

# RAMOS LAW FIRM

This is the uncontested divorce contract for all parties with an agreed divorce. Unauthorized use of this contract is prohibited.

\*Now Serving: Austin, Dallas, Houston and San Antonio.

*Texas Divorce -  
Uncontested Divorce  
Packet (Agreed)*

# “Ramos Law Firm”

Telephone: 713-225-6200  
Facsimile: 713-225-6201  
[info@ramosfamilylaw.com](mailto:info@ramosfamilylaw.com)

## Flat Fee Divorce and Family Law

Thank you for your inquiring about a Flat Fee Divorce and other Family Law matters. Listed below is a brief summary of the services we provide:

Adoption	Contempt	Injunctions	Protective Orders
Alimony	Divorce (Uncontested)	Mediation	Pre-Marital Agreements
Annulment	Divorce (Contested)	Modification	Property & Debt Division
OAG Cases	Divorce (Publication)	Name Change	Restraining Orders
Bill of Review	Enforcement	Paternity	Suit Affecting Parent-Child Relationship (SAPCR)
Child Custody	Grandparent Access	Post Marital Agreements	
Child Support	Guardianship	Property Damage	

Divorce is the bulk of our business. In Texas, there is Uncontested Divorce, Contested Divorce, and Divorce by Publication. We handle all three types of divorce and for your convenience, all of them can be accomplished by e-mail, fax, regular mail, or by a conventional office visit.

The requirements to file for divorce in Texas are that one party must reside in Texas for 6 months and must reside in the filing county for at least 90 days prior to the date of filing. The uncontested divorce process tends to be the quickest, least expensive, and least complicated way to divorce in Texas. To qualify, both spouses **must meet all five** of the following requirements:

1. Agree to be divorced
2. Reach an agreement on **all** issues
3. Utilize only one attorney (Representing one party)
4. Voluntarily sign all papers without service on any party
5. Combined Estate Value less than \$500,000

To get started, please mail, fax, or e-mail the completed client questionnaire and divorce fee contract to me along with your cashier's check, certified check, money order, personal check, or credit card authorization in the amount of your total fees. We will contact you to confirm receipt. Within 7- 10 business days from the date your paperwork is received, we will prepare your petition for divorce and waiver of service. After receipt of your waiver of service, a draft of your divorce decree will be prepared for your review and we will contact you to schedule a date to finalize your divorce case with the Court.

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After your divorce is final, certified copies of your Divorce Decree can be obtained from the district clerk's office in the county where your divorce occurred. In Harris County, you may obtain the certified copies at 201 Caroline, 2nd floor, certified copy window, for \$1.00 per page. If you want us to order the certified copies for you, there is an additional charge of \$100.00.

As we have discussed, I cannot guarantee any expected outcome or conclusion of the legal matter due to numerous and complicated factors which are beyond my control. I will, however, within the bounds of legal ethics, provide reasonable and competent services to represent and protect your legal interests.

You agree to keep my office advised of your home, business, email and cell phone numbers and a current address so that I can locate you during the day or evening hours. If the matter becomes contested, our contract will terminate and you may be asked to sign an order for withdrawal.

It is our office policy to require payment of flat fees or progressive flat fees. This flat fee is considered non-refundable once paid and is considered fully earned upon receipt of payment from client. We do not prepare itemized bills for these services, because we do not charge by the hour for uncontested matters. Please be advised that any work which is not included in the flat fee is due at the time the service is rendered.

Depending on the out-of-pocket expenses anticipated in handling the matter, you agree to pay those reasonable expenses. If payments are not made promptly to me as requested, I reserve the right to immediately withdraw from representing you in any and all matters that the law office is handling. You agree to the withdrawal. All monies owed hereunder are to be paid at my office at 1214 Miramar, Houston, Texas 77006, unless otherwise instructed by my office.

Client agrees that Mary E. Ramos and/or any of her associate attorneys may represent client in court on client's court dates. You authorize me with your Power of Attorney to sign Court or other legal documents which may be required in the course of the case. Also, you also will designate my law office as your Attorney-at-Law and In-Fact to act in your name, sign legal pleadings on your behalf and to perform the acts necessary and appropriate to effect the above described legal representation.

