



## The BFLC Brief - February 2012

### Welcome back !

Brisbane Family Law Centre hopes all of our contacts and clients had an enjoyable festive season & are now ready and refreshed for another busy year. All of the staff at BFLC enjoyed a two week holiday while the office was closed, but we're all back & ready to help you wherever we can.

We also hope you enjoy our new-look newsletter ! Still full of useful & relevant information, as well as some updates about the firm generally. Don't forget to read all about the 2011 Panto below !

### Do you want to minimise your legal fees ?

One of our solicitors, Leith, has put together this useful list of tips for clients in order to minimise the time spent on their file, and therefore the fees ! Of course, every matter is different, but this insight should help you keep those dollars



where they belong - in your pocket !!!

### Our top 4 tips:

- If you are asked to bring in financial documents, remember that we're only human!! (Really! We are!) It will probably take us just as long as it takes you to sort your documents into topics (such as bank statements, tax, employment, house, shares, car) and then into date order. Then, we need to prepare an index so we can find documents at a later time. And, all of that needs to happen *before* we look at them! If you can bring them in, already sorted into topics, and maybe even with an index, it will save us having to do that for you – and, save you money!
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- Unless it's an emergency, don't make lots of calls to us, and don't send lots of emails. Make a list of queries you have, further information you want to give to us, or concerns you develop. Then, make a call or send an email. We are typically fast readers. But, if we get 10 emails from you during the day, that means we are interrupted 10 times to attend to your matter, and probably means 10 responses! If we get one email, it's usually dealt with in one reply. Not only is it more efficient and cost effective to minimise communications, but it also makes it easier to find emails at a later time.
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- If we call or send you correspondence, asking for instructions, try to get back to us as soon as you can. We are usually good at putting reminders in our calendars that we haven't heard back from you. When that reminder pops up, we try to contact you again. We really are the call you need to return! We

## Upcoming Events

**Tuesday 31 January 6pm**

How NOT to go to Court

*Presented by Director, Clarissa Rayward*

**Tuesday 28 February 6pm**

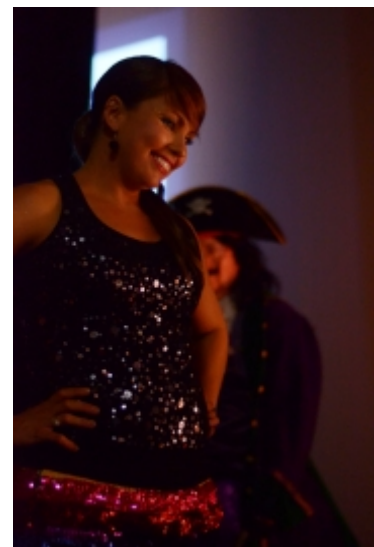
Pre-Nuptial Agreements

*Presented by Solicitor, Leith Sinclair*

**Please RSVP by phone on 3862**

**1955 or email to alex**

**@bflc.com.au**



## The BFLC 2011 Pantomime !

After weeks of rehearsals & the generous support of many businesses, the BFLC Pantomime was a success for all involved !

Not only did the production itself go well, but \$11,500 was raised for the domestic violence unit of SANDBAG - a not-for-profit

always have time for you and encourage you to contact us whenever you need to.

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- If there are particular times of the day that you prefer to be contacted at, or particular ways you like to communicate – such as via email so you can think about it later – let us know! We know you're busy, and we know your matter is usually difficult to talk about. So, if there is a time we can contact you during which you will be more comfortable, please tell us. When you are as comfortable and focused as you can be on your matter, we tend to get better instructions, meaning it is less likely we will need to clarify your instructions. Remember: less contact equals less fees!

community organisation doing some great work in this field.

