

# A Guide to a Successful Interview with a Lawyer

This guide will help you prepare for your interview with a lawyer. A little preparation will make your interview successful.

## Introduction

This guide describes four steps to take before you see a lawyer. Whether you are paying for your lawyer or receiving free legal advice, it is to your advantage to be prepared to make the best use of the time you spend with your lawyer.

If you have formally retained a lawyer every moment spent with him or her is billable time. Therefore, you don't want to spend valuable time with your lawyer searching for information or documents when you should be focusing on the important legal aspects of your case.

If you are receiving free legal advice, it is likely that your time with a lawyer will be limited. Generally, "pro bono" appointments are of thirty-minute duration. Therefore, it is important that you have all of your pertinent information organized in a fashion that will allow you and your lawyer to make optimal use of this limited time.

If you follow the four steps in this guide, you will be well prepared and know what to expect when you meet your lawyer. This will help you to make good use of your time and be in a better position to understand your rights.

## Step 1: Fill out the Information Sheet

- ✦ Fill out the Information Sheet at the end of this guide. Take it with you to the interview.
- ✦ If there are other important names and addresses that the lawyer should be aware of, put them in too. If your problem has a file or case number, include that as well.
- ✦ Please print or type.

## Step 2: Prepare your Document List

- ✦ Take all letters and documents about your legal problem with you to the interview. If you are in doubt about an item, bring it anyway. Next, put the documents in order according to their dates.

This Guidebook provides general information about civil, non-family claims in the Supreme Court of BC. It does not explain the law. Legal advice must come from a lawyer, who can tell you why you should do something in your lawsuit or whether you should take certain actions. Anyone else, such as court registry staff, non-lawyer advocates, other helpers, and this guidebook can only give you legal information about how to do something, such as following certain court procedures.

Standards are in effect for the filing of all Supreme Court civil and Supreme Court family documents, except divorce and probate. When you submit your completed documents, registry staff will check to make sure they meet the minimum standards before accepting them for filing. It is your responsibility to include all other information required by the court and ensure it is correct.

For information about how to get help with your case, see the last page of this document.

- Fill out the Document List at the end of this information. You can use it to list the documents you have. What if some of the documents are in a package? If some of the documents are in a package, leave them in the package. An example of this would be a package prepared by the Tribunal under the Employment and Assistance Act. Leave the documents the way they are arranged in the package and do a separate Document List for the package. If you have little Post-It notes, put the number of the document on a Post-It note. Attach the Post-It note to each document so that it corresponds to the Document List.

Here is an example of how to fill out the Document List.

Number	Dated	Pages	Description	Author	Recipient
1	June 13, 2005	2	Letter about assessment of child	Tom Delaney	School Board No. 34

### Step 3: Prepare your written statement

- Write out your story in chronological point form. This is your written statement. Put in all the facts that you consider important. Be specific as to the dates and who said what. When you write out your story, it should not be more than two pages. This will force you to focus on the important matters.
- Take the written statement with you to the interview. It will help refresh your memory when you are talking to the lawyer.
- If you have questions you want to ask the lawyer, write them out and take them with you. It's easy to forget the questions if you don't write them down. The lawyer will want to know all the details.

The lawyer will want to know:

1. Exact dates, if possible.
2. Who said what to whom – the exact words, not a summary.
3. Who was present during conversations and how long the conversations lasted.

**Important:** The lawyer needs to know all the details, good and bad, about your case. If you are completely frank, the lawyer will be in the best position to handle your problem and advise you on the same.

### Step 4: Going to the interview

There are four “S’s” to a successful interview with a lawyer:

- slow,
- straight forward,
- specific, and
- systematic .

#### 1. Slow

People tend to talk too fast in a lawyer interview. This is natural. Many of us are nervous when we have to see a lawyer. We want to tell all. Think about it this way: hearing your story is like eating dinner.

- If the lawyer is eating too fast, he or she won't be able to digest it properly.
- If you tell your story slowly, this gives the lawyer time to digest and understand your story. If you talk slowly, you give the lawyer time to ask questions. You will avoid missing important facts.

The better prepared you are for the interview, the better advice the lawyer can give you.

## 2. Straightforward

All of us want to be seen in a good light. When we talk to other people, we usually try to emphasize the favourable things about ourselves. There is nothing wrong with this. It helps us all get along. However, when you're talking to a lawyer, things are different. You need to give the lawyer both the good information and the bad information. If you did something wrong, admit it to the lawyer. It will most likely be brought to his/her attention later anyway, by the opposing party.

The lawyer needs to know the good and the bad information at the beginning. That will help the lawyer to give you good advice and save time and possibly money in the long run. Unless the lawyer knows everything, he or she cannot give you good advice. Here's a situation that illustrates the point. It's about a man who was fired for being late for work. He does not want to answer the lawyer's question.

- Q. Were you late for work on March 13, 2005?  
A. Late! You should talk to Margo Smith. She is never on time. She gets away with murder.
- Q. But on March 13, 2005, were you late?  
A. Is it my fault there was a car accident on the Port Mann Bridge? These things happen!
- Q. On Mar 13, 2005, were you on time for work? (FIRM VOICE)  
A. Don't you listen? I've explained that! (LOUD VOICE) The lawyer asked the man, "Were you late for work?" But the man did not answer the question. Instead, he gave his excuses for being late. A good exchange goes like this:
- Q. Were you late for work on March 13, 2005?  
A. Yes!
- Q. What was the reason?  
A. There was a car accident on the Port Mann Bridge. I was stuck in traffic for thirty minutes.
- Q. Were you ever late before?  
A. No.
- Q. Were other people ever fired for lateness?  
A. No. Marge Smith was late all the time and she wasn't fired!

