# Estate Administration

## with Jill Miller & Associates, P.C.


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## <u>About Jill</u>

- Jill has a B.S. from Cornell University, a J.D. from Cornell Law School, *cum laude*, and an L.L.M. in taxation from NYU Law School
- Jill is the Director of Cornell Law School's Estate Planning Clinic, and previously taught at Fordham Law School for ten years
- She frequently teaches continuing legal education classes for lawyers, law students, and financial professionals
- Jill is a fellow of the American College of Trusts and Estates Counsel (ACTEC)
- Jill practices exclusively in the area of trusts and estates law

## <u>Our Firm's Client-Centered Approach</u>

- Our highly experienced paralegal, Kira Polgur, has worked with Jill since 2001 and manages the estate administration department. The majority of the work is done by Kira and our legal assistants and carefully overseen by Jill. This helps **reduce costs** for clients while providing clients with **peace of mind**
- Kira graduated from John Jay College, ***summa cum laude***, with a B.S. in Legal Studies and studied at the Tashkent State Law Institute in Uzbekistan. She is fluent in Russian
- Kira works closely with our clients with empathy and efficiency to provide a **positive overall experience**. Her knowledge and experience **save our clients time and costs** throughout the process
- **We are a responsive and caring team** that strives to make this experience as **stress-free** as possible. We assist our clients through each step in the process and are **available 24/7** to address any and all questions, needs, and concerns quickly and effectively
- **We have over 20 years of experience** working with a wide variety of estates ranging from small, simple estates to large, multi-million dollar estates across multiple jurisdictions
- **All clients have access to exclusive materials authored by Jill** that she uses in teaching and speaking which include educational videos, checklists on executor responsibilities, an estate administration timeline, and other organizational tools
- **We provide the flexibility** to allow our clients to choose our level of involvement. A coaching option is available for clients who would like to complete most of the work themselves. For clients who do not have the time, **we can take the lead and handle all of the necessary responsibilities**.
- **We have a network of trusted contacts** who specialize in providing accounting, tax, and litigation services