

## **TIPS TO KEEP YOU LEGAL COSTS DOWN**

### **BE RESPONSIVE**

- Respond promptly to your solicitors communications to avoid them having to chase you, at additional expense, for instructions. If you are going on holiday let your solicitor know.
- Avoid contacting your solicitor unnecessarily. A quick yet regular general email to your solicitor may be expensive so agree a deadline with your solicitor when you will next touch base if you have not heard anything in the meantime.

### **BE ORGANISED**

- Give as much information and documentation as possible to your solicitor, but be succinct as it takes time and therefore money to wade through irrelevant information. If you are not sure if it is relevant ask.
- Obtain as much information and documentation as your solicitor needs yourself promptly to avoid the expense of your solicitor having to obtain it on your behalf. Keep documents in chronological order
- Prepare summaries and/or schedules where relevant to provide an overview at a glance of the facts.

### **KEEP IT AMICABLE**

- Where appropriate try to resolve as many issues as possible with the other party – but discuss these issues and your options first with your solicitor to avoid detrimentally compromising your position.
- Keep channels of communication open

### **DO NOT RECKLESSLY DISPOSE OF ASSETS TO DEFEAT A CLAIM**

- If there is a possibility you may be financial liable to a third party then preserve what assets, capital and income you have to make meeting this liability easier. The liability may be the same but the financial hardship to service it may be in your control
- Disposal of assets, capital or income may also increase your overall liability in the event arguments ensue as to what your motives were for disposal and whether such disposals should be ignored for the purpose of quantifying liability

### **BE PRAMATIC**

- Be prepared to adopt a pragmatic and costs effective approach. Always ask yourself – “Is the legal expense, emotional energy justified and proportionate to the gain that may be achieved and what is the risk assessment?”