## UNCONTESTED DIVORCE PROCESS (\*Schedule May Vary\*):



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## TAX DISCLOSURE AND ACKNOWLEDGMENT:

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THE CLIENT IS ADVISED TO OBTAIN INDEPENDENT AND COMPETENT TAX ADVICE REGARDING LEGAL AND BUSINESS MATTERS SINCE LEGAL AND BUSINESS TRANSACTIONS CAN GIVE RISE TO TAX CONSEQUENCES. THE UNDERSIGNED LAW OFFICE AND ATTORNEY HAVE NOT AGREED TO RENDER ANY TAX ADVICE AND ARE NOT RESPONSIBLE FOR ANY ADVICE REGARDING TAX MATTERS OR PREPARATION OF TAX RETURNS, OR OTHER FILINGS, INCLUDING, BUT NOT LIMITED TO, STATE AND FEDERAL INCOME AND INHERITANCE TAX RETURNS.

FURTHERMORE, THE CLIENT SHOULD OBTAIN PROFESSIONAL HELP REGARDING THE VALUATION AND LOCATION OF ALL ASSETS WHICH MAY BE THE SUBJECT OF A LEGAL MATTER INCLUDING BUT NOT LIMITED TO: PROPERTY OF ANY ESTATE, PENSIONS, EMPLOYMENT BENEFIT AND PROFIT SHARING RIGHTS THAT MAY BE CONTROLLED BY ANY OTHER PARTY TO THE LEGAL MATTER.

Please sign in the space provided below so that I may begin working on your behalf. I appreciate your trust in my law firm and look forward to working with you. If you have any questions concerning my fees on this legal matter, please call me at (713) 225-6200.

Very truly yours,

*Mary E. Ramos*

Agreed to and signed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BY: \_\_\_\_\_  
Client

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## THE FLAT FEE DIVORCE, SAPCR, AND MODIFICATION CLIENT QUESTIONNAIRE

About you:

Full name: \_\_\_\_\_ Sex: *Male or Female* Date of birth: \_\_\_\_\_  
Age: \_\_\_\_ City, State, and Country where born: \_\_\_\_\_  
Race: \_\_\_\_\_ Social Security number: \_\_\_\_\_ Driver's license number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_ ip: \_\_\_\_ *Z* \_\_\_\_\_  
Home phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Employer (Name & Address): \_\_\_\_\_

About your spouse or ex-spouse:

Full name: \_\_\_\_\_ Sex: *Male or Female* Date of birth: \_\_\_\_\_  
Age: \_\_\_\_ City, State, and Country where born: \_\_\_\_\_  
Race: \_\_\_\_\_ Social Security number: \_\_\_\_\_ Driver's license number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_ ip: \_\_\_\_ *Z* \_\_\_\_\_  
Home phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Employer (Name & Address): \_\_\_\_\_

About your children:

Full name: \_\_\_\_\_ Sex: *Male or Female* Date of birth: \_\_\_\_\_  
Age: \_\_\_\_ City, State, and Country where born: \_\_\_\_\_  
Race: \_\_\_\_\_ Social Security number: \_\_\_\_\_ Does child live mother or father? \_\_\_\_\_

Full name: \_\_\_\_\_ Sex: *Male or Female* Date of birth: \_\_\_\_\_  
Age: \_\_\_\_ City, State, and Country where born: \_\_\_\_\_  
Race: \_\_\_\_\_ Social Security number: \_\_\_\_\_ Does child live mother or father? \_\_\_\_\_

Full name: \_\_\_\_\_ Sex: *Male or Female* Date of birth: \_\_\_\_\_  
Age: \_\_\_\_ City, State, and Country where born: \_\_\_\_\_  
Race: \_\_\_\_\_ Social Security number: \_\_\_\_\_ Does child live mother or father? \_\_\_\_\_

Full name: \_\_\_\_\_ Sex: *Male or Female* Date of birth: \_\_\_\_\_  
Age: \_\_\_\_ City, State, and Country where born: \_\_\_\_\_  
Race: \_\_\_\_\_ Social Security number: \_\_\_\_\_ Does child live mother or father? \_\_\_\_\_

Were any children fathered by a man other than your husband? *Yes or No* If so, which ones? \_\_\_\_\_

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About your marriage and separation:

Date of marriage: \_\_\_\_\_ Place of marriage: \_\_\_\_\_ Date of separation: \_\_\_\_\_  
Wife's maiden name: \_\_\_\_\_ Is wife expecting? \_\_\_\_\_

COUNTY YOU HAVE RESIDED IN FOR PAST SIX MONTHS: \_\_\_\_\_

## DIVORCE CHECKLIST

Please consider the following when arriving at your agreements regarding minor children and the division of your marital estate. The list, of course, is not an "exhaustive and complete list" given the obvious fact that each marriage can and normally does present your attorney with factors and variables that are unique to your own particular circumstances. You should take great care to include items in the decree that are not on my checklist. As far as uncontested divorces are concerned, the Family Code requires that both spouses will be considered "Joint Managing Conservators." However, one of you will be given the right to determine the residence of the child or children. Parent education is required in all cases involving children (Refer to list on page 9).

