

Alan Banov and Associates

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Client Information: As We Work Together . . .

1. DO keep me posted on any developments which are even remotely relevant to your case.
2. DO inform me of any other cases you may have, with or without other lawyers, even if they seem to have nothing to do with the matter you brought to me. For example, if you have unemployment, disability, or worker's compensation cases, I might need information about such cases to represent you effectively. Even a automobile accident personal injury case, which does not involve the employer involved, may have some bearing on the remedies available in your case. It would not help you if the other side knows about these matters and I do not.
3. DO NOT communicate directly with the adverse party, any investigators, or any Government agents about the case unless I expressly authorize you to do so. It is my job to know and defend your rights and to be your mouthpiece. If you are still employed, you must continue to do your job and talk with your employer, but draw the line at discussions about your case.
4. DO NOT let the adverse party's attorney talk with you about the case at all. If so approached, report the incident to me promptly. Once you have me as your attorney, it is against the lawyer's code of ethics for an opposing lawyer to deal with you without my consent.
5. DO make good notes on an adverse party's statements, admissions, threats, etc., during or after your discussions.
6. DO keep a record of your expenses incurred in your case. Some of it (for example, copying and postage) may be recouped if we win the case and obtain costs from the adverse party.
7. DO keep our fee agreement confidential, especially from the adverse party and those aligned with the adverse party, unless it becomes discoverable.

If your case involves loss of employment . . .

8. DO look for new employment and keep a detailed record of the places where you look for jobs (such as making copies of the search cards you send to the unemployment office). You may be obligated to "mitigate" your employer's damages – that is, to try to reduce the amount of back pay it could have to pay you if you win. Therefore, it is important that you show you have made a good faith effort to find work.