

**Contract for Employment**

Now on the date so written below, the following entities acknowledge understanding and consent to the terms hereof and agree to be bound thereby. This contract is between Martin Paralegal Service, Party of the First Part, and \_\_\_\_\_, Party of the Second Part, hereinafter referred to as "Client."

Client acknowledges that he/she/it is retaining the services of Martin Paralegal Service to prepare all paperwork necessary to obtain the following agreed objective: DIVORCE WITHOUT CHILDREN. Client acknowledges that this packet will include all paperwork necessary to complete the above listed goal within the parameters of the information given by client to Martin Paralegal Service. Client acknowledges that Martin Paralegal Service will not, and cannot, give legal advice or legal information, but is simply completing paperwork, based on information obtained from Client, which will enable client to do all necessary filing to accomplish the objective specified above.

Client acknowledges that he/she/it understands that Martin Paralegal Service is not an attorney and does not have an attorney on staff. Therefore, if legal advice or legal information is needed by the Client, Martin Paralegal Service will provide referrals to licensed attorneys, with no warranty regarding any services provided by any attorney retained by client on referral of Martin Paralegal Service.

Client hereby acknowledges that the fee for the above listed services is \$200.00, and that no paperwork, of any kind or amount, will be completed or delivered to Client until said fee is paid in full. The fee shall be paid as follows: \$200.00 paid up front.

In consideration for said fee, Martin Paralegal Service agrees to provide its best efforts at preparing all necessary paperwork which can be used to accomplish the above listed objective of Client. Additionally, in consideration for said fee, Martin Paralegal Service agrees to exercise its best effort at completing said paperwork in a timely fashion, giving consideration to weekends and holidays. Martin Paralegal Service does not warrant the information given by Client, but is simply using the information given to complete the paperwork necessary. If Client gives incomplete or incorrect information which leads to a conclusion not wanted by Client, Martin Paralegal Service is not responsible therefore. Martin Paralegal Service agrees and acknowledges to make any changes due to errors made by Martin Paralegal Service, at no cost to Client.

Client acknowledges that Martin Paralegal Service will complete the paperwork necessary for Client to obtain the above listed objective, in accordance with the information given by Client. If Client wishes to make changes, said changes must be given to Martin Paralegal Service within 24 hours, or prior to the completion of the paperwork. If said changes are not given by Client with the specified and required time, an additional fee may be charged to Client to effect said changes. Fees shall vary on a case-by-case basis at the discretion of Martin Paralegal Service. Said payment shall be made prior to completion of said services.

Client acknowledges that the fees listed above are specifically for the objective listed above and if any additional work is requested by Client, Client must enter into a new contract and pay the required fee to Martin Paralegal Service to obtain said services.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Accepted By Client:

Accepted by Martin Paralegal Service

\_\_\_\_\_

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# MARTIN PARALEGAL SERVICE

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## DOMESTIC RELATIONS QUESTIONNAIRE SHEET

Dated: \_\_\_\_\_ You are the:  Husband  Wife

### GENERAL INFORMATION

Husband: \_\_\_\_\_ Wife: \_\_\_\_\_

Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_

E-mail Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

\_\_\_\_\_

### INFORMATION NEEDED TO PREPARE ALL PAPERWORK

(Please fill out questionnaire in its entirety. If a question does not apply to you, please indicate this by writing "N/A" or putting an "X" through that section.)

County you have resided in for last 30 days? \_\_\_\_\_

Lived in the state of Oklahoma for at least the last 6 months?  Yes  No

*If No, you will have to file in your previous state or wait until you have been in Oklahoma for at least 6 months.*

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

Place (county & state): \_\_\_\_\_

**SEPARATE PROPERTY**

1. List all property which was acquired by either you or your spouse (1) prior to marriage, (2) by inheritance, or (3) since the date of separation:

ASSET	DATE ACQUIRED	SOURCE OF ACQUISITION	CURRENT POSSESSION	CURRENT VALUE
1.				
2.				
3.				

**MARITAL ASSETS**

On attached **Schedule 1**: “**Assets Acquired During Marriage**” complete all information for all property which was acquired by either you or your spouse from the date of marriage until the date of separation, not listed below, that you want set out on the final decree.

**Automobiles:**

AUTOMOBILE YEAR/MAKE	VIN No.	AMOUNT OWED/ LIENHOLDER	WHO WILL RETAIN VEHICLE	WHO WILL RETAIN DEBT
1.				
2.				
3.				
4.				

**Securities - stocks, bonds:**

NAME OF COMPANY	POLICY No.	FACE AMOUNT	WHO WILL RETAIN POLICY
1.			
2.			
3.			

**Cash and Deposit Accounts** (banks, savings & loans, credit unions - savings and checking)

BANK/CREDIT UNION	ACCOUNT NO.	TYPE OF ACCOUNT	WHO WILL RETAIN ACCOUNT
1.			
2.			
3.			
4.			

**Life Insurance:**

NAME OF COMPANY	POLICY NO.	OWNER	FACE AMOUNT	WHO WILL RETAIN POLICY
1.				
2.				
3.				
4.				

**Profit Sharing, 401K, or Retirement:**

NAME OF ACCOUNT	OWNER	WHO WILL RETAIN ACCOUNT
1.		
2.		
3.		
4.		

**Real Estate.** Where more than one parcel of real estate owned, attach sheet with identical information for all additional property

1.	Legal Description	Attach copy of deed or call County Assessor for legal description
2.	Street Address	
3.	Mortgage Holder	
4.	Other Lien Holders	
5.	Who will retain the property	

**Business Interest:**

NAME OF BUSINESS	TYPE OF BUSINESS	WHO WILL RETAIN THE BUSINESS
1.		
2.		

**MARITAL DEBTS**

On attached **Schedule 2: “Outstanding Debts Incurred During Marriage”** complete all information for all outstanding debts which were acquired by either you or your spouse from the date of marriage until the date of separation.

**WIFE’S FORMER NAME**

**Wife Only:** At the time of the final Decree, do you wish for the wife to be restored to a former name?  Yes  No

Full former name: \_\_\_\_\_

**COMMENTS OR ADDITIONAL INFORMATION**

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I have read the above and foregoing document and have provided the information as requested. The information is true and correct to the best of my knowledge and belief.

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

\_\_\_\_\_  
Client Signature

**SCHEDULE "1"**

**ASSETS ACQUIRED DURING MARRIAGE**

List all Household Furnishings, Furniture, Appliances, Equipment, Jewelry, Furs, etc. acquired during the marriage which does not have a debt attached to them but you would like set out in the decree.

ASSET	WHO WILL RETAIN ASSET
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

