

RITA ROS-PLANAS, Esq.

A PROFESSIONAL CORPORATION

ATTORNEY AND COUNSELOR AT LAW
FAMILY LAW MEDIATOR

OFFICE PROCEDURE INFORMATION FOR CLIENTS

The Law Office is open from 9:30 a.m to 5:00 p.m., Monday through Friday.

(Please note that there is a mail slot on the bottom of the front door for drop off of documents and letters after hours.)

1. Please review your **Retainer/Legal Representation Agreement** carefully. I intend to fulfill my promises as stated and I expect you to do likewise. So please learn what your rights are, as well as your responsibilities, in the contract between us.
2. All information is **confidential**. Therefore, feel free to leave a message with my paralegal, Lera Jones, on our answering machine or via fax or e-mail.
3. It will expedite your matter if you leave **messages** with my **paralegal, Lera Jones**, or on the answering machine. Tell us specifically what is on your mind, that way we can immediately work on an answer to your question or concern and relay it to you as quickly as possible. My e-mail address is lawyer@rosplanas.hrcoxmail.com. Please feel free to e-mail me, but do call to advise that you have sent an e-mail since I may not check daily.
4. You will receive a **copy of everything** that comes in and out of this office. You should keep everything organized in sub-categories such as “pleadings” (motions, petitions, orders) and “correspondence”, “settlement negotiations” and “evidence” . All documents should be in chronological order.
5. All **original documents** that you submit to me will be returned to you as soon as they are copied. If we fail to do so please request those documents.
6. **When we appear in court for any reason whatsoever you should always bring your entire file.**
7. Please visit our website at www.ritaros-planas.com.
8. **Deadlines** are to be observed scrupulously whether it is in response to an offer from the other side or the date that discovery response is due from you.
9. In the reception area you will find **pamphlets** which may be pertinent to your case and of interest to you **promulgated by the Virginia State Bar** in reference to family law.