

JING LAW FIRM

Common Questions for an Intake Meeting with a Lawyer

© Dr Jing (William) Guo, qualified Dutch lawyer (*advocaat*) and founder of Jing Law Firm ¹

Below are some common questions clients often ask during an intake meeting with a lawyer. Depending on your situation, you may need to adjust or add to these.

1. About the lawyer's experience

- (1) Have you handled similar cases before?
- (2) What is your experience in this area of law?

2. About the legal strategy and process²

- (1) What are the possible outcomes of my case?
- (2) What are the key challenges and risks?
- (3) What strategy do you recommend for my situation?
- (4) How long do you expect the process to take?

3. About fees and costs

- (1) How do you charge for your services (hourly rate, fixed fee, no cure no pay etc.)?
- (2) What are the estimated costs for my case?
- (3) Are there any additional costs besides your fees?
- (4) Do you require an upfront payment (retainer)?

4. About communication and next steps

- (1) How will we communicate throughout the case (e-mail, Whatsapp, phone, meetings etc.)?
- (2) How often can I expect updates?
- (3) What are the next steps if I decide to hire you?

For more on preparing for an intake meeting with a lawyer, see:

- Dr Guo's video on YouTube: <https://youtu.be/zZum5-HjJU0?si=DScuWyNMLSgErydd>

- Dr Guo's blog: <https://eng.jinglawfirm.nl/intake/>

¹ Dr Guo holds a Ph.D. from the University of Amsterdam, a Magister Juris (Master of Laws) from the University of Oxford and an LL.B. and LL.M. from Leiden University. His key areas of practice include Dutch employment law, contract law, corporate law and criminal law. To learn more about Dr Guo, visit: <https://eng.jinglawfirm.nl/about/>.

² Please note that the lawyer may not yet have enough information during the intake meeting to fully answer all of these questions.