



## LEGAL DOCUMENT ASSISTANT CONTRACT FOR SELF-HELP SERVICES

This Legal Document Assistant Contract for Self-Help Services ("Contract") is made between In Propria Persona Ai ("In Propria Persona Ai") and the client ("Client") who seeks self-help legal services provided by In Propria Persona Ai. In Propria Persona Ai is a legal aid foundation consisting of Legal Document Assistants (LDAs) (UDAs), and paralegals.

### **IMPORTANT NOTICES:**

1. The Client confirms they have read and understood the entire Contract before signing and are aware of the services that In Propria Persona Ai can and cannot provide.
2. The Client acknowledges that In Propria Persona Ai is not a law firm and cannot practice law or provide legal services that only attorneys are authorized to offer.
3. The Client understands that the county clerk does not evaluate or endorse the LDAs' knowledge, experience, or quality of work at In Propria Persona Ai.
4. The Client agrees that In Propria Persona Ai will not retain original documents unless specifically requested by the Client, both parties sign this Contract, or upon completion of all services outlined. It is against California law for In Propria Persona Ai to keep original documents under any other circumstances.
5. The Client acknowledges that In Propria Persona Ai cannot make false or misleading statements, and all client-related information is sourced from the Los Angeles Courts Self-help information.
6. The Client understands that In Propria Persona Ai has no special influence or ability to obtain special favors from any court or government agency.
7. The Client acknowledges that In Propria Persona Ai has filed a bond or made a cash deposit and is registered as a legal document assistant in each county where services will be performed on behalf of the Client.

### **I. SELF-HELP SERVICES:**

In Propria Persona Ai can provide the following self-help services for the Client in connection with a legal matter in which the Client is self-representing:

1. Typing or completing legal court or administrative documentation as directed by the Client.
2. Providing general published factual legal information written or approved by an attorney to assist the Client in self-representation.
3. Providing published legal documents.
4. Filing and serving legal forms and documents as specifically directed by the Client.

In Propria Persona Ai cannot provide any services requiring attorney expertise, including giving advice, explanations, opinions, or recommendations regarding legal rights, remedies, defenses, strategies, or options. The Client is advised to seek attorney services for any needs beyond what In Propria Persona Ai can provide.

## **II. FEES AND EXPENSES:**

The Client agrees to pay In Propria Persona Ai the following fees, costs, and expenses:

1. Flat fees and/or \$120.00 per hour with quarter-hour billing for all necessary services, costs, and expenses related to the Client's legal matter.
2. Invoices and other financial correspondence will detail the services, costs, and expenses, along with the terms of payment for In Propria Persona Aid's services.
3. Late fees and collection costs may apply for prolonged non-payment of agreed-upon fees.

## **III. CANCELLATION:**

The Client has the right to cancel this Contract within 24 hours after both parties have signed it. If the Client cancels within this period, In Propria Persona Ai will refund any fees paid, except for those services necessarily and reasonably performed during that 24-hour period. To cancel this Contract, the Client must provide written notice to In Propria Persona Ai via certified mail. All fees, billable hours, and administrative costs will be deducted from the Client's balance, and the remainder will be returned within 30 days from the postmark date of the certified letter.

## **IV. LACK OF PAYMENT OR CONTACT FROM THE CLIENT:**

The Client must provide accurate and up-to-date contact information to In Propria Persona Aid. In Propria Persona Ai is not responsible for any legal penalties or sanctions resulting from missing or withheld documentation by the Client.

## **V. ATTORNEY'S FEES AND COSTS:**

In the event of a lawsuit arising from this Contract or to enforce any of its provisions, the prevailing party may be awarded reasonable attorney's fees and costs.

## **VI. CORRESPONDENCE:**

All correspondence, legal documentation, emails, and mailings related to the Client's case will be forwarded to In Propria Persona Ai to meet deadlines, statutes of limitations, and filing time limits. Copies of legal documentation received by In Propria Persona Ai will be provided to the Client for their records. Original documentation will be held for three months after the termination or completion of the Client's legal or business matters with In Propria Persona Aid. Documentation will be returned sooner upon the Client's written request. In Propria Persona Ai is not responsible for any legal penalties or sanctions resulting from missing or withheld documentation by the Client.

## **VII. DESCRIPTION OF THE PARTIES:**

Legal Document Assistant Business name: In Propria Persona Ai

Street address of business: 8939 S. Sepulveda Blvd., Ste. 102, Los Angeles, CA 90045

Telephone number: 1 (310) 241-3976

Email address: [legalhelp@inpropiapersonaaid.com](mailto:legalhelp@inpropiapersonaaid.com)

URL: [inpropiapersonaaid.org](http://inpropiapersonaaid.org)

**Client:**

Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Telephone number: \_\_\_\_\_

**VIII. RETAINED:**

The Client hereby retains the services of In Propria Persona Ai for the following legal matter: Civil

\_\_\_\_\_  
\_\_\_\_\_  
Administrative:  
\_\_\_\_\_  
\_\_\_\_\_

**VIII. SIGNATURES:**

This Contract is executed at 8939 S. Sepulveda Blvd., Ste. 102, Los Angeles, California 90045.

**In Propria Persona Ai Representative**

Name: (Print) \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Client - 1:**

Name: (Print) \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Client - 2:**

Name (Print) \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Agent:**

**Signature:** \_\_\_\_\_  
Name: LDA /UDA \_\_\_\_\_

For: **In Propria Persona Ai**

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

**(THIS CONTRACT IS NOT VALID OR BINDING UNTIL THE LEGAL DOCUMENT ASSISTANT HAS GIVEN ALL CLIENT PARTIES A FULLY EXECUTED COPY, INCLUDING AN ACCURATE TRANSLATION OF IT IN ANY LANGUAGE OTHER THAN ENGLISH THAT THE CLIENT UNDERSTANDS AND THAT WAS USED IN ANY ORAL SALES PRESENTATION OR NEGOTIATION LEADING TO THE CONTRACT'S EXECUTION.)**