

Stewart Administrative & Migration Lawyers

Barristers and Solicitors

3/13a Smith Street
Warragul 3820, Victoria

PO Box 401
Drouin 3818, Victoria

0409 921 585
www.stewartamlawyers.com
lauri@stewartamlawyers.com

NEW CLIENT INITIAL APPOINTMENT INFORMATION

Thank you for making an appointment with Stewart Administrative & Migration Lawyers. This letter contains some important information about your appointment.

Purpose: The purpose of an initial appointment is to find out how I can help you, and to provide initial advice. Usually, a written letter of advice is sent to you shortly after your appointment, setting out your options and providing you with as much information as possible so that you can make an informed decision. Initial appointments usually last between 45 minutes and 1 hour.

If your matter requires ongoing work (such as a visa application or a response to a Department of Home Affairs letter) I will send you a Costs Agreement and Disclosure Statement shortly after our initial appointment. If you have multiple options, you will receive a separate Agreement for each option. If you have any questions about the documents you receive after your initial appointment, please don't hesitate to contact me.

Location: Our office is located at 3/13A Smith Street, Warragul. It is on the second floor. Please contact us as soon as possible if you require an appointment in a different location.¹ The entrance to 13A Smith street is a set of stairs next to a clothing store called Try Angles, close to the War Memorial.

What to bring: Please bring your passport, evidence of your current visa, and documents supporting your situation with you to your appointment. You may also be asked to bring other documents or information with you.

Privacy: All the information you provide is protected by the confidentiality obligations held by all lawyers. In some circumstances, your discussions with us may also be protected by legal professional privilege.

Conflict: In rare circumstances, there may be a conflict of interest which prevents me from being able to provide you with legal advice or to represent you. This may arise because I have previously represented another person involved in your immigration matters, such as a former spouse. If there is a conflict of interest, I

¹ If you require an appointment at an alternate location, an additional fee may be applicable.

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am legally prohibited from representing you: it is not something over which I have discretion. You will be advised if there is a conflict of interest as soon as it is known and given the names and contact details of other lawyers who may be able to assist you. You will not be charged for your appointment if I am not allowed to give you advice.

Cost: Our professional fees for an initial consultation are \$330.00. This can be paid by cash or through direct bank transfer, on the day of your appointment. You will be sent a receipt upon confirmation of payment. Our bank account details are:

Stewart Administrative and Migration Lawyers
BSB: 083953
Account #: 229020085

Interpreters: If you require an interpreter please advise us when your appointment is made. Unless you have made alternate arrangements, the interpreter's fees must be paid prior to your appointment.

I look forward to meeting you at your appointment and hope that this is the beginning of great professional relationship.

Lauri Stewart
BA(Hons); LLB
Principal

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