

ATTORNEYS: WORKING WITH AN ATTORNEY

Decide now what you'll fight for later.

Three categories:

1. Willing to litigate at all costs
2. Willing to settle on favorable terms
3. Those to be managed by a case-by-case basis

Ask how—not if—you can use the law to obtain a desired result.

Know when to call your attorney: Discuss with your attorney about when you need to call him/her. What decisions need legal counsel? What information needs to be provided? What events, circumstances, or situations would your attorney want to hear about?

- Partner with your attorney (especially in larger firms)
- Be willing to involve the attorney

Be wary of an attorney that is dismissive of your questions

- Insist on thoughtful advice
- You need clear answers to your questions

Help you attorney understand your problem QUICKLY

- Make sure your attorney sees relevant documents in the same way other parties would have seen them
- Provide complete but concise documents

WORKSHEET FOR WORKING WITH AN ATTORNEY

SAMPLE QUESTIONS

- Describe the problem in as concisely as possible: (use less than 200 words)
 - What will you be able to do to help me with this situation?
 - Have you handled this type of situation before? What was the outcome?
 - What is your fee? How often would we need to meet?
 - What documents would you need from me?
- If you are going to work with the attorney, then ask:
 - What should I do next?
 - What should I not do?
 - What laws, statutes, or regulations are relevant to my situation? (So you can do some research too)