

**CARDENAS LAW FIRM**  
A PROFESSIONAL CORPORATION

**Abraham B. Cardenas**  
Attorney at Law

Divorce Website: [www.LowCostDivorce.net](http://www.LowCostDivorce.net)  
Website Address: [www.CardenasLawFirm.com](http://www.CardenasLawFirm.com)

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**VIA WEBSITE DOWNLOAD**

Dear Prospective Client,

Enclosed are the documents you requested to start a divorce on your behalf. Taking this first step is the most difficult and I will certainly make the rest of the process as smooth as possible. Please follow the instructions enclosed and return the documents to me so that I can immediately begin the legal process. If you should have any questions, do not hesitate to email me or call me. I will gladly provide you with an answer to resolve any concerns you may have. I look forward to working for you and helping you through this process.

Yours Very Truly,

**CARDENAS LAW FIRM, P.C.**

By: 

**Abraham B. Cardenas**

ABC/vlr

Enclosures

## Instructions for a Separation Divorce

1. **File out the “Divorce Information Worksheet” completely. Make sure the email address is clear.** (Missing information may delay the process.)
2. **Sign and date the “Verification” document.**  
(Without this I cannot file the case.)
3. **Sign the “Notice To Defendant” document; also known as “Plaintiff’s Affidavit under Section 3301(d) of the Divorce Code.”** (Please do not date this document.)
4. **Fill out the “Certificate of Non-Military Service.” Then sign it in the presence of a notary.** (Make sure this document is returned to me notarized.) **This is a declaration by you (the Plaintiff) that your spouse (the Defendant) is not currently in the military.**
5. **Read and sign the “Retainer Agreement.”** Once this document is received, it will be signed by the attorney and a copy will be emailed to you along with the complaint after it has been filed with the court.
6. **Include your check or money order for \$350.00. If you are going to pay with a credit card, call my office at (717) 854-6400 to make the payment.**
7. **Mail all these documents and the payment to our office at:**  
**CARDENAS LAW FIRM**  
**18 SOUTH GEORGE ST, SUITE 615**  
**YORK, PA 17401**
8. **As soon as I receive your documents and your payment, I will email you or call you to let you know I received them.**
9. **I will then prepare the divorce and file it with the court. Once the court returns the docketed divorce complaint, a copy will be emailed to you and your spouse will receive their copy by certified mail or by signing an acceptance of service form. (Call me to discuss emailing your spouse with the complaint to save time and speed the process up.)**
10. **Once the complaint is served, you will receive an email or a call with the remaining process.**
11. **Feel free to email or call me with any questions you may have. I will be more than happy to answer any of your concerns.**
12. **The information about this type of divorce can be found on our web site at: [www.lowcostdivorce.net/Separation.htm](http://www.lowcostdivorce.net/Separation.htm)**

**DIVORCE INFORMATION WORKSHEET**

**Plaintiff** (The person filing for the divorce.) **What is your email:** \_\_\_\_\_  
You are the Plaintiff (This is important for communication)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County of Residence \_\_\_\_\_

How long living at this address? \_\_\_\_\_ Place of Birth \_\_\_\_\_ Race \_\_\_\_\_

Number of this Marriage (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.) \_\_\_\_\_ Your Occupation \_\_\_\_\_

**Defendant** (The spouse of the person filing the divorce.)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County of Residence \_\_\_\_\_

How long living at this address? \_\_\_\_\_ Place of Birth \_\_\_\_\_ Race \_\_\_\_\_

Number of this Marriage (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.) \_\_\_\_\_ Your Spouse's Occupation \_\_\_\_\_

Spouse's Place of Work (If known) \_\_\_\_\_  
Full Name and Address of your spouses Employer \_\_\_\_\_

**Additional Information**

Wife's Maiden Name \_\_\_\_\_ Place of Marriage \_\_\_\_\_

Ceremony \_\_\_\_\_ Religious Ceremony \_\_\_\_\_ Date of Marriage \_\_\_\_\_

Number of Children to Marriage \_\_\_\_\_ Number of Children Under 18 Years old \_\_\_\_\_

Date of Separation \_\_\_\_\_ Are you in the military? \_\_\_\_\_ Is your spouse in the military? \_\_\_\_\_

=====  
For Office Use:

Payment Method: \_\_\_\_\_ Personal Check \_\_\_\_\_ Money Order \_\_\_\_\_ Credit Card \_\_\_\_\_ Cash

MSA: \_\_\_\_\_ Property \_\_\_\_\_ Support \_\_\_\_\_ Custody \_\_\_\_\_ QDRO \_\_\_\_\_ Deed \_\_\_\_\_ Mail

**VERIFICATION**

I verify that the statements contained in this divorce complaint are true and correct to the best of my knowledge, information and belief. I understand that false statements herein are made subject to the penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification before authorities.

