## On your first call to the law office of Lisa Vance, you will meet your client coordinator.

When you call into the Law Office of Lisa Vance, and state you need to talk about a legal problem, you will be transferred to a Client Coordinator.

Your client coordinator is the person who will help you determine if our law office is the best place for you and will set up your 1<sup>st</sup> meeting with one of our lawyers. She will help you decide which lawyer in our firm would be the best fit. She will stay in contact with you until your case is opened and you have met your team, your lawyer and your paralegal.

The first thing to keep in mind when you're making your first call, is to treat it like a business call. That is, after all, what it is.

Our client coordinators are specially trained staff who will help you determine if your case can be handled in the Bexar County Courts, They will find out if you are the first person, involved in this case, to contact our office. They will handle the communication before the consultation and follow up after

When you're contemplating divorce, you're dealing with all kinds of emotions, and we absolutely understand that's the case. We know, TAKING THIS FIRST STEP, starting, picking up the phone, is probably the most difficult part of seeking a solution to your problems.

However, when we're considering your divorce, we need to know a few key things: If it's in one of our usual jurisdiction areas, what type of divorce case it will be, how complicated the finances and custody issues are, and from all this, which lawyer at our firm is best to take your case. We will be asking a lot of questions, and noting your answers for the lawyers.

you can trust your client coordinator to be watching for what is best for you. You should have complete confidence that what you are telling her will be confidential

Most of the divorce cases we're involved with are either in Bexar County or one of the adjacent counties. We can, of course, practice throughout the state of Texas, but the further you are from the San Antonio metro area, the more our travel costs will be, especially if it's a case that requires litigation.

The specifics of your case, and what route you'll take to secure your divorce decree, will be determined with your lawyer once you're in your initial consultation. In the first call, though, we'll want you to provide enough information to be able to determine what routes are available,

We'll cover some basics in that call. Since divorce is largely a legal process in which assets and debts are distributed, we'll want to get an idea of what those are.

If there are children, we'll want to learn about them, how old they are, where they live, and who they live with.

We will ask about the opposing party, and where he/she lives.

These will seem like a lot of questions but if we have a good history for the lawyer you will be meeting, that lawyer will be better prepared. It will help with your costs, as the lawyer can concentrate on the right plan for you.

There are some situations, most notably involving spousal abuse or child abuse, when we will take special precautions. If you're divorcing under those circumstances, we want to know that you're safe and will be able to safely move forward with a divorce — we can connect you to resources in the community that will allow you to do that.

In some cases, couples might think that litigation is all that's available, but if you're interested in exploring other options, it's good for us to know that too. For instance, couples who consider themselves high-conflict can successfully come to a divorce agreement through mediation or collaborative law. But knowing you're a high-conflict couple at the outset will allow us to proceed more effectively than if we find that out in the process of working with you and your spouse.

Of course, we don't just do divorces. We have lawyers who specialize in other areas of family law, including CPS cases and probate law. For those calls, we have specific questions we ask for each of those types of cases with an expectation that people will answer honestly and specifically. The more candid, upfront, focused and detailed you can be in the first call to us, the more information we have will help to find the right path for your needs.

Your Client Coordinator will be your link to the firm. They will give you directions to the office, and remind you of your appointment time. They will send you forms you will need. They may suggest some reading material for you to learn about this legal process.' They will be your link until they see you are safe in the hands of the team at the Law Office of Lisa A.Vance