***Affordable Documents, Inc.***

Post Office Box 96 ~ Mascotte, Florida 34753

Phone: 352-429-7875 ~ Email: AFFPARALEGAL@aol.com

Website: [www.affordabledocumentsinc.com](http://www.affordabledocumentsinc.com)

Thank you for your call regarding your civil matter. Enclosed you will find the questionnaire regarding same. Once completed, please return with payment in the envelope provided. Once received, I will begin processing your paperwork immediately. If you have any questions, please call. Thanks again for your interest in Affordable Documents, Inc.

Sincerely,

Vicki Smith

Preparer / Owner

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**STATEMENT**

 Preparation of Small Claims paperwork………………………$350.00\*

\*This does not include filing fees, etc.

Thank you for your patronage.

SMALL CLAIMS INFORMATION SHEET

Plaintiff Name (you):

Plaintiff Address:

Plaintiff Phone Number:

Defendant Name:

Defendant Address:

Address where defendant will be served:

Best times to serve defendant:

Type of Contract:

Details of Contract:

Details of why you are filing a claim:

The above named Plaintiff(s) sues the above named Defendant(s) for:

(check one)

\_\_\_\_1. Money payable by the Defendant(s) to the Plaintiff(s) for goods bargained and sold by the Plaintiff(s) to the Defendant(s).

\_\_\_\_2. Work done and material furnished by the Plaintiff(s) for the Defendant(s)

\_\_\_\_3. Money lent by the Plaintiff(s) to the Defendant(s).

\_\_\_\_4. Money paid by the Plaintiff(s) for the Defendant(s) at his request.

\_\_\_\_5. Money received by the Defendant(s) for use of the Plaintiff(s).

\_\_\_\_6. Money found to be due from the Defendant(s) to the Plaintiff(s) on accounts stated between them.

Amount owed to you:

**DISCLOSURE FROM NONLAWYER**

 *VICKI SMITH*, told me that she is a nonlawyer and may not give legal advice, cannot tell me what my rights or remedies are, cannot tell me how to testify in court, and cannot represent me in court.

Rule 10-2.1(b) of the Rules Regulating The Florida Bar defines a paralegal as a person who works under the supervision of a member of The Florida Bar and who performs specifically delegated substantive legal work for which a member of The Florida Bar is responsible. Only persons who meet the definition may call themselves paralegals. *VICKI SMITH*  informed me that she is not a paralegal and cannot call herself a paralegal.

 *VICKI SMITH*, told me that she may only type the factual information provided by me in writing into the blanks on the form. *VICKI SMITH*, may not help me fill in the form and may not complete the form for me. If using a form approved by the Supreme Court of Florida, *VICKI SMITH*,may ask me factual questions to fill in the blanks on the form and may also tell me how to file the form.

[**√** **one** only]

**\_\_\_** I can read English.

\_\_\_ I cannot read English, but this disclosure was read to me [fill in **both** blanks] by

 *{name}*  in *{language}*  , which I understand.

Dated:

 Signature