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Dear Valued Customer,

Thank you for choosing Laguna Preparers Service. Getting started on your family court case is fast and easy.

The following worksheet has form fields allowing you to type on-screen, save the information you typed, and email the completed worksheet back to us. Just think, no wasted paper, ink or postage, not to mention your valuable time.

In order to take advantage of the worksheet's convenient features, you must download and install the **free Acrobat Reader 8**. Even if you are viewing this in an earlier version of Acrobat Reader, you will only be able to save the information and email the worksheet, if you have Acrobat Reader Version 8. Please take a moment to click on the link below, which will take you to the Adobe Download Page.



Once you have installed Acrobat Reader Version 8, complete the following information worksheet, and Legal Document Assistant (LDA) contract. The LDA contract is for your protection to ensure that you understand: that we are not attorneys; the specific services that will be provided to you, and; the fee for our services. The LDA contract is required by law to be signed by the customer before providing any services.

Once you have completed the worksheet and LDA contract, please save the worksheet, and email it to our email address at the top of this page.

To save, select the File menu, select Save as... and choose where on your computer you would like to save it (i.e. My Documents or Desktop), rename the file as your last name and select OK.

Once received, we will begin preparing your documents. Once your initial documents are prepared and ready to sign, we will call you to schedule an appointment to sign the documents to be filed with the court.

If you prefer, we can email your court documents to you for your signature, and accept on-line credit card payment for our services using Visa or Mastercard. You can print the emailed documents, sign, date and return the originals by regular mail, with a personal check, made payable to the court, for the filing fee.

If you have any questions along the way, please feel free to call us at your convenience. We look forward to serving you.

Sincerely,

F. Michael McMillin, Owner
LDA #1999-004 Exp. 12-16-09
Sacramento County

LEGAL DOCUMENT ASSISTANT CONTRACT FOR SELF-HELP SERVICES

This is a contract between me, F. Michael McMillin, doing business as Laguna Preparers Service, and you, _____, for the self-help services described in Part I below. I am the “legal document assistant” and you are the “client.”

IMPORTANT NOTICES

1. You should read and understand this entire contract before you sign it. You should understand the kinds of services that I can and cannot perform for you (see Part I below).
2. **I am not an attorney. I cannot perform the legal services that an attorney performs. I cannot engage in the practice of law.**
3. **The county clerk has not evaluated or approved my knowledge or experience, nor the quality of my work.**
4. I cannot keep your original documents if you request that I return them to you. I cannot keep your original documents if you and I do not sign this contract or if this contract terminates (ends) for any reason. I cannot keep your original documents after all of the contract services have been provided (see Part I below). It is a violation of California law if I keep your original documents under any of these circumstances.
5. It is a violation of California law if I make any false or misleading statement to you.
6. I cannot obtain special favors from, and I do not have any special influence with, any court or any state or federal agency.
7. As required by law, I have filed a bond or made a cash deposit and have registered as a legal document assistant in each county where I will perform services on your behalf.

I - SELF-HELP SERVICES

Kinds of services that I can perform for you: I can perform the following self-help services for you in connection with a legal matter in which you are representing yourself: I can type or otherwise complete, as you specifically direct, legal documents that you have selected. I can provide you general published factual information that was written or approved by an attorney, to help you represent yourself. I can provide you published legal documents. I can file and serve legal forms and documents as you specifically direct.

I cannot provide for you any other services. The above mentioned services are the only kinds of services that I may perform for you. If you need additional services, then you may require the services of an attorney.

Kinds of services that I cannot perform for you: I cannot provide you any self-help service unless you are representing yourself in a legal matter and the self-help service relates to that legal matter.

I cannot engage in the practice of law. This means that I cannot give you any kind of advice, explanation, opinion or recommendation about possible legal rights, remedies, defenses, strategies or options that you may have. I cannot give you any advice, explanation, opinion or recommendation regarding selection of forms.

