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# **Administrative documents**

This page is a repository for the documents that the firm uses to administer aspects of its business.

# **Client-facing documents**

### **Payment**

- Credit card authorization form (fillable)
- Credit card authorization form (editable)

#### **Financial**

- Transaction trust information (DOCX)
- Transaction trust information (PDF)
  - Fees trust instructions (DOCX)
  - Fees trust instructions (PDF)

#### Fee schedules

- · Real estate transactions
- Civil litigation fee schedule
- Criminal litigation fee schedule

# **Professional-facing documents**

### **ID Verification**

· Agent verification agreement

### **Court-facing documents**

• Court transcript order form

Send completed court transcript form to: <a href="mailto:beyondtranscriptions@outlook.com">beyondtranscriptions@outlook.com</a>.

Court of Appeal credit card authorization form

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