

**LEGAL DOCUMENT ASSISTANT NOTICE TO CONSUMER**  
(This form complies with the provisions set forth in 16 CCR § 3950 and Cal. Bus. & Prof. Code § 6410.5)

**DO NOT SIGN ANYTHING BEFORE YOU READ THIS PAGE**

**In the first conversation when you contacted the legal document assistant, did s/he explain:**

**JUDY CASTILLO MARSHALL is NOT an attorney.**

**IN A PINCH DOCUMENT PREPARATION SERVICES is NOT a Law Firm.**

**JUDY CASTILLO MARSHALL or IN A PINCH DOCUMENT PREPARATION SERVICES cannot represent you in court.**

**JUDY CASTILLO MARSHALL or IN A PINCH DOCUMENT PREPARATION SERVICES cannot advise you about your legal rights or the law.**

**JUDY CASTILLO MARSHALL or IN A PINCH DOCUMENT PREPARATION SERVICES cannot select legal forms for you.**

**Choose one:**

Yes, s/he explained.

No, s/he did not explain.

Signature:

\_\_\_\_\_  
(Client)

(Date)

JC CORPORATE ENTERPRISES, DBA  
***IN A PINCH DOCUMENT PREPARATION SERVICES***

P.O. Box 4132  
Oceanside, CA 92052  
760.967.1867  
877.474.6028 E-Fax

**LEGAL DOCUMENT ASSISTANT CONTRACT FOR SELF-HELP SERVICES**

This is a contract between me, **Judy Castillo Marshall/In A Pinch Document Preparation Services**, 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, or 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 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.

INITIAL

**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 legal information that has been 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.

These are the only kinds of services that I can perform for you. I cannot provide you any service if you need additional services. If you need additional services, then you 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.
- B.
- C.
- D.

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 contact and unless I have a factual basis for making the guarantee or promise.

INITIAL

## II. FEES AND EXPENSES

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

- A. A flat fee in the total amount of \$  for all services, costs and expenses, to be paid as follows (*itemize services, costs and expenses and state terms of payment*):

See Services and Costs as set forth on Page 3, lines A through D

Documents include free Notary (In office only) up to two signatures.  
Recording *Service* DOES NOT include filing or *recording fees* to the County Recorder.

**OR**

- B. A rate of \$ \_\_\_\_\_ per hour, not to exceed a total of \$ \_\_\_\_\_ for all services, costs and expenses. I will provide you a statement itemizing all services rendered, expenses incurred, and the balance owed, each time a payment is due.

## 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 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 on your behalf 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.**

**\*\*If payment was made by Charge/Debit Card, there will be a 10% processing fee to cover merchant expenses.**

To cancel this contract, send me a written notice stating you are canceling the contract. Mail the notice by first-class mail with the correct postage, and send it to me at my *Mailing* 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.

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You may also cancel this contact 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 for 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. The venue for any disputes about this contract is the county where you live in California.

#### V. DESCRIPTION OF THE PARTIES

Legal Document Assistant

Full Name: Judy Castillo Marshall

Business Name: JC Corporate Enterprises dba In A Pinch Document Preparation Services

Street address of business: 2424 Vista Way #115

City, State, Zip: Oceanside, CA 92054

Mailing address: P.O. Box 4132, Oceanside, CA 92056

Telephone number: 760.967.1867

Fax number: 877.474.6028

Registration number in County where services will be provided: NC#48

Date of expiration: October 25, 2024

County: San Diego

I have filed a bond or made a cash deposit in the following counties: San Diego

#### Client

Name of client:

Name of client:

Street address:

City, State, Zip:

Telephone number:

E-Mail Address:

Title or brief description of the legal matter in which the client is representing himself or herself:

INITIAL

**VI. SIGNATURES**

Executed at,           Oceanside          , California.

\_\_\_\_\_  
(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.)

**INDEMNIFICATON AGREEMENT**

By signature hereon, the undersigned Client hereby acknowledges and understands that all work to be completed by Judy Castillo Marshall/In A Pinch Document Preparation Services, under the Legal Document Assistant Contract for self-help services will be done at my/our sole direction and is using information provided by me/us and that Judy Castillo Marshall/In A Pinch Document Preparation Services has no obligation to independently verify the information supplied. I/We further agree to defend and hold harmless Judy Castillo Marshall/In A Pinch Document Preparation Services, its employee(s) and or representatives from any and all liability which I/we may incur/sustain from rendering services on my/our behalf.

\_\_\_\_\_  
(Client)

(Date)