalism and ethics of the bench and bar through the assimilation of cutting edge legal trends, innovation and technology.

UPCOMING MEETINGS:
Student Membership Application

Before submitting your application, please read more about membership in the Inn and our review our meeting dates for the upcoming year. Attendance at Inn meetings is mandatory. For more information about membership, contact our membership chair. All prospective members should reserve the evening of September 21, 2017 from 6:00 – 8:00 p.m. for new member orientation and welcome reception.

If accepted to the Inn, law student dues is $200 a year. A limited number of scholarships are available to defray up to 50% of the cost. Scholarships may be applied for below.


Name: *

First Name

Last Name

Email Address: *

Phone: *

Student Membership Application

Before submitting your application, please read more about membership in the Inn and the conditions of membership per year. Attendance at Inn meetings is mandatory. For more information about membership in the Inn, please reserve the evening of September 21, 2017 from 6:00 - 8:00 p.m. for the Inn’s orientation.

If accepted to the Inn, law student dues is $200 a year. A limited number of scholarships may be applied for below.

Name: *

First Name

Last Name

Email Address: *

Phone: *

GPA: *

Year in School *

Class Rank: *

How did you learn about the Inn?

Please list any Extracurricular Activities in which you participate (Moor Court, Journal...
BEST
AUTOMATING ANNUAL MINUTES
THE PROBLEM
DATA:
1. YEAR
2. COMPANY
3. CLIENT FIRST NAME
Hi David,

How are you doing? It's been too long since we last spoke.

It is time to update Sparky Media, LLC's corporate minutes. I'd like to make sure we include anything unique to the last year. Any big developments at Sparky Media, LLC? Here's a list of questions that may remind you of something for me to include.
* Has there been any change in the officers or directors of the corporation?
* Have there been any unusual bonuses?
* Have you made any loans to the Corporation?
* Has the Corporation entered any commercial loans or lines of credit?
* Did the Corporation making a contribution to an employee benefit plan?
* Have there been any major purchases of assets?
* Have there been any major leases?
* Did the Corporation opening any new bank accounts?
* Did the Corporation purchase any the real property?
* Are there any additional actions you would like me to include in the minutes?

If your answer is yes to any of the above, please send the details and I will include it in the corporate minutes. Once you get back to me on this, I'll get cracking on your minutes.
Sparky Media, LLC Annual Minutes for 2018

- Audit Sparky Media, LLC corporate book status
  - Home
  - Tech

- Audit Statement of Information filing status
  - Tech

- Contact Sparky Media, LLC regarding updated minutes and other audit results.
  - Phone

- Prepare 2018 annual Sparky Media, LLC minutes.
  - Tech

- Send Sparky Media, LLC minutes to client.
  - email

- Follow up with Sparky Media, LLC on minutes.
  - email

- Confirm receipt of Sparky Media, LLC minutes.
  - Home

- Save signed minutes to Sparky Media, LLC file and corporate book.
  - Home
USE ANY FONT ON YOUR IPAD
THE PROBLEM
Ten Gruesome Estate Planning Mistakes

An Educational Seminar Provided by

Victor J. Medina
Attorney at Law

MEDINA LAW GROUP

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This document may look different. Here's a list of what changed when you opened it.

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THANKS!

KATIE FLOYD

VICTOR MEDINA

DAVID SPARKS