This exchange goes to the heart of the problem.

- Always be straightforward. Answer the questions directly.
- Remember, many of the questions the lawyer will ask require simple answers.
- The simple, straightforward answer is best.

## 3. Specific

We all tend to talk in generalities. This person is good. That motion picture is terrific! However, such generalities are not useful when you are dealing with the law. Law requires specific information. If you are asked a question such as: "On what date did this happen?", it is best to give a specific date, e.g., March 15, 2006. If you can't be specific, be as specific as possible. "It happened the week of March 12, 2006." Do not summarize conversations. Instead, tell the lawyer, "Mr. Jones said...and then I said..." Repeat the exact words that were said. The more straightforward you are in the interview, the better advice the lawyer can give you.

## 4. Systematic

When you are telling your story to the lawyer, tell it in chronological order. You cannot tell everything at once. Here is an example of what can go wrong. A woman is describing to her lawyer how she got fired from her job.

- Q. Did Mr. Jones, your boss, call you in his office?  
A. Yes.
- Q. What did he say?  
A. He said Mrs. Smith, please sit down. I sat down. Then he said, "This is difficult, but I'm going to let you go, **because of the Atlantic mix-up. Well, I can tell you, I can swear on my mother's grave, I had nothing to do with the Atlantic mix-up.**"

The information in bold type breaks the chronological order. The woman's story about how she got fired has been interrupted. The woman has begun to talk about something new, "the Atlantic mix-up." The flow and the flavour of the story about the firing are broken. The flow of the story is important. The explanation of "the Atlantic mix-up" can wait until later in the interview. It may also be important, but if the woman gives it here, it is confusing.

- ✦ Keep your story in chronological order. Do not skip about from one time period to another.
- ✦ If you have papers and documents, get them in order before you go to see the lawyer. It is a waste of your time to spend several minutes looking for one letter in a pile of letters.

## Conclusion

- ✦ Fill out the Information Sheet and take it with you.
- ✦ Fill out the Document List and take it with you.
- ✦ Write out your story before you go to the lawyer. If you have questions to ask the lawyer, write them down before you go. That way, you won't forget them.
- ✦ When you meet with the lawyer, remember to be slow, straightforward, specific and systematic.

## Information Sheet - Please Print or Type

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Claim or File Number: \_\_\_\_\_

Contacts, Witnesses or Others:

(Agency): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

(Agency): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_



## Get Help With Your Case

Before you start your claim, you should think about resolving your case without going to court (see the guidebook, *Alternatives to Going to Court*). If you do not have a lawyer, you will have to learn about the court system, the law that relates to your case, what you and the other side need to prove, and the possible legal arguments for your case. You will also need to know about the court rules and the court forms that must be used when you bring a dispute to court.

### Legal Information Online

All *Guidebooks for Representing Yourself in BC Supreme Court Civil Matters*, along with additional information, videos and resources for Supreme Court family and civil cases are available on the Justice Education Society website: [www.SupremeCourtBC.ca](http://www.SupremeCourtBC.ca).

Clicklaw gives you information about many areas of law and free services to help you solve your legal problems: [www.Clicklaw.bc.ca](http://www.Clicklaw.bc.ca).

The Supreme Court of BC's website has information for people who are representing themselves in court: [www.Courts.gov.bc.ca/supreme\\_court/self-represented\\_litigants/](http://www.Courts.gov.bc.ca/supreme_court/self-represented_litigants/)

### Legal information services

The Vancouver Justice Access Centre's, Self-help and Information Services includes legal information, education and referral services for Supreme Court family and civil cases. It is located at 290 - 800 Hornby Street in Vancouver (open Monday to Friday): [www.SupremeCourtSelfHelp.bc.ca](http://www.SupremeCourtSelfHelp.bc.ca).

For information about other Justice Access Centre services in Vancouver and Nanaimo, see: [www.JusticeAccessCentre.bc.ca](http://www.JusticeAccessCentre.bc.ca).

### Legal advice

You may be eligible for free (pro bono) legal advice. Access ProBono Society of BC's website gives you information about the legal assistance that is available to you: [www.AccessProBono.ca](http://www.AccessProBono.ca).

### Legislation

BC Legislation (statutes), regulations, and Rules of Court can be found at: [www.BCLaws.ca](http://www.BCLaws.ca).

### Court rules and forms

Supreme Court forms can be completed in 3 ways:

1. Completed online and filed at: [www.CourtServicesOnline.gov.bc.ca](http://www.CourtServicesOnline.gov.bc.ca)
2. Completed online, printed and filed at the registry
3. Printed, completed manually and filed at the registry

Court forms that can be completed online are available at: [www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index\\_civil.htm](http://www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm)

Printable court forms are available at: [www.SupremeCourtBC.ca/civil/forms](http://www.SupremeCourtBC.ca/civil/forms)

### Common legal terms

You can find out the meaning of legal terms at: [www.SupremeCourtBC.ca/glossary](http://www.SupremeCourtBC.ca/glossary)

### Family law

For information about family law claims, see: [www.FamilyLaw.LSS.bc.ca](http://www.FamilyLaw.LSS.bc.ca).

This guidebook is part of a series:

## Guidebooks for Representing Yourself in Supreme Court Civil Matters.

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