



# Questions to Ask Your Lawyer Worksheet

Documents to take to your first meeting with a lawyer:

- A written summary of the facts in your dispute.
- Important documents, such as letters, invoices, receipts, photographs, court documents, agreements, and contracts.
- Personal contact information, including your personal and business addresses, telephone numbers, email addresses.
- Contact information for witnesses.

Questions you might ask your lawyer

Some of the following questions may not apply to your situation. Read the worksheet before visiting your lawyer and cross off the questions you don't need to ask.

1. Do I have a problem that can be resolved by law?

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2. What legal risks am I facing?

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3. What documents do I need to support my case?

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4. Do I need statements from witnesses?

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5. What are my options for resolving the dispute out of court?

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6. How can I settle the case?

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7. If my case goes to litigation, what steps are there in the legal process?

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8. How long will it take before my case goes to trial?

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9. What is the court likely to order?

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10. If I am successful at trial, how can I collect money after the judgment?

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11. How much will it cost to handle my case?

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12. What can I do to keep the costs down in my case?

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13. When will I receive bills from the lawyer, and when am I expected to pay?

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14. How can I reduce the cost? Can I handle some of the legal work myself?

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15. How often will I be billed for legal services?

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16. Do I have payment options?

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17. Does the lawyer need a retainer right away?

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18. How is it best to contact the lawyer, and how soon can I expect a reply?

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19. What do you expect from me?

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20. What can I expect from you?

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Notes

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