

PRACTICAL LEGAL GUIDE

Preparing for Your First Legal Consultation

A practical checklist for a focused and productive first meeting

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Before the Meeting

- Prepare a concise description of what happened, who is involved and what outcome you seek.
- Arrange the events chronologically and identify hearings, notices and approaching deadlines.
- Collect the relevant contracts, correspondence, payment documents, minutes and official decisions.

What to Bring

- Identification and current contact details.
- Originals or legible copies of relevant documents.
- Details of the opposing party and related persons, where known.
- A list of the specific questions you would like addressed.

What to Expect

- An initial assessment of the facts, available evidence, deadlines and possible legal routes.
- Identification of missing documents or information.
- Discussion of scope, next steps, communications and fees.

IMPORTANT

This guide provides general information only and is not legal advice, a legal opinion or an offer to accept a particular matter. Legal consequences depend on the facts, documents, applicable law and deadlines. Obtain individual advice before taking action with legal consequences.

Version 1.0 | August 2026