I will provide you all the following services (list all services for which the client is being charged):

- A. Form preparation for a Qualified Domestic Relations Order (QDRO); or a Domestic Relations Order (DRO); and,
- B. Filing documents with the court, if applicable; Mailing documents within the United States of America, if applicable; Notary service, in our office only, if applicable;

You are paying me only for those services listed above and no others. It is unlawful for me to make any guarantee or promise to you unless it is written in this contract and unless I have a factual basis for making the guarantee or promise.

II - FEES AND EXPENSES

You agree to pay me the following fees, costs and expenses:

A flat fee in the total amount of \$300.00 for all services, costs and expenses (not including court fees or recording fees), as stated in paragraphs A and B above, to be paid as follows. If you are signing documents in my office, payment is due upon signing or receiving the first document(s); if you are receiving documents via email, payment shall be made using Visa or Mastercard, at the same time worksheets are submitted.

III - CANCELLATION

You may cancel this contract for any reason within 24 hours after we both have signed it.

If you cancel the contract, I must immediately immediately refund any fees which you have paid me. The only fees that I may keep are fees for services which I have actually, necessarily and reasonably performed on your behalf during the 24-hour period. I cannot keep any fees for services performed during the 24 hour period unless you knew that I would perform those services and you agreed in this contract that I would perform them.

To cancel this contract, send me a written notice stating that you are canceling the contract. Mail the notice by first-class mail with the correct postage, and send it to me at my address (see Part V below). Cancellation takes effect on the date of the postmark on the notice. You can also cancel this contract by delivering a written notice of cancellation to my address within the 24-hour period.

You may also cancel this contract at any time if I:

- Fail to give you a copy of this contract before providing any services to you, or
- Fail to specify in the contract the services which I will perform and the costs of those services, or
- Fail to give you a copy of the contract in English and in any other language that you understand and that was principally used in any oral sales presentation or negotiation leading to execution of the contract.

If you cancel this contract for any of these reasons, I must immediately refund in full any fees which you have paid me.

You may also cancel this contract at any time if you have legal cause.

IV - ATTORNEY'S FEES AND COSTS

In the event of suit or damages arising from this contract or to enforce any of its provisions, the court may award the prevailing party his or her reasonable attorney's fees and costs.

V - DESCRIPTION OF THE PARTIES

Full name: F. Michael McMillin
Business name (if different): Laguna Preparers Service
Street address of business: 8861 Williamson Dr., Ste. 20
City, State, ZIP: Elk Grove, CA 95624
Telephone number: (916) 686-0199
Fax number (if any): (916) 686-0299
Email: info@lagunaparalegal.com

Registration number in county where services will be provided: LDA# 1999-04
Date of expiration: 12-16-09 (renewed every two years)
County: Sacramento
I have filed a bond in the following county: Sacramento

Client

Name of client: _____
Name of client: _____
Street address: _____
City, State, ZIP: _____
Telephone number: _____

Title or brief description of the legal matter in which the client is representing himself or herself: Qualified Domestic Relations Order (QDRO).

VI - SIGNATURES

Signature of Legal Document Assistant

Date

Notices to Client

You may obtain information from the local bar association or a legal aid or legal services office regarding free or low-cost representation by a lawyer.

You may contact the local police, sheriff, district attorney or legal aid or legal services office if you believe that you are the victim of fraud, unauthorized practice of law or other injury.

Client:

Date

THIS CONTRACT IS NOT VALID OR BINDING UNTIL THE LEGAL DOCUMENT ASSISTANT HAS GIVEN ALL CLIENT PARTIES A FULLY EXECUTED COPY OF IT, INCLUDING AN ACCURATE TRANSLATION OF IT IN ANY LANGUAGE OTHER THAN ENGLISH THAT THE CLIENT UNDERSTANDS AND THAT WAS PRINCIPALLY USED IN ANY ORAL SALES PRESENTATION OR NEGOTIATION LEADING TO EXECUTION OF THE CONTRACT.

NOTE: Authority cited: Section 6410, Business and Professions Code. Reference: Sections 6401.6, 6402, 6405, 6408, 6409, 6410, 6411, Business and Professions Code.