

CHECKLIST FOR FIRST ATTORNEY CLIENT MEETING

- Your detailed list of questions for your attorney. You will not remember everything.
- Driver's license or other form of government photo ID.
- Completed Client Intake Packet.
- List of all witnesses with their address, phone numbers, and email addresses.
- Brief statement of what each witness can/will provide if called to testify.
- List of all evidence to support your case or version of events.
- Bio page/resume/CV on yourself.
- Copies or originals of all search warrants, affidavits, or other documents you received from police/law enforcement.
- Copies or originals of any documents you received by the Court
- Copies or originals of any documents you received from the jail.
- List of all prescription medications you are currently taking or should be taking.
- Any relevant medical diagnosis's
- Any documentation relating to a history of mental disease, illness, or treatment
- Any legal documents you received that are relevant, i.e. protective orders, divorce paperwork, adverse employment actions, etc.
- Documentation regarding any criminal history, including deferred sentences and expungements.
- Documentation regarding any previous allegations of similar conduct. If no documentation, please provide a list and a brief explanation.
- List any travel dates, vacation dates, or other dates where you know in advance need to be avoided when scheduling court dates.
- If you believe finances will be an issue, conduct a personal inventory of your assets, to include: cash on hand, bank balances, investments, retirement plans, gold/silver coins/bullion, firearms, real estate, vehicles, credit cards, etc.
- If you have already received a quote for legal fees, make certain to bring the fee in the form of cash, money order, or a cashier's check/certified check. No personal checks.
- Any other relevant documents, evidence, recordings, photos, electronic data, etc.