



**BIRMAN & RIDE**

## Choosing your initial consultation

### Welcome to Birman & Ride

We offer two forms of initial consultation – a **short consultation** and an **extended consultation**.

#### Short consultation \$99

A short consultation takes about **20 minutes**. You'll meet a member of our professional team experienced in the relevant area of law who will:

- identify the scope of your problem and whether you need ongoing legal advice;
- solve the problem on the spot if possible;
- offer self-help solutions where practical;
- tell you what your options are for the ongoing management of the problem; and
- if appropriate, offer you a written quote for any further services or upgrade you to an extended consultation

We recommend a short consultation if you are unsure whether you need legal representation and as a first step for some fixed price services including:

- wills and enduring powers of attorney;
- probate and deceased estate administration;
- family law – applications for consent orders, divorce applications, or straightforward binding financial agreements;
- violence or misconduct restraining orders;
- PAID - debt recovery for amounts up to \$75,000;
- neighbourhood or consumer disputes;
- road traffic offences;
- minor criminal offences and guilty pleas;
- advice on standard form real estate contracts; and
- preparation of standard commercial documents such as leases, mortgages, loan agreements and trusts.

#### Extended consultation \$770

An extended consultation takes about **90 minutes**. You'll meet two members of our professional team conversant with the relevant area of law who, if you engage us on an ongoing basis, will be responsible for managing and supervising your case. They will:

- review your documents and obtain a statement of facts;
- identify enough information to enable us to form an opinion as to your legal position;
- provide as much detailed legal advice as is possible; and
- propose a strategy for the ongoing management of your case.

*Please turn over*

**Extended consultation (continued)...**

If you choose to engage us thereafter we will use the information you give us at the consultation to prepare a detailed quote or estimate of our charges, including fixed priced items in most cases.

Having two team members involved at the outset saves you time and money in the long run. The senior member will supervise your file, be responsible for strategic planning and complex legal advice, and represent you at complex Court appearances or mediations. The junior team member will take responsibility for liaising with you, managing the daily conduct of your file, assisting with the preparation of your case and dealing with matters that do not require the experience of a senior practitioner (i.e. routine correspondence, research and minor Court appearances). Their early involvement means no time is wasted with junior members "getting up to speed" with your case, helping us to deliver legal services to you as efficiently and as economically as possible.

We recommend an extended consultation if you:

- are likely to engage us on a longer term basis;
- are involved in a significant commercial, property or building dispute;
- want us to prepare or review complex commercial documents;
- want to defend (plead not guilty to) criminal charges;
- want to defend a civil or family law claim involving more than \$10,000;
- want to commence any proceedings that are likely to be defended;
- have an urgent matter that requires immediate steps to be taken; and
- have a dispute with your current lawyer or require a second legal opinion.



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## Client information capture form

Please help us maintain the quality of our records by completing both sides of this form.

### Your business details

Please complete this section if you are consulting us on behalf of a company or business.

Attach your business card if it contains the required information.

<b>Trading/business name</b>	<input type="text"/>		
<b>Company/trustee name</b>	<input type="text" value="PTY LTD"/>		
<b>Company number (ACN)</b>	<input type="text"/>	<b>Business number (ABN)</b>	<input type="text"/>
<b>Trust name</b>	<input type="text"/>		
<b>Directors/partners/ trust unit holders</b>	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
<b>Telephone (switch)</b>	<input type="text"/>	<b>Facsimile</b>	<input type="text"/>
<b>Industry type</b>	<input type="text"/>	<b>Website</b>	<input type="text"/>
<b>Mailing address</b>	Country <input type="text"/>	Postcode <input type="text"/>	State <input type="text"/>
Town/suburb	<input type="text"/>	Street/PO	<input type="text"/>
<b>Physical address if different from mailing address</b>	Postcode <input type="text"/>	Town/sub	<input type="text"/>
	Street	<input type="text"/>	

### Your personal details

<b>Surname</b>	<input type="text"/>		
<b>Given names</b>	<input type="text"/>		
<b>Title Mr, Ms, Mrs etc</b>	<input type="text"/>	<b>Date of birth</b>	<input type="text"/>
<b>Telephones</b>	Home <input type="text"/>	Work <input type="text"/>	Mobile <input type="text"/>
<b>Email</b>	<input type="text"/>		
<b>Industry</b>	<input type="text"/>	<b>Occupation</b>	<input type="text"/>

We prefer to communicate with you by email. Please X here *if this is not convenient for you.*

**Your mailing address** Country  Postcode  State   
 Town/suburb  Street/PO   
**Your physical address if different from mailing address** Postcode  Town/sub   
 Street

### Identity confirmation

*We request this information to ensure that the people with whom we deal are who they say they are; and to protect our clients and the community generally against fraud*

**Photo ID type** Driver's licence  Passport  Other   
 Document number  Country/state of issue

### Other parties

*If your consultation involves a dispute with others, please list the parties involved. We need this information to ensure that we do not have a conflict of interest that would preclude us from acting for you.*

**Names of other parties**

### Please tell us why you chose Birman & Ride

**Referred by**(please name)   
 We may contact this person to thank him/her for the referral. Please **X** here **if you prefer us not to.**   
 Yellow pages on-line  Yellow pages book  Website  Newspaper advertisement   
 Other

### Other Birman & Ride services

*Please **X** if you would like us to send you free information about:*

- |  |   |
|--|---|
| <input type="checkbox"/> Making a Will or power of attorney                        | <input type="checkbox"/> Deceased estates                           |
| <input type="checkbox"/> <b>Resolution</b> – our strategy for family separation    | <input type="checkbox"/> <b>PAID</b> – our debt management strategy |
| <input type="checkbox"/> Financial planning and investment                         | <input type="checkbox"/> Litigation services                        |
| <input type="checkbox"/> <b>Flat Rate settlements</b> – buying/selling real estate | <input type="checkbox"/> Commercial services                        |
| <input type="checkbox"/> Criminal law  | <input type="checkbox"/> Traffic law                                |

### Payment

Please **X** your preferred choice of consultation and method of payment

Short consultation (\$99)  Extended consultation (\$770)

Credit card  EFTPOS  Cash  Cheque

Signature \_\_\_\_\_

Date «Date»

Registry \_\_\_\_\_