

Client's Name: \_\_\_\_\_

### **CHECKLIST**

- 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
- Agreement for Limited Legal Services & Questionnaire** (signed by you)
- Sworn Declaration to Prove up Divorce** (filled out and signed by you)
- \$350** 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")
  - **Credit / Debit card** (complete the form below; we will not run your card until the day before your court date)

If paying by credit/debit 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 \$350 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: 309 W. Dewey Pl., Ste. B201-540 (this is a mailing address only; do not appear in person)  
San Antonio, Texas 78218

By Fax: (800) 761-5782

By Email: [Divorce@TheNicholsLawFirm.com](mailto: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, and seek entry of the final decree.

Client agrees to pay Attorney a one-time, flat fee of \$350, 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? \_\_\_\_\_

Cause No.: \_\_\_\_\_

IN RE: THE MARRIAGE OF

§  
§  
§  
§  
§  
§

IN THE DISTRICT COURT

Petitioner: \_\_\_\_\_

and

BEXAR COUNTY, TEXAS

Respondent: \_\_\_\_\_

**SWORN DECLARATION TO PROVE-UP DIVORCE**

- 1. My legal name is: \_\_\_\_\_.  
My date of birth is: \_\_\_\_\_. My address is: \_\_\_\_\_.

I am a party to the above-captioned divorce case.

- 2. At the time this suit was filed, my spouse and/or I had lived in Texas for at least six months, and lived in Bexar County for at least 90 days.
- 3. My spouse's name is: \_\_\_\_\_, and we were married on: \_\_\_\_\_. Our marriage has become insupportable because of conflict or discord of personalities, which destroys the legitimate ends of the marriage. There is no hope of reconciliation.
- 4. No children were born or adopted during the marriage, and none are expected.
- 5. I am not currently subject or a party to any bankruptcy proceeding, and to the best of my knowledge, neither is my spouse.
- 6. My spouse and I have come to an agreement concerning the division of the marital estate, which is reflected in the proposed Final Decree of Divorce, and is just and right.
- 7. If a party requests a name change in this case, I certify the name change is to a name previously used by the party, and the change is not being sought to avoid the collection of any debt or the prosecution for any crime to the best of my knowledge.
- 8. I have presented a Proposed Final Decree of Divorce, which bears mine and my spouse's signature indicating we agree to the entry of the decree as to both form and substance.
- 9. I request the Court approve the agreement of the parties, dissolve our marriage, and enter the final decree as presented.

10. **I swear, under penalty of perjury, the facts stated herein are true and correct.**

\_\_\_\_\_  
Signature of Declarant