

DAVIDSON, DAWSON & CLARK LLP
C O U N S E L L O R S A T L A W

CLIENT MEMORANDUM

PROCEDURE FOR EXECUTION OF A WILL IN NEW YORK STATE

A Will is valid only if certain precise requirements are met. WE STRONGLY ADVISE THAT WILLS BE SIGNED ONLY UNDER ATTORNEY SUPERVISION, unless there is a true emergency and no attorney can be present. In such cases a Will prepared by us can be executed by following these instructions exactly.

1. Arrange in advance to have two (2) adult witnesses, an attorney licensed to practice in New York, and a Notary Public present. No witness or his or her spouse should have any interest whatsoever under your Will. You and the witnesses must all be in the same room and watching the proceedings at all times during the ceremony.

2. State to the witnesses that the instrument you are about to sign is your Will. Ask each of them if he or she agrees to serve as a witness to the execution of your Will and to sign the witness affidavit.

3. Open the instrument and locate the signature line, which will have a gold sticker and red ribbon at the end. Insert the date in the spaces provided in the preceding line and then sign your name on the signature line in exactly the same form as it appears below the signature line.

4. Read the “Attestation Clause” (the 5 or so lines immediately following your signature) aloud.

5. Each witness should then sign his or her name and insert his or her address in the spaces provided immediately following the “Attestation Clause”.

6. You should then complete the Affidavit which is attached as the last page of your Will by completing the State and County in the “Jurat” at the top of the page, and writing in the address where executed and the name of the supervising attorney in the blank spaces provided.

7. The Notary Public should then have the witnesses sign the affidavit, and take their oaths as to the facts recited in the Affidavit.

8. On the separate page attached to this memorandum (not on the Will) have each witness and the Notary print his or her name and address.

9. After the instrument is fully executed, would you kindly return it (and the list of names and addresses) to Davidson, Dawson & Clark LLP in order that we may ensure it has been properly signed and bring the file up to date.

10. Most of our clients prefer to leave the original instrument in our vault to avoid delays in locating or obtaining it at a later date. Please let us know if you prefer to make other arrangements; otherwise, we will retain the original and mail you conformed copies for your file and future reference.

PLEASE PRINT THE FOLLOWING INFORMATION:

WITNESSES:

Name [Please Print]:

Address

Name [Please Print]:

Address

Name [Please Print]:

Address

NOTARY PUBLIC:

Name [Please Print]:

Return to:

Davidson, Dawson & Clark LLP
60 East 42nd Street, 38th Floor
New York, NY 10165
U.S.A.

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