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- a) Give legal advice through office visits, telephone calls, facsimile (fax), mail or e-mail
- b) Advise about alternate means of resolving the matter including mediation and arbitration
- c) Evaluate the client's self-diagnosis of the case and advise about legal rights and responsibilities
- d) Review pleadings and other documents prepared by you, the client
- e) Provide guidance and procedural information regarding filing and serving documents
- f) Suggest documents to be prepared
- g) Draft pleadings, motions and other documents
- h) Perform factual investigation including contacting witnesses, public record searches, in-depth interview of you, the client
- i) Perform legal research and analysis
- j) Evaluate settlement options
- k) Perform discovery by interrogatories, deposition and requests for admissions
- l) Plan for negotiations
- m) Plan for court appearances
- n) Provide standby telephone assistance during negotiations or settlement conferences
- o) Refer you, the client, to expert witnesses, special masters or other attorneys
- p) Provide procedural assistance with an appeal
- q) Provide substantive legal arguments in an appeal
- r) Appear in court for the limited purpose of _____

s) □□

Other: _____