

WALLACEDOCUPREP LLC (“wallacedocuprep.com”) is a Florida limited liability company. We are not lawyers and we do not provide legal representation, legal advice or legal advocacy in any way, shape, or form. Since we are not attorneys, no attorney- client relationship is established by using our services. As such, we are forbidden from communicating with the court, opposing counsel, or judicial staff on your behalf on your legal matter. We provide clerical help to persons representing themselves in a legal matter, preparing documents as specified by our customers. We assist self-representing individuals with clerical tasks so that they can handle their legal matters on their own.

Using our website and our services is in no way a substitute for the advice of an attorney. Any legal advice you may need should be obtained through your own research or consultations with licensed Florida attorneys that specialize in the area of law where you are seeking to represent yourself.

Our business can only provide self-help, nonlawyer document preparation services at our customer’s specific direction. We make every effort to streamline and simplify the clerical process so that you can handle your own situation if and when you may need to be self-represented in court if you wish. Using our services is “at your own risk” regarding the outcome of any legal issue as we are not responsible for the outcome of any matter. It is your responsibility to proofread and approve any legal documents before they are filed.

Since we are only acting as your clerical assistants, we are not responsible for any liability, claim, injury, errors or omissions, damage, or loss as a result of using our services or the use of our website or any website that is linked to ours. There is no warranty or guarantee, implied or otherwise for the success of any legal matter where we have been hired to prepare forms. It is your responsibility to select the proper forms and to instruct us how you would like them prepared. Legal matters and/or the preparation of forms and documents often require the services of an attorney, not a document preparation service.

You should be aware that you should not undertake purchasing forms to be prepared without a full understanding of your legal rights obtained through consultation with an attorney licensed to practice law in Florida. A matter that may have seemed simple when you commenced it as a self-represented litigant might later become

contested and complicated at some point in the legal process. You should understand that you are taking a risk by self-representing and can change your mind at any time and hire an attorney to represent you. Starting out as a self-represented litigant does not obligate you to continue in that manner. You have a right to change from self-representation to being represented by an attorney at any point in your case. Should you find yourself in this position, you should contact the Florida Bar's Attorney Referral Service to find an attorney near you that practices the specialty your litigation involves.

Using our website and purchasing the services our company offers means that you are acting as a pro-se litigant representing yourself. Our business provides online virtual clerical services such as typing and procedural assistance. Initial payments or deposits on projects are non-refundable. Each project is a custom, and work begins as soon as your file is opened. Court rulings contrary to your wishes, or delays caused by the judicial system or with assistance in e-filing are not grounds for a refund.

We are happy to assist in e-filing your documents with the court; however, please note these accounts are created in your name and all communications are directly between you and the court. Should there be any issues or questions directed to you regarding the e-filing, this is your responsibility to reach out to us to let us know so we can try to help. If there is any question as to what the clerk may need further from you or you do not understand what the issue is with the e-filing, it is your responsibility to contact the clerk directly for clarification as they will not speak with us.

Although we do offer an initial phone call to discuss your needs and our services at no charge, our services are provided virtually via email thereafter as much as possible. As such, it is your responsibility to monitor your emails both from us and the court. This is so that we can continue to provide services to all our customers throughout the State of Florida at a low-cost flat fee and timely manner. This will also allow our customers to work on their individual matter from the safety of their own home or office in their own time.

We can tell you where and when something must be filed, but we cannot advise in any way about the merits of filing any particular form or any substantive details about how it should be filled out and filed. In most instances, you will be asked to

complete a questionnaire. It will be imperative for you to complete and answer all the questions in its entirety. Once we receive the questionnaire from you, the process will be started shortly thereafter. Should you request any significant changes to be made after this point, we reserve the right to charge a change fee of not less than \$50. This also applies to any jobs and/or documents that have been abandoned to the point of becoming “stale” or lying dormant, etc.

