

Guidelines for Divorce Clients Working Effectively With Your Divorce Lawyer

How Do I Help My Lawyer?

What Do I Need to Tell My Lawyer?

- ✓ 1. Promptly and accurately complete the tasks your lawyer assigns you. If your lawyer asks for information or records, provide them. If your lawyer asks you to complete a table highlighting a specific category of expenditures, complete it.
- ✓ 2. It's work to gather, copy and organize the records your lawyer requests. It is less expensive for you to get bank statements and make copies than for your lawyer to issue a subpoena.
- ✓ 3. Your work is a vital starting point that your lawyer develops and builds on in crafting your case.
- ✓ 4. Answer your lawyer's questions truthfully. Don't hide stuff. Your lawyer will ask you what he needs to know, such as your family history, income, education, background and so on.
- ✓ 5. Tell your lawyer about uncomfortable incidents that involve you or your spouse. Do either of you have a girlfriend/boyfriend? DUIs? Children out of wedlock? Is there substance abuse? Spousal abuse?
- ✓ 6. Tell your lawyer about difficulties and problems faced by your children.
- ✓ 7. Set up email and voice mail that your spouse cannot access. Change your passwords. Check daily for communications from your lawyer. Respond promptly.
- ✓ 8. Read letters mailed to you by your lawyer. Respond promptly to your lawyer's requests for consultations, interviews and records.
- ✓ 9. Do not communicate with your spouse about the case or about settling the case without first having your lawyer's advice and consent.
- ✓ 10. Promptly notify your lawyer and his staff of any notices, complaints, process or records served on or delivered to you. Provide copies.
- ✓ 11. Promptly notify the lawyer and his staff of changes in address, phone

number or email accounts.

- ✓ 12. **Communicate confidentially with your lawyer and witnesses by obtaining a new email account. Change your password regularly. Your lawyer may prefer that certain, but not all, communications be through email. Avoid using employer provided email accounts, since it may cause the attorney-client privilege of confidentiality to be waived.**
- ✓ 13. **Keep a list of questions you want to discuss with your lawyer. Ask your lawyer how often and how best to present your questions to him.**
- ✓ 14. **Your lawyer will be available to answer your questions and inform you about the proceedings, strategies, law, risks and benefits affecting your case so that you can make informed decisions. Your lawyer handles the mechanics of developing your case and complying with procedures and timelines imposed by the rules and the Court. You make core decisions about the divorce that are informed by your lawyer's counsel and advice. In some instances, your lawyer may make recommendations to you.**