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Please sign our form acknowledging your understanding of the non-lawyer disclosure,

 limitations of our services and policies.

**Business Information:**

**J4 Dynasty, LLC**

**J4 Dynasty Document Preparation**

10150 Highland Manor Drive Suite 200

Phone: 813-606-5010

[www.J4dynastydocumentprep.com](http://www.J4dynastydocumentprep.com)

* [LTJ66@J4Dynasty.com](mailto:LTJ66@J4Dynasty.com)

Terms of Service Policy

**Turnaround Time**

In general, we will send your completed documents within 7-10 days from the time you provide the facts and information necessary to complete the documents. We frequently are able to send your documents to you in less than 7-10 days. However, we do not guarantee a faster turnaround time, unless you submit payment for Rush Delivery, and we agree to it. If you have requested document preparation assistance for an Answer or other time sensitive documents, we will make every effort to accommodate your deadline. We try, but cannot guarantee, to complete Answers and return them to you within three calendar days.

**Questionnaires**

For documents other than those for family law, we intake your information through a questionnaire. We send you the questionnaire after you submit payment through our site. Please answer all items on the questionnaire as completely as you can. If an item does not apply to you or your situation enter N/A. Returned questionnaires that are handwritten may be sent back to you with a request that you type it; or may entail additional charges over and above our flat fee.

**Revisions/Corrections**

It is your responsibility to proofread, check facts, make sure the documents are correct, etc. If you find errors, please contact us as soon as possible, and we will make corrections and resend them at no additional charge. There is no charge for minor revisions; it is our discretion what revisions we consider "minor". We request that you proofread your documents as soon as you can. We cannot guarantee that even minor revisions will be made at no charge if you wait more than 30 days to request them. Revisions requested more than 30 days after you have received your documents are subject to additional charges. Please proofread your documents thoroughly. We do our best to prepare error free or as close to error free documents as possible. However, we do make mistakes, and the software is not perfect. Please try to find all errors at one time, and request corrections only once. This site, the site owners, or legal document preparers working through this site shall not be held responsible for any mistake, error, or omission in preparing these documents.

**Document Storage**

As far as we know, we are under no obligation to store your documents. As a courtesy, we generally retain your documents for 30 days, but do not guarantee that we will do so. We may store them for 30 days as a courtesy in the event that you request minor revisions or corrections, as 30 days is our time period to request those. If you request minor revisions or corrections on documents that we prepared more than 30 days prior to your request, we may still make those revisions or corrections, but you are required to send the documents to us in a format that we can revise, such as a .doc file, .docx file, or .rtf file. We cannot correct or revise pdf documents.

**Payments**

First time payments for all document preparation services are to be paid in advance on this website.  From time to time, at a customer's request, we accept payment through other vendors. If you need another way to pay, such as money order, or Western Union, please let us know in advance, so that we can accommodate you. Established customers may pay after work is completed and will be billed when the documents are ready to be sent. In that instance, we will advise you of the cost of your documents according to time logged, and then send you a request for payment. Payment is due immediately upon receipt of the invoice.

Documents will not be sent until payment has been made.

In some instances, at our sole discretion, we will allow our valued customers to pay after they have received their documents.

When you submit payment through this site J4Dynasty, LLC will appear on your credit card statement. J4Dynasty, LLC refers to this specific website, which is owned by J4Dynasty, LLC.

By submitting payment through this site, you claim and confirm that you are authorized to use the credit or debit card you pay with. Your claim of unauthorized use made by you to your bank for services we provide is fraud on your part. If you have a dispute with us, it is your obligation to let us know of your dispute so that we can resolve it. NOT to dispute your payment as unauthorized. The services we provide are custom documents for you and your situation.

**Refunds**

All payments are final. Refunds will be issued at our sole discretion. We will work with you to resolve disputes as quickly and amicably as possible. We may issue a refund if no document preparation work has begun; but we are not obligated to do so. We consider that document preparation work has begun when we have collected information from you verbally; and/or we have sent you a form or questionnaire to collect your information. We may, in our sole discretion, issue a full or partial refund even though your document preparation work has begun. Issuance of a partial refund or full refund is not to be considered an admission that we made errors in preparing your documents. The issuance of any refund is our attempt to defuse a potential dispute. Refunds may be sent via paper check through U.S. Mail.

If you inadvertently overpaid, we will refund the difference so that you pay the correct amount. Our system does not allow us to issue refunds until the following day.

**Agreement**

**First Time Customers**- We may answer questions before you decide to use our services, however, our obligation to you officially begins when you make payment. If before making payment, your inquiries whether by phone or email, require us to spend undue time with you -- we will direct you to make payment immediately. And we also may advise you that we must charge you for future phone calls and email correspondence.

**Privacy-**We do not keep customer data. Payments are made through a third party; we never have access to your credit card information. This site is directed towards adults, and we will not knowingly contact anyone under the age of 18, even if that person requested services. We do not share consumers' contact information or personal information with any third parties. We may on occasion send you our online newsletter, Legal Sunshine, which includes information for pro se litigants and document preparers. If you do not want to receive this newsletter, reply to the newsletter requesting to be removed.

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If you need legal advice for your specific problem, or if your specific problem is complex, you should consult a licensed attorney in your area. We are not responsible for any loss, injury, claim, liability, or damage related to your use of this site or any site linked to this site, whether from errors or omissions in the content of our site or any other linked sites, from the site being down or from any other use of the site. In short, your use of the site is at your own risk.

In some cases, we will provide you with a blank form as part of our document preparation packet. For example, we prepare forms for dissolution of marriage, but we generally do not prepare the Family Law Financial Affidavit, or a Child Support Guidelines Worksheet. We provide you with a blank form. The Child Support Guidelines Worksheet is available on the Florida Supreme Court's site and includes a child support calculator.

**Court filing fees are never included in our document preparation fees. Court filing fees are separate and to be paid directly to the clerk of court when you represent yourself.**

Click the button below to learn all about representing yourself with remote technology.

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First Time Customers - We may answer questions before you decide to use our services, however, our obligation to you officially begins when you make payment. If before making payment, your inquiries whether by phone or email, require us to spend undue time with you – we will direct you to make payment immediately. And we also may advise you that we must charge you for future phone calls and email correspondence.

I agree with Non-Lawyer Disclosures/Disclaimers and Terms of Service Policy above.

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

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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