You are utilizing our services for convenience and there is absolutely no information that can be obtained from us that you could not obtain from the clerk of the court where you intend to file the documents. The type of information, the same as the information that is routinely supplied by the clerks of the courts such as fees, time limits and methods available for filing forms. When such basic procedural information is provided for convenience, it is expected that the self-represented customers will double-check it with the court before filing the documents.

All documents are prepared with the information provided to us by our customers and in the manner that our customers instruct us to fill them out. We do not assume any liability for damages that may arise due to the use of our documents, the use of our services or for damages that may arise from the use of our services including, but not limited to, lost earnings, lost business opportunities, loss of income from a business, personal injury, property damage, debts owed, interest owed or any other physical or pecuniary damages.

You are responsible for monitoring your emails daily both from us and also the court and checking your documents carefully. Our turn-around-time on preparing documents/forms are very fast. We generally can have all documents prepared within a matter of 5-7 business days; however, usually much quicker. We assume no liability for any content, errors, or omissions. Our services are offered without any express or implied warranty. We will correct any clerical errors that are pointed out to us by a customer, but we are not responsible for any errors that remain in a document after it is inspected and approved by a customer.

Nothing about the name of our business or any of the titles that are used on our website or any other type of writing describing the work we do at our business should be construed as offering legal advice. We use the titles “Legal Document Preparer”, “Legal Doc Prep”, and “Legal Document Assistant”, “Document Specialist”, “Legal

Document Specialist,” to refer to our clerical services which does not include offering legal advice. None of our owners, officers or employees is an attorney licensed to practice law in the State of Florida.

We do not offer paralegal services to self-represented or pro se individuals as defined by Florida law. In Florida, a paralegals work under the supervision of an attorney, and we have no attorneys in this office, and you are not an attorney. We do not hold ourselves out as paralegals, law clerks or legal assistants or give the impression that we are qualified to practice law or give legal advice.

The mission of our business is to provide clerical document preparation services utilizing information from self-represented pro-se customers. To this end, we assist our customers by preparing various documents and forms by writing or typing the information into the blank spaces on said documents or forms. We may provide publicly available factual information about how and where to file forms, but we do so only in situations where there is no decision to be made. For example, we may point out to a customer the address where a form must be filed, as this is objective information that is easily obtained by nonlawyers.

We do not and will not review documents and forms for the purpose of giving any opinion whatsoever as to the legal appropriateness, sufficiency, or likelihood of success that may be had by the filing of the form. We give no opinions as to whether or not there are errors or omissions in the forms. We are not attorneys and do not give legal advice. Our staff will give no opinion about how long a matter might take to resolve or any specific outcomes for any matter whatsoever. If you are not comfortable making all of your own legal decisions without the advice of an attorney, you should not be using our services, but should hire an attorney instead.

Use of our website and/or our services is construed to mean that you are not looking for legal advice from our business. There will never be any legal advice provided by any member of our staff under any circumstances whatsoever because nobody on our staff is qualified to give legal advice. If you are looking for the advice of a licensed Florida attorney, you should immediately exit this site and find an attorney. You can find a lawyer through the referral service of the Florida Bar.

If you decide to use the document preparation services that are offered by our business, you will be asked to electronically sign a “Notice of Limitation of Services Provided and Disclosure From NonLawyer” form. The signing of this form will be formal knowledge of the services we provide, that we are not lawyers and do not provide legal advice, that you are acting as your own counsel as a pro-se, self-representing litigant.

We encourage you to be completely informed about the risks you take by representing yourself in Florida courts. The Florida Bar has published a consumer information pamphlet titled: Hiring the Right Person to Help Me With My Legal Problems. This pamphlet discusses problems you can encounter by using a nonlawyer instead of a licensed attorney, and it explains why Document Preparers working with the general public not permitted to use the title of “Paralegal”, unless they are supervised by a licensed Florida attorney who is responsible for their work.

I have read this Notice of Limitation of Services Provided and Disclosure from Nonlawyer form and acknowledge my full understanding of the facts stated herein.

Signature

Print Your Name Here

Date