### CHILD CONSERVATORSHIP AND SUPPORT

#### **I. Conservatorship**

1. Who will have Primary Joint-Managing Conservatorship (Spouse that determines the child's residence.)? mom or dad  
\_\_\_\_\_
2. Other spouse will have a Standard or Expanded Visitation Order per Texas Family Code. Circle: Standard or Expanded
3. Do the parties want to include a geographic restriction on the primary parent's residence? Typical is Harris County or Harris County and its contiguous counties. Yes or No. If Yes, specify:  
\_\_\_\_\_

#### **II. Medical coverage for minor children:**

4. Is medical coverage currently maintained for the children? Yes or No. if No, how will the parties provide medical coverage? Options: (a) private coverage, (b) through an employer within 30 days of final order, (c) primary parent apply for CHIPS, (d) primary parent apply for medicaid, (e) other:  
\_\_\_\_\_

5. Which spouse will provide/maintain medical coverage for the minor children? (Obligor is spouse who will also pay child support; Obligee

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is spouse who will receive child support).

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6. How much is the monthly medical coverage (premium) through either Obligor’s or Obligee’s provider to maintain children’s portion only?

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7. Please provide the name, phone number and policy/group number of medical coverage to be maintained for the benefit of the children:

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8. All uninsured medical expenses are split 50/50 between the parties unless specified otherwise.

### **III. Child Support:**

9. Who will pay child support (Obligor)? This is **Mandatory** and cannot be agreed between the parties to forego this obligation.

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10. Total amount of obligor’s gross income per month

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- A. Support will begin on the 1<sup>st</sup> of each month following our court prove up of final orders.
- B. Decree must state payment to be made through Child Support Office in San Antonio, Texas.
- C. The child support will be withheld through the Obligor’s Employer **if a Notice to employer is requested** or the Obligor can send the payments directly to the San Antonio Office.
- D. Does Obligor have any other children to support not of the marriage? *Yes or No* If yes, how many?

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- E. **When applicable, the firm will file the notice to employer to have Obligor’s income deducted directly from Obligor’s paycheck. We prepare the Employer’s Wage Withholding Order, have it signed by the Judge and pay the associated fee. From that point, the payments can be mailed in directly from the obligor.**

### **IV. DIVISION OF MARITAL ESTATE**

1. Who is awarded the real estate property and debt associated with the property? \_\_\_\_\_



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LEGAL DESCRIPTION, PHYSICAL ADDRESS MUST BE PROVIDED BEFORE DEED PREPARATION, AND COPY OF DEED:

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Is the real estate to be sold? If so, who retains the property until sold? \_\_\_\_\_ Who pays payments and repairs until sold? \_\_\_\_\_ The net proceeds shall be divided equally unless specified otherwise.

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2. Who is awarded possession of the motor vehicles, including trailers and boats, **year, make, model, and VIN**? State who is awarded the asset and debt below.

- |    |       |           |
|----|-------|-----------|
| 1. | _____ | VIN _____ |
| 2. | _____ | VIN _____ |
| 3. | _____ | VIN _____ |
| 4. | _____ | VIN _____ |

3. Tangible Personal Property: Each party is awarded all household furniture, furnishings, fixtures, goods, art objects, collectibles, appliances, equipment, clothing, jewelry, and other personal effects in possession unless otherwise specified. If you wish to specify, please list here. If you need to attach an additional page, please do so.

HUSBAND:

WIFE:

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4. Each party is awarded all sums of cash and bank accounts, stocks and bonds, which stand in the parties' sole name, unless otherwise specified. If you wish to specify, please list below, including complete account numbers, current balances, awarded to which spouse:

HUSBAND:

WIFE:

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5. Each party is awarded all sums and rights to profit-sharing plan, retirement plan, pension plan, 401 (k) plan, employee savings plan, etc., existing by reason of that person's employment, unless otherwise specified. IF RETIREMENT IS TO BE DIVIDED, YOU MUST PROVIDE THE PHONE NUMBER FOR THE PLAN ADMINISTRATOR, AND ANY PLAN INFORMATION BEFORE PREPARATION OF ANY QDRO.

