



STINSON, LASSWELL & WILSON, L.C.

ATTORNEYS AT LAW

\* OLIVE W. GARVEY BUILDING | 200 WEST DOUGLAS, SUITE 100 | WICHITA, KANSAS 67202 | TEL: 316.264.9137 | FAX: 316.264.3791 \*

## Consultation Policies, Procedures and Costs

If you have arranged a consultation in our office, you should:

1. Please complete your client information sheets **prior** to arriving at our office for the appointment, unless specific arrangements were made.
2. One particularly valuable organizational tool is a chronology, or time line. It is often helpful if you organize the important turning points of the history of the relationship at issue into a chronology. This should be more like a list of important dates and events than like a novel describing the details - the idea is to allow us to get a quick grasp of what brought you to the point of seeking our assistance. For example, in a new divorce case we would want to see the dates and events of meeting, moving in together, marriage, career changes, moves, children being born, perhaps purchase of house, etc.
3. Please turn off all cell phones and pagers, and arrange to maintain cell phone and pager silence for the entire consultation. Interrupting outside calls to you will necessarily cut into your consultation. The consulting attorney will make every effort to avoid being interrupted during your consultation, and the same courtesy will be afforded by our staff.
4. For the same reason, please do not bring children to the office during your consultation (or any time you need to meet with office staff). There are multiple reasons for this office policy, including the avoidance of distractions, eliminating any possibility of an accusation of violation of the ethical rules concerning the involvement of children in family law litigation.
5. Consultation fees vary based on the attorney, nature of the case, and other factors. All consultation fees are to be paid to the receptionist before the consultation, unless specific other arrangements were made in advance. Our office accepts cash, check, money order, Visa, MasterCard, American Express, or Discover.
6. Please complete as much as possible the Questionnaire that is being sent to you. Typically, the contents are intended to give us as clear an understanding of the background subject matter in question as is possible. If you can, outline or list your specific questions and issues. The more information you have absorbed in advance, and the more organized you are, the more productive and detailed the consultation can be, and the more likely it is that all your questions can be answered.
7. As a general proposition, **everything** you tell us will be treated as confidential information. There are certain rare exceptions. For example, we might be required to reveal information necessary to prevent death or substantial body harm. Information provided by someone pretending to seek legal advice, for the purpose of disqualifying this firm, is generally considered non-confidential. If you have any questions about the scope of the attorney/client privilege, they should be discussed at the beginning of the consultation.