

Working With Your Lawyer: Your Essential Toolkit

Seeking legal assistance early gives you control over your situation, helping you avoid unnecessary complications and manage costs effectively. Acting now can prevent issues from escalating and secure the best possible outcome.

Focused on Your Future


We believe that the right lawyer not only navigates legal challenges but also secures your future. Our tailored legal solutions strive for the best outcomes, empowering you with the confidence and strength to move forward.

Our approach is grounded in expertise, integrity and a strong dedication to understanding your needs. We are your voice and strength —because we believe you deserve nothing less than a fair and just outcome.

We're in this together

Whatever stage you're at in life or business, having the right lawyer makes all the difference.

Whatever your legal challenge may be, Foye Legal is here to guide and support you.

 **1800 996 994**

1 Identify Your Legal Needs

Self-Assessment Guide

- ✓ Do I need a lawyer to prevent, resolve or defend a legal matter?
- ✓ Have I gathered all relevant documents and records related to the matter?
- ✓ Am I facing legal action or a dispute?

2 Finding the Right Lawyer

Find the Right Expertise

Choose a lawyer who has expertise and focuses on your area of concern.

Check Reviews & Recommendations

Look for feedback from trusted sources and past clients.

Consider Compatibility

A good lawyer-client relationship matters—look for clear communication and trust.

Questions to Ask in a Consultation

- ✓ How much experience do you have in similar legal matters?
- ✓ What are your legal fees and how do you charge?
- ✓ How will we communicate, and what is your typical response time?
- ✓ What are the likely outcomes of my case?

Understanding Lawyers Fees & Billing

- ✓ **Fixed Fees** – Set amount for services.
- ✓ **Hourly Rate** – Charged per hour of work.
- ✓ **Contingency Fees** – Lawyers get paid only if you win (common in personal injury cases).

3 The Legal process: What to Expect

Step-by-Step Guide for your Legal Matter



Initial Consultation

Understand your legal issues and needs by assessing the matter and devising a strategy.



Case Preparation

Gathering documents, assessing legal matter & provide ongoing advice.



Negotiation & Mediation

Attempting settlement before the court makes a determination.



Outcome of Court Proceedings

If necessary, preparing and presenting the case before a judge.

Key Legal Terms in Plain English

- ✓ **Plaintiff & Defendant (Applicant & Respondent)** – The party bringing the case vs. the party responding.
- ✓ **Mediation** – A negotiation process facilitated by a neutral third party.
- ✓ **Contract** – A legally binding agreement.
- ✓ **Litigation** – The process of taking legal action.



Understanding Key Legal Documents

- ✓ **Contracts & Agreements** – Legally binding documents outlining obligations between parties.
- ✓ **Court Orders** – Official orders the parties are bound to comply with.
- ✓ **Affidavits** – Sworn/affirmed statements of facts.

Dispute Resolution Options

- ✓ **Mediation** – Facilitated discussion & attempt to reach an agreement.
- ✓ **Arbitration** – A binding decision made by an independent third party.
- ✓ **Litigation** – Formal legal proceedings in court.

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Managing Your Legal Matter

Effective Communication with Your Lawyer

- Be clear about your expectations and ask for updates.
- Provide clear and concise instructions.

Handling Stress During Legal Proceedings

- Seek support from your networks (family, friends, professional counsellors).
- Stay informed to reduce uncertainty.

Organising Legal Documents

- Store important documents securely (digital & physical copies).
- Keep records of all legal correspondence and documents.

