

Rhyner & Schmidt Rechtsanwälte Notare
Bahnhof, Postfach 652, CH-8750 Glarus
Telefon +41 55 645 37 37
Fax +41 55 645 37 38
info@law-switzerland.ch
www.law-switzerland.ch

Die vollständige Anwaltsliste finden Sie auf
unserer Website www.law-switzerland.ch

Mitglieder des Schweizerischen Anwaltsverbandes
Eingetragen im Anwaltsregister des Kantons Glarus

Preparation Checklist prior meeting your attorney

Preparing your legal issue prior seeing your attorney will save time and money. Further, your attorney will be able to start off sooner with the actual work, i.e. the protection of your interests.

The following checklist can serve you as a basis for preparation (subject to change):

- Prepare a description of the state of affairs. Review your situation based on the scheme of the five W's: who, what, where, when, why. Do not conceal the facts which you might consider unpleasant or which might put you in an unfavourable light. Only when full transparency is provided, your attorney will be able to clearly evaluate the chances of success.
- Formulate your questions or issues to the attorney in no uncertain terms.
- Should deadlines have been set already, quick action is necessary!
Every day lost can reduce your chances of success.
- Collect and review the pieces of evidence which document your circumstances, e.g.:
 - Contracts (also marriage and inheritance contracts)
 - Letters/Emails/Telefax copies
 - Invoices/Vouchers/Payment summons
 - Telephone notes
 - Medical certificate
 - Work references
 - Statutes
 - Collective labour agreements
 - General business terms
 - Regulations (e.g. of employer or landlord)
 - Account statements
 - Orders of authorities
 - Publications in Official Journal
 - Layouts

Please bring along to the first attorney appointment those documents which are important to you. If possible, please provide originals.

- If necessary, name people who could act as witness in your case
- Ensure reachability for your attorney: Email address, telephone number, mobile phone number,
- P.O. box, fax etc.

We are looking forward to you contacting us.

Hansjürg Rhyner

lic. jur. LL.M.

Attorney at Law and Notary,

Specialist Solicitor SAV Inheritance Law

Richard Schmidt

lic. jur.

Attorney at Law and Notary

Balz Bänziger

lic. jur.

Attorney at Law and Notary

Mirco Dello Stritto

MLaw, Attorney at law

Silvia Paladino

Paralegal