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6. Each party is awarded own life insurance policies, unless otherwise specified.

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7. Who is awarded credit card(s) and assumption of debt associated with card? List card, last 4 digits of the account number and who will keep the card.

HUSBAND:

WIFE:

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8. Each party assumes all debts, charges, liabilities, and obligations incurred solely by them from the date of separation through the date of divorce unless otherwise specified.

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9. Is there any separate property? (Property owned by you or your spouse before marriage, acquired by gift, inheritance or recovery for personal injury) (*Yes or No*) If YES, please describe.

HUSBAND:

WIFE:

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11. Both parties shall be equally responsible for all federal income tax liabilities from the date of marriage through the date of divorce, and each party shall file an individual income tax return for the year of divorce unless otherwise specified.
12. Do you plan on having your spouse also sign the final decree of Divorce? Yes or No. This will help us determine how to draft the final orders.
13. Neither party to a divorce may marry a third party before the 31<sup>st</sup> day after the date the divorce is decreed.

## V. THE NAME CHANGE CLIENT QUESTIONNAIRE

Recipient of Name Change:

Full name: \_\_\_\_\_ Sex: *Male or Female* Date of birth: \_\_\_\_\_

Age: \_\_\_\_ City, State, and Country where born: \_\_\_\_\_

Race: \_\_\_\_\_ Social Security number: \_\_\_\_\_ Driver's license number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_ ip: Z

Home phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Full NEW name: \_\_\_\_\_

Reason for name change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. If the name change is for a child, in addition to above, also please complete the following:

Mom:

Full name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

City, State, and Country where born: \_\_\_\_\_

Race: \_\_\_\_\_ Social Security number: \_\_\_\_\_ Driver's license number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_ ip: Z

Home phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dad:

Full name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

City, State, and Country where born: \_\_\_\_\_

Race: \_\_\_\_\_ Social Security number: \_\_\_\_\_ Driver's license number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_ ip: Z

Home phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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## VII. THE FLAT FEE CONTRACT

ALL UNCONTESTED MATTERS INCLUDE FILING FEES, PETITION, WAIVER, FINAL DECREE OF DIVORCE, FIVE COMMUNICATIONS WITH OFFICE STAFF AND ONE HEARING.

**UNCONTESTED MATTERS DO NOT INCLUDE:** SERVICE, DISCOVERY, MEDIATION, MATTERS INVOLVING ANOTHER ATTORNEY OR FINAL TRIAL. TO KEEP A DIVORCE UNCONTESTED, PARTIES MUST AGREE ON **ALL** MATTERS, USE ONE LAWYER, AND VOLUNTARILY SIGN ALL PAPERS SO THAT SERVICE IS NOT REQUIRED ON ANY SPOUSE. IF YOU START OUT UNCONTESTED AND AN AGREEMENT CANNOT BE REACHED, YOU HAVE THE OPTION TO SIGN A CONTESTED (HOURLY FEE) CONTRACT SHOULD YOU CHOOSE TO KEEP OUR FIRM ON YOUR CASE. THE CONTESTED MATTER WILL REQUIRE A MINIMUM RETAINER TO CONVERT THE CASE AND WILL BE BILLED ON AN HOURLY BASIS. THIS CONTRACT IS ONLY APPLIABLE FOR CLIENTS WHERE THE TOTAL VALUE OF THEIR ESTATE AND ASSETS ARE VALUED LESS THAN \$500,000.

**PLEASE COMPLETE THE ENTIRE CONTRACT/PACKET CAREFULLY AS ANY ADDITIONAL CHANGES WILL BE ASSESSED AT AN ADDITIONAL \$50.00 PER REQUESTED CHANGE. FEE SCHEDULE BELOW IS FOR ALL COUNTIES IN TEXAS:**

### I. SIGNATURE DIVORCE (Add \$350.00, for filing fees & court costs to each price listed below in section I)

\$600.00 - NO Children, NO real estate, NO retirement

### II. BASIC UNCONTESTED DIVORCE FEES (Add \$350.00, for filing fees & court costs to prices listed below in section II)

\$950.00 INCLUDES real estate* (only)	\$950.00 INCLUDES retirement (language only)
\$976.00 INCLUDES children** (only)	\$1076.00 INCLUDES real estate* and children**
\$1050.00 INCLUDES real estate*and retirement (language only)	\$1076.00 INCLUDES retirement (language only) and children**
\$1176.00 INCLUDES children**, real estate*, and retirement (language only)	

\*One deed will be included at this price.

