

Attorney Checklist

Name of attorney: _____

Address: _____

Size of firm: _____

Style of law practiced (e.g. traditional, unbundled, collaborative): _____

Recommended by: _____

Date seen: _____

Consultation fee: _____

Office:

Is it an easy location for me to get to? _____

Was it relatively neat and clean? _____

Attorney:

Education: _____

Experience: _____

Was I kept waiting? _____

Were we interrupted? _____

Did I feel comfortable? _____

Did the attorney listen to me? _____

Fees:

Hourly billing rate: _____

Rates of others who might work on the case: _____

Retainer fee: _____

What happens when retainer is used up? _____

How often am I billed? _____

What happens if I can't pay? _____

Will attorney agree to collect from my spouse? _____

Who pays for disbursements and extra services? _____

Handling the case:

How long does the attorney think it will take to complete the case? _____

Has the attorney handled cases like this before? _____