

Tips for Working Effectively with Your Attorney

Choose the Right Attorney

- Look for someone experienced in your type of case (e.g., personal injury, estate planning, business law).
- Check credentials: bar membership, disciplinary history, and client reviews.
- Ensure comfort communicating openly with them.

Be Prepared for Meetings

- Bring all relevant documents: contracts, bills, medical records, correspondence, or court notices.
- Create a timeline of events related to your case.
- Write down your questions and concerns in advance.
- Keep a notebook or digital log to track advice and action items.

Communicate Clearly and Honestly

- Be honest about facts—even small details matter legally.
- Explain your goals and desired outcome.
- Avoid exaggeration; attorneys rely on accurate information.

Understand the Legal Process

- Ask your attorney to explain steps, timelines, and likely outcomes.
- Learn basics of relevant laws or procedures to make informed decisions.
- Recognize that legal processes can take time; patience is required.

Clarify Fees and Costs

- Discuss fee structure upfront: hourly, flat fee, contingency, or retainer.
- Ask about additional costs (filing fees, court costs, expert witnesses).
- Request a written fee agreement for transparency.

Keep Communication Organized

- Use a single email thread or secure client portal for case communications.
- Track meetings, deadlines, and correspondence.
- Respond promptly to attorney requests.

Respect Your Attorney's Expertise

- Trust their advice even if unexpected.
- Avoid handling case aspects on your own that could compromise strategy.

- Ask for clarification if needed.

Be Realistic About Outcomes

- Understand attorneys cannot guarantee specific results.
- Discuss possible scenarios and risks early on.
- Focus on achievable goals rather than idealized outcomes.

Document Everything

- Keep copies of all emails, letters, and forms.
- Maintain a diary of important conversations or events.
- Use documentation to avoid misunderstandings or disputes.

Maintain Professionalism

- Treat your attorney with respect and courtesy.
- Be punctual for appointments or calls.
- Avoid posting case details on social media.

Tip	Action
Choose Right Attorney	Confirm experience, credentials, and comfort level
Be Prepared	Bring documents, create a timeline, list questions
Communicate Clearly	Be honest and specific, explain your goals
Understand Process	Learn steps, timelines, and procedures
Clarify Fees	Get fee structure and costs in writing
Organize Communication	Track emails, deadlines, and requests
Respect Expertise	Follow guidance, ask questions when unsure
Be Realistic	Know possible outcomes and risks
Document Everything	Save emails, letters, and notes
Maintain Professionalism	Be courteous, punctual, and discreet