\*\*Standard or Expanded visitation and access as defined per the Texas Family Code Only.

**NOTE:** No extra charge for referencing an existing Attorney General Order.

### III. ADDITIONAL FEES NOT INCLUDED IN THE PRICES LISTED ABOVE:

\$100.00 Each additional real estate deed	\$100.00 Name change to prior name
\$100.00 Waive 30 day waiting period before re-marriage	\$100.00 Certified Copy of Decree/Order (Electronic)
\$350.00 Attorney General Involvement	\$125.00 30 minute attorney consultation
\$850.00 Attorney General Modification/Consolidation	\$25.00 Per additional communication with staff*
\$800.00 For each Qualified Domestic Relations Order	\$776.00 Child Born During The Marriage Not Of The Marriage
\$100.00 Power of Attorney (Motor vehicle)	
\$350.00 Split Custody (One child resides with one parent and one child resides with the other parent)	

\*This fee is for any client that requires more than 5 communications/contacts with the office. This does not include emails from our law firm with updates and other communications per the uncontested process.

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## RUSH SERVICES:

\$100 Rush Original Petition and Waiver of Service (filing within 24 hours)      \$200 Rush Decree (one week prepared)

IV. OTHER UNCONTESTED FAMILY LAW MATTERS (ALL PRICING RULES ABOVE APPLY) (Add **\$350.00** for filing fees & Court costs to each price listed below.)

\$976.00 Agreed Motion to Modify	\$976.00 Agreed Suit Affecting P/C Relationship
\$850.00 Agreed Child Name Change	\$850.00 Adult Name Change

ALL PAID FEES ARE NON-REFUNDABLE AND DUE UPFRONT. ALL CONTRACTED FEES ARE DUE UNDER ALL CIRCUMSTANCES, INCLUDING RECONCILIATION. WE DO NOT PROVIDE ITEMIZED BILLS FOR FLAT FEE CONTRACTS. IF YOU ARE MAKING PAYMENTS, YOU AGREE TO PROVIDE US WITH A CREDIT CARD NUMBER AND AGREE TO ALLOW US TO CHARGE ALL UNPAID FEES TO THIS ACCOUNT, DURING OR AFTER REPRESENTATION.

## TOTAL CALCULATIONS FROM ABOVE:

- I.      **\$350.00 FILING FEE (Includes court cost and E-file fees)**
- II.     \$ \_\_\_\_\_ (TYPE OF SERVICE REQUESTED, ex. Divorce, SAPCR, Modification, etc.)
- III.    \$ \_\_\_\_\_ (ANY ADDITIONAL PARTIES, ex. Attorney General as a party, etc.)
- IV.    \$ \_\_\_\_\_ (ANY ADDITIONAL DEEDS, ETC. \*caution: consider deeds if you are awarding any property to one spouse that is currently named/owned jointly by both spouses. You must also provide a copy of your recorded deed for the property subject to the deed change)
- V.     \$ \_\_\_\_\_ (ANY ADDITIONAL/ADD-ON SERVICES/OTHER COUNTIES)
- VI.    \$ \_\_\_\_\_ (ANY RUSH FEES, ETC.)
- VII.   \$ \_\_\_\_\_ (**TOTAL TO BE CHARGED TO YOUR CREDIT CARD AUTHORIZATION PAGE BELOW**)

Agreed to on \_\_\_\_\_

Client: \_\_\_\_\_

(signature) \_\_\_\_\_

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## CREDIT CARD AUTHORIZATION

I, \_\_\_\_\_, give the Ramos Law Firm, 1214 Miramar Street, Houston, Texas 77006, Tel: 713-225-6200, (fax) 713-225-6201 permission to apply \$ \_\_\_\_\_ on my Visa, Discover, or MasterCard, account # XXXX-XXXX-XXXX-\_\_\_\_\_, Expiration Date \_\_\_\_\_, CVC Code \_\_\_\_\_. Further, I agree, promise, and covenant with Mary E. Ramos, and the Ramos Law Firm, that I will not now or in the future attempt to "charge back" these fees for any reason. I further agree that a copy of this contract will serve as proof to MasterCard or Visa that your charge back request should and will be denied by the credit card companies listed above. Using the card listed above, submit payment via the [www.ramosfamilylaw.com](http://www.ramosfamilylaw.com) website.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No.: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

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