

Miramom Law, Inc.

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Date \_\_\_\_\_

REQUEST FOR COPIES

Name of client: \_\_\_\_\_

Address of client: \_\_\_\_\_

Phone number of client: \_\_\_\_\_

\*\*PLEASE NOTE: IF YOU ARE NOT THE APPOINTED AGENT THROUGH POWER OF ATTORNEY OR THE APPOINTED EXECUTOR THROUGH LAST WILL AND TESTAMENT OF CLIENT, WE ARE NOT AUTHORIZED TO RELEASE INFORMATION OR COPIES OF ANY DOCUMENTS TO YOU. \*\*

Name of person requesting copies and relationship to client: \_\_\_\_\_

Address of person requesting copies: \_\_\_\_\_

Phone number of person requesting copies: \_\_\_\_\_

Do you wish for copies to be mailed or faxed? \_\_\_\_\_ mail \_\_\_\_\_ faxed

If you desire copies to be faxed, please provide fax number: \_\_\_\_\_

If you desire copies to be mailed, please state to what address, if different than above: \_\_\_\_\_

What document(s) are you requesting:

- Copy of Last Will and Testament \_\_\_\_\_
Copy of Power of Attorney \_\_\_\_\_
Does it need to be certified? \_\_\_\_ yes \_\_\_\_ no
Copy of Living Will \_\_\_\_\_
Copy of Trust \_\_\_\_\_
Copy of Deed \_\_\_\_\_
Copy of LLC paperwork \_\_\_\_\_
Copy of succession paperwork \_\_\_\_\_
Copy of Letters Testamentary \_\_\_\_\_
Does it need to be certified? \_\_\_\_ yes \_\_\_\_ no
Copy of Judgment of Possession \_\_\_\_\_
Does it need to be certified? \_\_\_\_ yes \_\_\_\_ no
Copy of Letters of Administration \_\_\_\_\_
Does it need to be certified: \_\_\_\_ yes \_\_\_\_ no
Copy of Tutorship paperwork \_\_\_\_\_
Does it need to be certified: \_\_\_\_ yes \_\_\_\_ no

Table with 2 columns: Description and Amount. Includes 'FOR OFFICE USE ONLY:', 'Service fee to search for file and/or documents \$ 20.00', 'Obtain documents \$ 5.00', 'Copies of documents over 10 pages ( pgs. @ \$1.50 \$ \_\_\_\_\_', 'Certified copies ( pgs. @ \$10.00 ea.) \$ \_\_\_\_\_', 'TOTAL FEES DUE \$ \_\_\_\_\_', and '(ALL FEES ARE NON-REFUNDABLE)'

PLEASE BE ADVISED THAT A MINIMUM SERVICE FEE OF \$20.00 MUST BE PAID IN ADVANCE PRIOR TO OUR OFFICE SEARCHING FOR FILE AND/OR DOCUMENTS. IN ADDITION TO THE \$20.00 SERVICE FEE, A FEE OF \$5.00 WILL BE CHARGED FOR OBTAINING DOCUMENTS FOR CLIENT. THERE WILL BE A CHARGE OF \$1.50 PER PAGE FOR COPIES OF DOCUMENTS OVER 10 PAGES. IN ADDITION, IF YOU REQUIRE CERTIFIED COPIES, YOU WILL BE CHARGED A FEE OF \$5.00 PER PAGE, AS THIS IS THE FEE THAT WE MUST PAY TO THE CLERK OF COURT.

Thank you.
Patricia N. Miramon