

# Bayside Community Legal Service

'Making Justice Accessible to Everyone'

## FACT SHEET

## Preparing for your appointment

### Getting ready for your appointment

You have been allocated a 30-minute appointment with one of our experienced lawyers to help you with your legal issue. It is important that you take some time to prepare to make sure that you get the help you need.

### What you need to do before your appointment?

There are several things you can do to prepare for your appointment:

1. Collect and bring to the appointment any important documents such as letters, emails, photographs, videos, court documents, QP9 if a criminal matter, agreements, or contracts.
2. Write a short summary about what has happened. This summary should include any relevant dates and times, the names of any parties involved or witnesses.
3. Write down any questions you have for the lawyer.

This will assist the lawyer to give you accurate and relevant advice.

### I'm feeling worried and nervous about my appointment

Bayside Community Legal Service understands that clients may feel worried or nervous when discussing their legal issue. To help you feel comfortable you can ask for a friend or family member to sit in on your appointment. Please let Bayside Community Legal Service know before the appointment that you wish to have someone in the appointment with you for support. The support person's role is to provide emotional support and comfort to you during the appointment. If the support person's presence becomes unhelpful for any reason, the lawyer may ask for them to leave the appointment.

### What happens during your appointment?

During your appointment, your lawyer will begin by checking your details, the legal issue that you wish to discuss and if it is okay for one of our volunteer law students to sit in. Next, they will ask you to explain your legal issue.

If you are dealing with more than one issue, it is important to focus on the most important legal issue during the session.

When you are explaining your situation, ensure that you remain calm and focus on the facts of the issue. We understand that these issues can be extremely emotional, but it is important to focus on the key facts which will help your lawyer provide you with the correct advice.

Your lawyer will ask you questions as they may require more information, they may need to confirm dates, what court orders you have, so this is why it is important you have all of these documents ready for your appointment.

Towards the end of the appointment the lawyer will provide you with legal advice on how to move forward. Make sure you take notes for your own records. The lawyer may also provide you with non-legal solutions to the problem.

### What happens after the appointment?

Once your appointment is completed your lawyer will email you a summary of the legal issue discussed and the advice provided. The lawyer will also provide you a list of any referrals to other lawyers or agencies that may be able to assist you.

If further issues do arise, please ensure that you contact Bayside Community Legal Service and book in an additional 30-minute appointment.



[www.bcls.org.au](http://www.bcls.org.au)

[info@bcls.org.au](mailto:info@bcls.org.au)

07 3162 3282

Wynnum Community Centre, 105 Florence Street, Wynnum QLD 4178

PO Box 103, Wynnum QLD 4178

*Bayside Community Legal Service acknowledges the traditional owners of the lands across Queensland, and in particular the Quandamooka peoples, the traditional owners of this land where our Bayside community is situated. We pay our respect to elders past, present and emerging*