

## HOW TO MINIMIZE YOUR LEGAL FEES

The purpose of this is to suggest ways in which we can work together to control your legal fees. Attorneys do cost money, but as you will see there are ways in which you can help to limit those costs.

1. You can greatly reduce "legal footwork" by clearly and concisely completing all the information requested on the Divorce Information Sheet.
2. Any documentation you can get regarding bank accounts, annual pension reports, stocks etc. will help and save you my time in trying to obtain this information through the other attorney or other legal process.
3. A letter or email is an inexpensive way of keeping me up to date on information I need to know about your case. If you wish advice on a current situation, a letter gives me a chance to think about your problem before I communicate with you. I am a speed reader, and it takes much less time for me to read a letter than to have a telephone conversation or conference.  
  
Lengthy telephone conversations add up quickly. In addition, a letter provides a written document which will be kept in your file for review. And, if you are confused about something, putting it down on paper and seeing it in black and white is often helpful to both of us.
4. Since you will be billed for all of the time that I spend on your case, you will save money whenever you can do your own negotiating, e.g. on day-to-day issues such as who pays the car insurance and/or other bills, visitation arrangements, etc. Whenever a lawyer is asked to negotiate on your behalf, costs will escalate. You will pay for (1) your telephone call to me; (2) my telephone call to the other attorney; (3) his/her reply to me after contacting his/her client; and (4) my response to you.
5. If you find that you are spending a lot of time talking with your attorney about your frustrations or anxieties, consider sharing this information with a therapist. Often they are better qualified to deal with these issues and charge a lower hourly rate for their consultation.
6. Make a list of questions that you wish to have answered before you initiate a phone conversation or an office conference with us.
7. If your attorney refers you to use the services of other professionals, such as accountants, financial advisors, and therapists, follow that advice soon after you receive

it. Often you can save unnecessary follow-up from our office if you handle the task and supply us with the information that the other professional helps you supply. For example, we may need you to check out some tax information, or how best to structure your investments. If you can get that information quickly, we can proceed with the next step in your case, without getting back to you for a status check.

You may be able to think of other ways we can work together efficiently. If each of us considers what needs to be done and the cost and benefits of each task, we can do the best job for the case with the available resources.

If you have any questions about the cost of a case, I do not charge you for the time spent discussing costs.