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QUESTIONS TO ASK WHEN HIRING AN ATTORNEY.

Hiring an attorney can be a difficult and confusing process if you've never done it before. You're ultimately in charge of the representation, so you need to choose the attorney who you're most comfortable working with. And if you've got other advisers helping you, your attorney should be able to work with them as well.

- * Can we achieve my goal?
 - * How will you accomplish my goals?
 - * How long will this take?
 - * What could go wrong with my matter? How can we avoid that?
- * Are you the right attorney for me?
 - * How long have you been practicing in this area of law?
 - * Are you Board Certified in this practice area?
 - * How many matters like mine have you handled in the past month?
 - * What work have you done for clients like me?
 - * How often do you go to court?
 - * Do you prefer litigating a case to settling the case?
- * How will we work together?
 - * If I have a question, what's the best way to get in touch with you?
 - * Other than you, who else in your office will work on my case?
 - * How will you secure my data? How can we securely exchange documents?
 - * How will you work with my other advisors?
 - * What happens to my files at the end of the representation?
 - * How will you let me know what's happening in my matter?
 - * What if I have a question after the matter is done?
- * What will this cost?
 - * How do you charge for your services? Do you offer flat fees?
 - * What does the fee include? Will I be billed for copies or phone calls?
 - * What payment methods do you accept?

INFORMATION THE ATTORNEY WILL NEED.

The attorney will have questions to make sure that you're a good fit for that attorney.

- 1. What is the biggest issue you're facing right now?
- 2. Are there any urgent issues that need to be addressed?
- 3. Who else is involved in your matter or affected by your planning?
- 4. Do you have any other advisers we should coordinate with, such as an accountant or a financial planner?