



OREGON

paralegal & process, LLC

Client Intake Form

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

How did you hear about us? _____

Type of Services Requested (check as many as needed):

Process Service Legal Research Document Preparation Assistance

Investigative Notary Services Wedding Business Services

Disclaimer

Our firm is not a law firm nor do we have any attorneys employed with our firm. We do **NOT** provide legal advice. We do offer legal research, investigative services, and document review and assistance with preparing one's own legal documents, as well as legal process service, notary services and marriage ceremonies. Oregon Paralegal & Process, LLC employs paralegals who have met the minimum educational and experience qualifications in order to offer the aforementioned services. Oregon Paralegal & Process, LLC also employs process servers who are not paralegals.

You should **ALWAYS** consult with an attorney before entering into any legal and binding agreement and before signing any document which carries with it legal consequences. One resource which provides you with the names of attorneys who may be able to assist you is the Oregon State Bar. **The State Bar may be contacted on line via its website at <https://www.osbar.org/public/ris/> or via telephone at 800-452-7636.**

By signing below where indicated, you are acknowledging that Oregon Paralegal & Process, LLC is **NOT** providing nor offering to provide any legal advice and is **NOT** representing you in any capacity before any legal tribunal or court. You are further acknowledging that you have been advised to consult with an attorney before entering into any legal and binding agreement and before signing any legal documents. You agree to compensate Oregon Paralegal & Process, LLC for its assistance with any of the services listed above.

By signing where indicated you are agreeing to the hourly paralegal rate of **\$100.00** per hour or, the applicable flat rate fee for the service(s) listed above, and agree to pay at the time of service.

Signature

Date