

How to Find an Attorney

Most attorneys have websites that can answer many of your questions – and some of the questions listed below. It's best to look on their site first, then follow up with a phone call to fill in any gaps. While the exact questions depend on your business, this list can provide a helpful starting point.

- What are your areas of specialization?
- How long have you been practicing law?
- What experience do you have in handling employment matters?
- What experience do you have in dealing with tax matters?
- Have you worked with businesses in my revenue range before?
- Have you ever been disciplined by an ethics committee, or been suspended from the practice of law? If so, why?
- Will you be the only attorney who works with my business?
- If I contact your office with questions, what is a typical turnaround time for an answer?
- If you are unavailable, who can I speak to about my business concerns?
- If I have an emergency, can I reach you after hours?
- What continuing legal education courses have you attended during the past few years?
- Who are the paralegals at your firm that would work on my matters, and what experience do they have?
- How do you charge legal fees, and for what expenses will I be charged (e.g., faxing, word processing, copying, postage)?
- Do you have sample legal forms, agreements, and policies that I can use for my business?
- Do you have experience helping businesses with incorporation?

Keep In Mind:

- Most attorneys give a free initial consultation.
- Most attorneys are not able to give references from past clients, due to attorney-client confidentiality.
- Most court systems have a Self Help Center or Self Help Forms available that are either free of charge, or offered for a reasonable fee online. In addition, there are books that sell legal forms on specific issues. Most attorneys do not provide these forms without a fee.
- Once you have retained counsel, be aware of certain indications that an attorney is not performing appropriately. Phone calls or emails not being returned within two days, and without a good explanation, might mean you need to have a meeting with your attorney to inquire about the delay. If no reasonable explanation is provided, you may need to find other counsel.

www.lawyers.com is an excellent, easy-to-read, and highly understandable website for individuals and businesses looking for information on a specific legal matter. This site offers a search engine to find a lawyer in your area, a Q&A section, and an extensive database of legal help in your area.

Find an attorney in your area: <http://ohio.statelawyers.com/>

Ohio State Bar Association: <http://www.ohioabar.org/Pages/PublicSite.aspx>