

PROBATE AND ESTATE ADMINISTRATION FEE SCHEDULE

Applications for Grants of Probate and Grants of Administration

Our firm offers flat fee services for Grants of Probate and Grants of Administration. For a quote, please contact our Estates Paralegal, Michelle van de Kruisweg, who will provide an estimate for these services.

In addition to the legal fees for these matters, we charge for disbursements, which include, but are not limited to:

- General Sales Tax (GST)
- One-time \$150.00 file opening and storage fee
- 5% internal services fee for research databases and legal technology
- Disbursements include paper, postage, and courier services, with fees varying based on the specifics of each matter, such as the number of personal representatives and beneficiaries. Additional charges may apply for registered mail if required for service.
- Court filing Fee: The Court filing fee will be between \$35.00 to \$525.00. Alberta has a cap on the Court filing fee at \$525.00 as long as the estate is above \$250,000.00. The Court filing fee is GST exempt.

Estate Administration Services

Our firm provides comprehensive, end-to-end estate administration services, delivered with care, precision, and efficiency. We prioritize responsive client service, clear communication, and timely results, ensuring that the administration proceeds smoothly and in a timely manner.

We are regularly retained to facilitate the liquidation of financial assets across various institutions. Our services include, but are not limited to:

- Manage the sale and clearance of real estate properties, with our real estate fee schedule applying as a separate matter.
- Assist in selling personal effects, coordinating with appraisers and auctioneers as needed.
- Ensure the distribution of funds to beneficiaries aligns with the Will or intestacy laws, handling interim and final distributions, prudent holdbacks, and detailed accounting.
- Provide comprehensive support for managing shares with Computershare, including all necessary documentation and coordination for a seamless process.
- Collaborate with accountants to complete all required tax filings, such as terminal and estate returns, clearance certificate applications, and any ancillary filings, ensuring efficient and tax-compliant distributions.

Our commitment is to provide comprehensive support at every step – protecting the estate, supporting the personal representative, and honouring the testator’s intentions with professionalism and care.

For estate administration, our services are billed at an hourly rate.