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

\_\_\_\_\_

**Plaintiff**

**IN THE COURT OF COMMON PLEAS OF CAMERON COUNTY, PENNSYLVANIA**

\_\_\_\_\_  
Plaintiff  
vs.  
\_\_\_\_\_  
Defendant

: Case No. \_\_\_\_\_  
:  
: Civil Action - Law  
:  
: Divorce

**NOTICE TO DEFENDANT**

If you wish to deny any of the statements set forth in this affidavit, you must file a counter-affidavit within twenty days after this affidavit has been served on you or the statements will be admitted.

**PLAINTIFF'S AFFIDAVIT UNDER SECTION 3301(D) OF THE DIVORCE CODE**

1. The parties to this action separated on or about \_\_\_\_\_, and have continued to live separate and apart for a period of at least two years.
2. The marriage is irretrievably broken.
3. I understand that I may lose rights concerning alimony, division of property, lawyer's fees or expenses if I do not claim them before a divorce is granted.

I verify that the statements made in this Complaint are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. Sec. 4904 relating to unsworn falsification to authorities.

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

\_\_\_\_\_  
**Plaintiff**

**IN THE COURT OF COMMON PLEAS OF CAMERON COUNTY, PENNSYLVANIA**

\_\_\_\_\_  
Plaintiff  
vs.  
\_\_\_\_\_  
Defendant

: Case No. \_\_\_\_\_  
:  
: Civil Action - Law  
:  
: Divorce

**CERTIFICATE OF NON-MILITARY SERVICE**

Before me, notary public, personally appeared \_\_\_\_\_,  
Your Name (Plaintiff)

Plaintiff in the above entitled case, who being duly sworn or affirmed according to law deposes and says, that the defendant or respondent above named is not in the military service of the United States of America, that (s)he has personal knowledge that the said defendant or respondent is now living at: \_\_\_\_\_  
Full Address of Defendant (Your Spouse)

\_\_\_\_\_  
Continue Full Address of Defendant (Your Spouse)

and is employed at or by: \_\_\_\_\_  
Defendant's Employer Name and Address (If Known)

\_\_\_\_\_  
**Plaintiff** (Sign here in front of a notary public)

Sworn and subscribed before me

this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public

**RETAINER AGREEMENT**  
**AGREEMENT OF SERVICES TO BE RENDERED**

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

By payment of the fee of \$350.00, \_\_\_\_\_, [Hereinafter, "Client"] does hereby agree that Abraham B. Cardenas, Esquire [Hereinafter, "Attorney"] shall serve as his/her attorney in a divorce that will be filed on Client's behalf in Cameron County, Pennsylvania.

- I. The following matters are to be undertaken by ATTORNEY for the CLIENT pursuant to this agreement:
1. Intake of relevant information and preparation of divorce complaint;
  2. Filing of a divorce complaint in Cameron County, Pennsylvania;
  3. Service of the complaint on the Defendant by Email or Certified Mail (One Attempt);
  4. Occasional emails or phone calls to client to inform them of case status.
  5. Service of all necessary documents on the Defendant to finalize the divorce;
  6. Obtaining of divorce decree and providing client with one certified copy.
- II. The CLIENT understands and agrees that this fee agreement is for a flat fee only for the services listed above and does not include legal services in connection with the any other services. It is further understood that this fee is for a divorce case where both parties are going to cooperate in the process. **This fee is non-refundable once the divorce case is filed and partly refundable prior to a filing.** CLIENT will be required to pay ATTORNEY additional fees for any additional legal services required. Examples of additional legal services requiring additional fees are:
1. Reinstatement of the divorce complaint with the court because of a delay due to Plaintiff's or Defendant's action (For example, not picking up certified mail or signing acceptance of service form on time.)
  2. Requiring additional service by certified mail or personal service because of change of address or defendant's refusal to pick up his/her certified mail or signing of acceptance of service form .
  3. Any request to terminate or delay the divorce action.
  4. Having to modify or amend a divorce complaint.
  5. Preparation of a Marriage Settlement Agreements, support agreements, custody and visitation agreements or a Qualified Domestic Relations Order. **(If any of these services are required, the attorney must be notified before the divorce is started in order to properly prepare the complaint.)**
  6. Name change process. (This can be done after the divorce is granted for an additional fee.)

Pennsylvania Rule of Professional Conduct 1.4(c) requires that you, as the client, be informed in writing if a lawyer does not have professional liability insurance of at least \$100,000 per occurrence and \$300,000 in the aggregate per year and if, at any time, a lawyer's professional liability insurance drops below either of those amounts or a lawyer's professional liability insurance coverage is terminated. Professional liability insurance is not mandatory or required. You are therefore advised that Abraham B. Cardenas, Esquire does not have professional liability insurance coverage of at least \$100,000 per occurrence and \$300,000 in the aggregate per year.

I have read this fee arrangement, and/or it has been explained to me, to my satisfaction. I understand the terms contained in the agreement and hereby agree to abide by the same. I also agree to having my file scanned and retained electronically by the attorney after my case is concluded and closed.

\_\_\_\_\_  
ABRAHAM B. CARDENAS, ESQUIRE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLAINTIFF'S SIGNATURE

\_\_\_\_\_  
DATE