

## PROCEDURES FOR SIGNING DOCUMENTS

### COVID Procedures

#### 1. **Before Signing Meeting**

**Driver's license/photo id.** If you haven't signed documents with us before, please email or mail us a copy of your driver's license or photo id. If you are unable to send us a copy, please place your license or photo id on the signing table at our meeting so we can take a picture of it.

**Bill.** We will send you a bill (email or mail) prior to the meeting. Please make a check payable to Babins Miller Law, LLC and place it in an envelope and give it to us at the signing meeting. If this is for a real estate closing the payment will come from the proceeds of the closing so you do not need to provide payment. The bill is for information purposes only.

**Joint Representation Letter.** If you are a couple and signing your first estate plan with us, please also sign the representation letter and either email it back to us or place it in the envelope with check.

**Original Documents.** If this is an estate plan signing we will also ask you prior to the meeting where you will be keeping your original documents. Remember a safe deposit box at a bank is not a good option. A safe place in your home in a fireproof box is the best option. We prefer that you keep your original documents, however if it is necessary, we can keep them for you.

**Copies.** After you have signed the documents, after you have left, we will make a copy of the originals for our file and we will make a copy for you. (you should never make notations on original estate planning documents). The copy may be either paper or digital or both. Prior to our meeting please indicate to us your preference for copies.

## **2. Day of Signing At 433 South Main Street, West Hartford (Corporate Center West)**

You will meet us in the lobby. There is a table set up with your documents to be signed.

- Please wear a mask
- We will provide you with a pen which has been sanitized and placed in a plastic bag, which you will keep
- You will leave your photo id (if needed) and the envelope with payment on the table
- You will confirm to us that you want us to witness for you
- You will sign all of the documents while we watch and we will then sign as witnesses..
- The appointment is then over.

If you have any questions either before or after the meeting you may call or email them to Attorney Miller 860-523-8381 ext. 802 or Lily@BabinsMillerLaw.com or to Justina Black 860-523-8381 ext. 805 or Justina@BabinsMillerLaw.com. Please remember that with the exception of real estate transactions, all of the documents you are signing can be amended so if there is a mistake it can be fixed.