

Top 8 Tips to Minimise your Legal Fees

We understand that obtaining legal advice can be expensive. Whilst we do our best to keep our costs down, there are certain things you can do to help. Below are our Top 8 Tips to help minimise your legal fees:

#1. Tell your solicitor all relevant facts at the outset.

When instructing us to advise you in relation to your matter, please provide us with a concise written summary of all the relevant facts straight away. If you're not sure whether a fact is relevant, just ask. This will help minimise your legal fees by reducing the time it takes us to identify the legal issues at hand.

#3. Be organised.

One of the easiest ways to reduce your legal costs and save us time in organising your paperwork, is to provide us with documents in a logical and orderly fashion. This could include correctly naming your documents, using clear headings, categorising your documents, placing them in chronological order and/or creating an index clearly listing the documents you have provided.

#5. Limit the number of people providing instructions (or provide instructions jointly).

Costs add up quickly when we do not receive clear and concise instructions. This typically occurs when we receive instructions from multiple people (for example, both the husband and wife separately) in relation to the one matter, as each person's instructions may slightly differ from the next. To avoid incurring unnecessary costs for us to clarify instructions, ensure that you communicate with each other first and then provide us only one clear set of instructions.

#7. Answer the question.

When we ask specific questions, they may not seem relevant to you, however the answer to them is important to providing accurate and timely legal advice. Ensure that you read our questions carefully and focus on answering any questions directly to avoid unnecessary costs.

#2. Provide all documents to your solicitor at the outset.

This tip is a logical extension of our Top Tip 1. Our legal advice is dependent on the documents you provide to us which are relevant to your matter. Accordingly, it is important to provide us with all relevant documents immediately. If you are not sure whether a document is relevant, ask your solicitor. You may incur significant additional fees if a document comes to our attention down the track which changes our advice to you. Likewise, if you provide us with extensive documents that we need to review which are not relevant to the issues, it will also increase your legal costs.

#4. Be concise in your instructions.

Whilst we need detailed instructions, the old expression is often true – less is more. By this, we mean that you should be concise when giving instructions whilst still providing the details necessary for us to properly advise you. Always remember that we can (and will) ask for more detail if we require it. While we understand being involved in legal matters can be very emotional, emotions are best kept out of your instructions as it may add to your legal costs.

#6. Read all correspondence thoroughly.

One of the most common ways clients incur additional costs is asking questions which we have already answered. To avoid such unnecessary costs, ensure that you have read all correspondence from us thoroughly. In saying this, never hesitate to seek clarification or further advice where necessary.

#8. Use email as much as possible.

Email is typically the most cost-effective way to communicate with us – it is often much quicker for us to reply to an email than to discuss the matter over the phone.