

Client's Name: _____

CHECKLIST

- Agreement for Limited Legal Services & Questionnaire** (signed by you)
- Original Petition for Divorce** (and any amendments you've filed)
- Proof of Service Upon Your Spouse** (check which one):
 - Waiver of Service
 - Return / Affidavit of Service (signed by sheriff, constable, or private process server)
 - Your spouse filed an answer or letter with the court
- Proposed Final Decree of Divorce**
 - Signed by you and your spouse; OR
 - Your spouse has been served but has not filed an answer or appeared in the case
- \$300** in attorney's fees
 - Cash** (do not mail it, bring exact change with you on your court date)
 - Cashier's check** or **money order** (payable to "The Nichols Law Firm" and bring it with you on your court date)
 - Credit / Debit card** (complete the form below; we will not run your credit card until the day before your court date)

If paying by credit card, please complete the information below (if not, just leave it blank):

Name on Card: _____

Card Number: _____ Exp. Date: _____ Security Code: _____

Billing address: _____

I authorize The Nichols Law Firm, PLLC to process a payment of \$300 on the card above.

Signature of **Cardholder**

INSTRUCTIONS

Once you have everything on this checklist, you may deliver, mail, fax, or email your completed packet to:

By Mail: The Nichols Law Firm, PLLC
309 W. Dewey Pl., Ste. B201-540 (this is a mailing address only; do not appear in person)
San Antonio, Texas 78212

By Fax: (800) 761-5782

By Email: Divorce@TheNicholsLawFirm.com

In Person: Call (210) 354-2300 for our physical location.

LIMITED LEGAL SERVICES AGREEMENT

This Agreement for Limited Legal Services ("Agreement") is between The Nichols Law Firm, PLLC ("Attorney") and the person identified in the questionnaire below ("Client").

Client has filed a *pro se* petition for divorce in Bexar County, Texas. Client does not have an attorney representing them in the divorce case.

The divorce does not include children, and Client's spouse has either signed a waiver or service or been served with the citation, and proof filed with the court. If Client's spouse has not signed a waiver and has been served, the answer date has passed. Client has prepared a proposed Final Decree of Divorce (if it's agreed, Client's spouse has signed it), which Client intends to present to the court and ask that it be signed.

Client understands that because they are acting *pro se* they must wait for an extended period of time to have the court's staff attorney review the paperwork and approve it. To avoid delay and expedite the process, Client wishes to hire Attorney to perform the following services:

- 1) Review the Original Petition for Divorce for *form only* and to make sure it contains the necessary allegations required by law;
- 2) Review the proof of service and make sure it has been filed and contains the necessary information requested by law;
- 3) Review the proposed Final Decree of Divorce for *form only* and make sure it contains the necessary information which reflects the relief Client has sought; and
- 4) Accompany Client to Presiding Court on a date and time agreeable to the parties, and prove-up the divorce before a judgment, and seek entry of the final decree.

Client agrees to pay Attorney a one-time, flat fee of \$300, which must be paid before services are rendered. Client understands they are hiring Attorney ONLY for the services above. Attorney will not review Client's paperwork for substance. It is Client's responsibility to ensure the documents contain terms to which Client agrees. Client warrants any signatures of their spouse are authentic. This Agreement will be voided if any of the following events occur: (a) Client's spouse files any document or appears contesting the divorce or entry of a final decree, (b) any discovery request is served by any party, (c) a jury demand, (d) Client has not obtained service upon their spouse, or (e) any other event occurs making it impossible or imprudent to provide the services above. Should any of these events occur, Client agrees Attorney may immediately withdraw from the case and/or the parties may enter into a new and separate agreement for legal services.

Dated: _____

SIGNATURE OF CLIENT

QUESTIONNAIRE

Client's Name: _____ Birthdate: _____ Place of Birth: _____

Phone Number: _____ Email: _____

Spouse Name: _____ Birthdate: _____ Place of Birth: _____

Date of Marriage: _____ Place of Marriage: _____ Date of Separation: _____

Are you/your spouse requesting a name change? _____ If so, to what: _____

Are you or your spouse currently involved in a bankruptcy proceeding? _____