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The following guidelines may be helpful:

- Contact several attorneys, briefly describe the nature of the services you desire, and find out the attorney's qualifications and experience. Ask for a written schedule of fees charged for the services you need. Do not turn over documents or funds until you are certain the attorney understands your legal needs and will handle your case.
- When dealing with your attorney find out how the attorney plans to represent you. Ask specific questions and expect the attorney to explain the legal process and the legal activities planned on your behalf, in a language you understand. Have your attorney analyze your case and give you the positive and negative aspects and probable outcome. Tell the attorney every relevant fact needed to represent your interests.

- Ask your attorney to keep you advised of the process of your case according to a pre-established schedule. Request copies of all letters and documents prepared on your behalf.

To obtain an attorney in the United States or in another country, check the Martindale-Hubbell's site at <http://www.martindale.com/>.

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