

## Letter to your Lawyer: Court Cases

*This questionnaire is to help you put together the information that your lawyers are likely to need in order to deal with court cases. They will, almost certainly, need additional information specific to your case but this will be a good starting point for a conversation with them.*

Please complete this questionnaire as best you can. We realise that you will not be able to fill in all of the answers. Your lawyers will gather the information needed to complete as much as is relevant of the rest of the document.

Remember that the more information you can give to your lawyers, the less time they will have to spend on your case and the less their legal fees are likely to be.

Please send the completed Questionnaire together with:

- 1) A **copy** of any contract related to the case.
- 2) A **copy** of any original invoices in respect of the case.
- 3) A **copy** of any correspondence concerning the case.

### **Notes:**

- 1) If you are starting the case on behalf of one or more individuals, the lawyers will **EVENTUALLY** (not now) need a copy of the passports of all of the people concerned.
- 2) If you are starting the case on behalf of a Limited Company they will **EVENTUALLY** (not now) need various documents about the company.

**About you:**

Surname:	
Forenames	
Nationality:	
Passport Number (if known):	
Country of Residence:	
Profession:	

**OR (if the case is on behalf of a company):**

Company Name:	
Contact Person who is dealing with this case:	
Their reference number for the case:	

**In both cases:**

Address:		
Telephone:	Day	Evening
May the lawyer contact you up to 20:00 (8pm)?	YES / NO	
Fax:		
Email:		

**The person with whom you are in dispute**

Surname:	
Forenames	
Nationality:	
Passport Number (if known):	
Country of Residence:	
Profession:	

**OR (if the case is on behalf of a company):**

Company Name:	
Contact Person who is dealing with this debt:	
Their reference number for the debt:	

**In both cases:**

Address:		
Telephone:	Day	Evening
Fax:		
Email:		

## **The Dispute**

What is the dispute about? Explain as briefly and clearly as possible. No more than one page!

## **What are you trying to achieve?**

e.g. “compensation” or “an order that the building is demolished” or “an order that the property in dispute is given to me”.