

Patricia N. Miramon

Attorney at Law

3324 Line Avenue

Shreveport, Louisiana 71104

Telephone (318) 869-0055 • Toll Free (888) 869-0055

Facsimile (318) 865-4041

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

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. @ \$5.00 ea.)-\$ _____

TOTAL FEES DUE ----- \$ _____

(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