

## Preparing to Meet a Lawyer Checklist

You usually don't have a lot of time with a lawyer. Lawyers can be expensive or may not have many hours to work on your file. It is therefore important to use your time with a lawyer wisely. Be organized, have a clear story, and understand when to use other resources, and you will maximize the benefit from consulting a lawyer.

- I have all documents requested by the lawyer ready for the meeting.
- I am bringing a copy of relevant documents with me (e.g. a contract, invoice, agreement..etc.). I have tried to organize them as best I can.
- I can briefly summarize the dispute.
- I can explain or have written down a timeline of important dates and events.
- I can explain my desired outcome.
- I have a list of all parties involved in the dispute.
- I understand that lawyers are experts in the law and not resolving personal issues.
- I am prepared to tell my lawyers all the relevant facts and not just those that support my case.
- I have a list of questions for the lawyer prepared.