

**Here are some practical tips to help you save on legal fees:**

**1. Be Organized**

- Prepare all documents and information before meetings. This saves time for both you and your attorney/legal representative, reducing billable hours spent organizing your case.

**2. Consolidate Communication**

- Avoid frequent calls or emails with minor questions. Instead, compile your questions and concerns into one comprehensive message or save them for scheduled meetings.

**3. Do Your Own Legwork**

- Provide requested documents, fill out forms accurately, and handle basic tasks like collecting. Provide the requested document as soon as possible to prevent multiple emails regarding same topic. If you can't obtain the requested documents, be proactive and explain to your attorney/legal representative why you can't obtain said document(s).

**4. Avoid Unnecessary Litigation**

- Explore alternative dispute resolution methods, such as mediation or arbitration, to resolve issues without prolonged court involvement.

**5. Be Clear About Your Objectives**

- Clearly define your goals upfront to prevent your attorney/legal representative from spending time on strategies or issues that are not aligned with your priorities.

**6. Review Invoices Regularly**

- Examine your attorney/legal representative's invoices for clarity and accuracy. Promptly address any discrepancies or charges you do not understand.

**7. Use Attorney Time Wisely**

- Reserve discussions and consultations for legal strategy and advice. Avoid venting personal frustrations or using your attorney/legal representative for emotional support, as this consumes billable time.

By employing these strategies, you can better manage legal costs while maintaining effective representation.