

OFFICE POLICIES

A couple items to keep in mind...

APPOINTMENTS

It is always best to make an appointment when coming in to visit our office. It is our goal to provide you with the highest level of service. An appointment allows us to be prepared to meet with you and discuss your matter. This saves you time and money, and ensures that when you stop by your attorney will be available to meet with you and the trip was not wasted. Note that same day appointments are often available. Appointments can be scheduled by calling our office.

INVOICES

Unfortunately, our services are not free. Invoices are due upon receipt. If you become delinquent in your payments, we will not be able to continue doing billable work on your matter. To ensure that there is no break in the services provided to you, please make sure to pay your monthly invoice on time. If you have difficulty making the full payment, contact the attorney working on your matter or our bookkeeper, Mrs. Friedlander, who can assist you with setting up a payment plan.

SPANISH SPEAKING CLIENTS

<TRANSLATE> If you do not speak English and will require the aid of a translator, please let us know before stopping by our office. We have a translator in our office, but she does not work every day. We can also accommodate you with a phone translator, but its best if this can be set up in advance to ensure availability.

WE'RE ON THE 'NET

We have four new sites that you must check out:

www.sambrownlaw.com

- Practice Area Information
- Legal Research Tools and Forms
- Employment Information
- Submit your Case for Review Online

www.sambrownlaw.blogspot.com

- News about Our Firm
- Information about Upcoming Events

www.communitylegal.blogspot.com

- News on Upcoming Legal Seminars
- Information about Past Seminars

www.browsearch.blogspot.com

- Legal Research Tools and Forms

www.legalassist.blogspot.com

- Learn more about LAPS.

www.hotlegaltopics.blogspot.com

- Follow the Hazleton, PA ACLU Case
- Find Resources on Immigration Issues

PLUS.... You can now check out our website in Spanish, French, Italian, and six other languages!

EDUCATIONAL OPPORTUNITIES

What: Family Law Seminar

When: October 25th from 6:00 to 8:00pm.

Where: Lakewood Municipal Building

Guests will include attorneys from our firm, and professional in the area of family law.

We will be hosting one additional seminar this fall in conjunction with the Community Legal Coalition. This seminar will cover immigration law issues.

Get details at: www.communitylegal.blogspot.com.

TUNE IN

Listen to WOBM 1160 to hear *The Public Forum*. Regular guests will include members of our firm and other local professionals in key areas. The next show will air on November 1st at 6pm.

For more details on the show, please visit our website at: www.sambrownlaw.com



Or visit WOBM's website at: www.wobmam.com!

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