

## CLIENT INFORMATION SHEET

Thank you for choosing *Miramon Law, Inc.*

Date: \_\_\_\_\_

1. Time frame: we will make every effort to complete your work as quickly as possible. The estimated time in which you should receive your *drafted* documents from us is \_\_\_\_\_. If we are waiting on you or others for information this time may be longer. We do not begin work until we have a signed fee agreement, and the deposit is made. If you have questions or want to check the status of your case, please call or email and you will be directed to the paralegal handling your matter. We do not discuss the matter with non-clients such as other family members or heirs unless we have been specifically directed to do so and have agreed to do so. (Consultations with others may result in additional fees.)
2. I further understand that neither Miramon Law, Inc. nor any employees of Miramon Law, Inc. have performed a title check on any property owned, inherited, or donated by (or to) me; Miramon Law, Inc. or any employees of Miramon Law, Inc. have not verified the accuracy of any property description(s) that I have provided to Miramon Law, Inc. or any employees of Miramon Law, Inc.; and that Miramon Law, Inc., or any employees of Miramon Law, Inc. have not verified the accuracy of any information that I have provided to Miramon Law, Inc. or any employees of Miramon Law, Inc.
3. If we send document drafts to you and have not heard back from you within 60 days, we will close your file with no refund and will not return any documents you have left with us.
4. Powers of attorney and other documents requiring signatures from others must be signed and returned within 30 days. If we do not receive them back within 30 days, we will send the documents to you without those signatures. We will not contact your power of attorney agent to sign more than once.
5. The fee sheet sets forth the expected fees and costs. If you have made a deposit, you will get an invoice for the balance due. The fee sheet sets forth when you are to pay the balance. As invoices are generated at the end of the month you may get an invoice for the balance due before you are scheduled to come in. If the fee sheet says you pay the balance when you come into sign, then you do not have to pay the balance from the invoice at that time. If you have any questions regarding your bill, please contact the bookkeeper Janice Hamblin at (318) 869-0055 or [jhamblin@miramonlaw.com](mailto:jhamblin@miramonlaw.com). Any matter not listed on the fee sheet is not being handled by us. Multiple changes to your documents may result in additional fees.
6. File Retention Policy. We will keep hard copies of your documents for 30 days. When your matter is completed, we will provide you with certified copies. Although we can provide copies in a digital format, we will be unable to provide certified copies of documents after that 30-day period. We can order additional copies for you and will advise you of the cost.

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Signature

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Signature