

## CONSULTATION FREQUENTLY ASKED QUESTIONS

### **What is a legal consultation?**

A legal consultation is a meeting or discussion between you and an attorney, where you seek advice or information about a legal issue. During a legal consultation, the attorney will listen to your concerns, assess the situation, and provide guidance on potential legal actions, strategies, or the merits of a case. This session often includes an evaluation of your legal options, the possible outcomes, and any steps that need to be taken to protect your rights or interests. This meeting does not establish an attorney-client relationship unless both parties agree to move forward with legal representation.

### **How much does a legal consultation cost?**

The cost of a legal consultation can vary depending on factors such as the attorney's experience, the complexity of the issue, and the time required to address your concerns. Here's a general overview:

**Flat Fee:** For more straightforward matters or short consultations, the attorney will charge a flat fee of \$350.00.

**Hourly Rate:** If the consultation involves more complex legal issues, the attorney may charge by the hour. Attorney hourly rates are \$350.00 per hour.

**Retainer Fee:** In some cases, especially with ongoing legal needs, a retainer fee might be required, which is an upfront payment that the attorney will draw from as they work on your case. This is less common for a one-time consultation but can apply if you plan to retain the attorney for ongoing future services.

### **Will my consultation be cancelled if I do not pay the consultation fee?**

Yes, the consultation fee must be paid in advance to secure your appointment. If the fee is not received before the scheduled time, your consultation will be automatically cancelled. To avoid any disruption, please ensure that the payment is made promptly.

### **How do I pay the consultation fee?**

A paralegal will send you an email titled "A trust request from Anderson & Associates".

1. Click on the blue "Pay online now" link.
2. Select whether you prefer to pay by debit card, credit card, eCheck or Google Pay
3. Enter the payment information
4. Enter the address associated with your payment type
5. Click on the blue "Review payment" link and review your information for accuracy.
6. Click on the blue "Submit payment" link

### **Is the consultation fee refundable if Anderson & Associates does not take the case?**

The consultation fee is non-refundable once the consultation has been completed, regardless of whether you choose to hire Anderson & Associates or if we decide not to take your case. This policy ensures that our time and expertise are fairly compensated during the consultation process.

## **What information do I need to provide you prior to the consultation?**

Before a legal consultation, it's essential to provide the attorney with key information to ensure a productive and efficient meeting.

Here's a list of what you should provide the paralegal prior to your consultation:

1. Personal Information
  - Full name, contact information (phone number, email, address).
2. Case Overview:
  - A brief summary of your legal issue or concern.
  - The background of the situation, including relevant dates, events, and people involved.
3. Relevant Documents:
  - Any contracts, agreements, or legal documents related to your case.
  - Correspondence (emails, letters, messages) that pertain to the issue.
  - If the consultation involves ongoing litigation, copies of all court documents or filings.
4. Questions and Concerns:
  - A list of specific questions you want to ask the attorney.
  - Any concerns or outcomes you hope to achieve through legal action.

Prior to meeting with the attorney is important for you to consider what you hope to achieve by consulting with the attorney. Be prepared to discuss your desired outcome and any flexibility you have in your goals.

## **By what means will my legal consultation be conducted?**

A legal consultation can be conducted through various means depending on your preferences and the attorney's availability. Here are the common methods:

1. Phone Call:
  - Most consultations are conducted over the phone, which will be set up through Google calendar. A paralegal will email you a calendar invite for the consultation containing a phone number and pin number.
2. Video Conference:
  - Anderson & Associates uses both Zoom and Microsoft Teams if you prefer a virtual face-to-face consultation. This method combines the personal touch of an in-person meeting with the convenience of remote communication.
3. Email Consultation:
  - For less urgent or straightforward matters, you might communicate via email. You can send your questions and documents, and the attorney can respond in detail. This method is less immediate but allows for careful consideration of written responses.
4. In-Person Meeting:
  - While it is unlikely, some cases may require you to visit the attorney's office for a face-to-face consultation. This allows for direct interaction and a more personal discussion.

## **How long will my legal consultation last?**

The length of a legal consultation can vary depending on several factors, including the complexity of your case, the lawyer's standard practices, and the method of consultation. Most 30-minute consultations will last 20 minutes and require the attorney to review your pre-submitted case overview and relevant documents for at least 20 minutes prior to your consultation. More complex consultations (litigation and

real estate transactions) will require the attorney to thoroughly review your pre-submitted documents for at least 30 minutes and the consultation will last an additional 20 to 30 minutes.

**Do I get a refund if my legal consultation does not last the entire calendared time?**

No, the consultation fee is not refundable even if the session does not last the full hour. This is because the attorney and support staff invest time and effort in reviewing your case and preparing for the consultation in advance, ensuring that the time spent with you is as productive as possible. This preparation is factored into the consultation fee.

**If I want to retain Anderson & Associates after my legal consultation, what are the next steps to do so?**

If you decide to retain a Anderson & Associates after your legal consultation, here are the typical next steps:

1. Review the Engagement Agreement:
  - A paralegal will provide you with an engagement agreement. This document outlines the terms of the attorney-client relationship, including the scope of work, billing rates, payment terms, and other important details.
2. Sign the Retainer Agreement:
  - Once you're comfortable with the terms, you'll need to sign the retainer agreement. This formalizes the relationship between you and the law firm and allows us to begin working on your case.
3. Pay the Retainer Fee:
  - Anderson & Associates may require you to pay an upfront retainer fee, which is a deposit against which future legal services will be billed. The amount can vary depending on the complexity of your case and the firm's policies.
  - Payment methods typically include credit card, check, or electronic transfer.
4. Provide Necessary Documentation:
  - The paralegal may request additional documents and information needed to proceed with your case.
  - Promptly gather and submit the requested documents to help the firm begin work on your case without delay.
5. Set Up a Communication Plan:
  - Discuss how you will communicate with your attorney and the firm. Establish expectations for updates, meetings, and the preferred methods of communication (e.g., phone, email, Zoom or in-person meetings).
6. Pay Your Invoices Promptly:
  - The firm will provide you with monthly statements showing the work performed and balance due. Prompt payment of your invoices will be required to continue receiving legal services.