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Checklist: preparing for a meeting with your lawyer

If you have a legal problem, preparing thoroughly before talking to your lawyer saves time and money. In addition, your legal representative can get on with their actual work – safeguarding your interests – sooner.

The checklist below can help you prepare (without guarantee):

- Prepare your description of the facts of the matter. Think about your situation based on the five Ws: **who, what, where, when, why**. Do not keep any facts from your legal representative, even those that are uncomfortable for you or that could show you in an unflattering light. Your legal representative can only clearly assess and appraise your prospects of success if you are fully transparent.
- Word your questions or concerns to your legal representative with clarity and precision.
- If the deadline clock is already ticking, time is of the essence! Every day wasted can reduce your chances of success.
- Where possible, procure or view any evidence that documents your situation, such as:

Bring documents that you think are important (the originals, if possible) to your first meeting with your lawyer or send scans of them to info@law-switzerland.ch ahead of time.
- If necessary, designate people who can bear witness to your situation.
- Ensure you are able to contact your lawyer: email address, phone number, mobile number, PO box, etc.

We're already looking forward to hearing from you.

The team at Rhyner Rechtsanwälte Notare