

**If you need a Court Case Reviewed and Price Quote obtained, YOU MUST Follow These Instructions Entirely & Flawlessly. YOUR APPLICATION MUST INCLUDE ALL OF THE FOLLOWING DOCUMENTS TOGETHER:**

1. The **Charging Instrument for your Instant/Pending Criminal Court case** (this will be either be titled the “INFORMATION” or “COMPLAINT” or “CRIMINAL COMPLAINT” or “FELONY COMPLAINT” or the ticket the copy gave you, and/or the “INDICTMENT”, possibly more than one of those); AND, any/all subsequent Amended Indictment/Complaint/Information(s) – IF ANY; and
2. **If Criminal, the JUDGMENT Entry and Sentencing Order for your Instant/Pending AND Any/All Past/Prior Criminal Convictions (cases that are completed/closed);** and any/all AMENDED JUDGMENT/S; and
3. Any **Prior misdemeanor/felony Charging Instruments as stated in item #1 above; even if charged dropped after arraignment; and even if found not guilty;** and
4. The **Appeal Petition; and Judgment/Order** on any/all Appeals or removal actions in the case IF ANY; and
5. **Any other Court Order(s)** especially Divorce Decree, Child Support or Alimony Order, etc; and
6. **The Latest filing in the case** (Motion or Notice of hearing or whatever), whether a Civil, Criminal, or Family Court case if case is still opened and ongoing; and
7. **If a civil case,** just attach the Summons/Complaint if a Civil Case that’s unconcluded; or attach or the Judgment Entry/Order and any/all Amendments if any, for a case that is concluded.
8. **Any/all Federal or State Debts, Liens, Bills, or current unresolved Disputes** such as unpaid/unfiled tax years, court fines, judgments, or any other matter especially any IRS/state tax unresolved matters but also any non-tax related matters – if unsure, please attach it to show us just to be safe. (Show any recent documents showing the amount owed or demanded from you)
9. **Any/all Family Court** Cases: show us the Judgments (or Complaint/Petition if case pending), for Divorce/Alimony/Child Support/Child Custody (Show the Judgment if the case is concluded; the Complaint or Petition if the case is pending)

**IF YOU LEAVE OUT ANY OF THE 9 LISTED THINGS AND DO NOT TELL US ABOUT ANY OTHER CASES OR ISSUES, YOUR PROCESS MAY FAIL TO GET THE INTENDED RESULTS, AND/OR HAVE HIGHER COSTS. PLEASE SHOW US THE DOCUMENTS FROM EVERYTHING YOU HAVE GOING ON, IN THE BEGINNING, IT IS “ALL RELATED” AND YOU MAY NEED TO CLEAR OUT/RESOLVE ALL MATTER SIMULTANEOUSLY.**

**If you require help obtaining these documents, here is a guide:**

**If Federal Case:**

1. Look in your files you kept about the case
2. As any attorney you had to provide the document for you
3. You can look up on [www.Pacer.gov](http://www.Pacer.gov) (must create an account and link to a debit or credit card)
4. You can call the Court via the Clerk's Office, they maintain the court records and you are entitled to any records in your own case for free, or for someone else for a small fee (10 cents a page, or something small)
5. You can visit the Court: go to the court during business hours and ask for the Court Clerk, wait on line, and then ask what you are looking for at the desk

**If State/County/Local Case:**

1. Type into [www.Google.com](http://www.Google.com) “\*Name of the Court\* website”, then navigate around and try to locate the online docket or online case lookup, segment to the type of case “Criminal” “Civil” “Family” or whatever options they have.
2. Call the Court or look on the website or do another google search to find the Court Clerk phone number or e-mail, call or contact them and request what you are looking for. Their only job is to keep and organize and retain court records, this is what they do full time with your tax money. So do not be shy, ask them for help they are required to help you and find the documents you are looking for.
3. You can visit the Court, go to Clerk's window, ask what you are looking for.

*Here is a sample of what to say to the Court Clerk: “Hi I need to obtain a copy of the “Judgment entry and sentencing order” from the 2010 conviction regarding me, my name is John Henry Smith – it was State of Florida vs. me John Henry Smith.” [or state all the list of documents you need to obtain] If you know the Case Number from any files you have, provide that too, if not they can look it up by your name. That's it! If you're there in person, be prepared to show ID and you get it free, or be prepared to pay a few cents for photocopies if obtaining for somebody else. They will ask if you need certified copies or just regular copies, *regular copies are all that is needed.**

**You will need to do this for EACH and EVERY Court that you were ever convicted or charged with to obtain what we are asking. If you have many prior cases, I'm sorry that this is a lot of work, but you need to do this before we provide you expert, full strategy/outline, and detailed pricing, time-frames and full Q&A.**

**Once you have EVERYTHING scan this all into the computer, to PDF file for us via UNSEEN. Once you send this over you can check in and CALL us at 505-340-3632 and you can skip the options by hitting extension #700 and ask for the CASE TRANSITION/EVALUATION Department.**

**If you have a lot of cases to dig up and you think this project is going to take you weeks and weeks, then you can certainly get started with the SPC filings if you do not have them yet and this will help you get your ducks in a row faster whilst you are waiting on all of these court documents.**

**~~ONCE YOU HAVE~~ ALL OF THOSE DOCUMENTS TOGETHER,** You May Send it to us for Review via **either of these** methods:

1. QUICKEST & MOST PRIVATE: **Sign up with [www.Unseen.is](http://www.Unseen.is), call us back to exchange usernames.**

**PLEASE SAVE EVERYTHING TO A SINGLE (1) PDF FILE or a small number of easily readable files, with all documents facing right-side up (not sideways or upside down), and save the file named similar like this “FML\_court\_case\_info.pdf” (FML =First Middle Last Initials) This way we can easily sort and locate your file among hundreds.**

*(If needed, you Can Google “Convert to PDF” or “Combine to PDF” or “Combine to 1 file”, please try your best, and PLEASE avoid sending 25 different files in one email or 25 different emails with one page per file) And Do NOT Send Cell phone pictures with shadows in them.*

2. SLOWER BUT ALSO VERY PRIVATE & SECURE: (Takes up to 2 Weeks Extra for us to Review; please note we don't review or reply to documents from people we don't know or haven't talked to on the **telephone first**)

**Mail addressed exactly as:**

UCL TRUST  
c/o 213-37 39<sup>th</sup> Avenue,  
#114  
Bayside, New York [11361]      *along with the donation discussed*

**Then: a)** schedule a paid consultation if you have not done so already;

**Then: b)** patiently wait up to five days for us to review your submission and court files or loan docs and application, (or, wait is extra 14-20 days if sent by snail mail)

**Then: c)** we will call you at the phone number you provided.

**CASE EVALUATION DEPARTMENT FOR QUESTIONS/HELP: 1-505-340-3632 x700**