

Law Office of James K. Moore

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SELF-REPRESENTED LITIGANT AGREEMENT

If you do not have an attorney representing you, we require you to sign that you agree to the following:

Law Office of James K. Moore is not being retained to represent you in Court, will not be your attorney of record, and is not providing you legal advice for your case. While James K. Moore is an attorney, unless you have a separate agreement retaining him as your attorney, he is not your attorney other than for QDRO preparation.

You are responsible to work with the opposing party (or their attorney) to gather the required documents and information. Law Office of James K. Moore must be provided with the necessary documents and information; otherwise, we will not be able to complete your request.

Do not send us original documents. We prefer that you e-mail us documents.

Law Office of James K. Moore is not responsible for filing any documents with the court. Our fees do not include any Court filing fees. Our fees do not include your attorneys' fees or costs.

Law Office of James K. Moore will not send any documents to the plan administrator on your behalf. We suggest you seek pre-approval (before you pay the Court filing fee) from the plan administrator for the QDRO to make sure that it meets their specifications.

Before we can do any QDROs for you, we require you provide us the Request for QDRO form, a copy of your Judgment or Settlement Agreement, and a signed copy of this form (for all parties who are self-represented). Once we have the request form, we will do a conflict check and provide an estimate.

If we provide you an estimate, we will not begin our work until you have made payment in full. You can pay through the link on the website www.sierraqdros.com, or by mailing us a check.

If Law Office of James K. Moore is retained for both sides, you must not contact us without including the other side. Family Code § 216 does not allow ex parte communications.

Law Office of James K. Moore does not disburse funds from retirement accounts or pensions. The plan administrator will transfer funds once they have been provided a certified copy of the QDRO (you must pay the Court for a certified copy of the entered order). Law Office of James K. Moore cannot tell you when or how soon funds will be disbursed as that is an issue you must confront with the plan administrator.

Your signature below indicates that you are self-represented. You must notify Law Office of James K. Moore if you retain counsel before we have completed your QDRO.

Date: _____ Print name: _____ Sign: _____

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