



▶ HELPING YOU
ACHIEVE
YOUR LEGAL
GOALS

▶ GETTING THE
MOST OUT OF
OUR
SERVICES

▶ BASIC
INFORMATION

New Client Information Packet

Legal focus

WELCOME TO 1ST ATTORNEYS

THANK YOU FOR CHOOSING 1ST ATTORNEYS. WE ARE
COMMITTED TO PROVIDING YOU WITH THE HIGHEST QUALITY
LEGAL SERVICES.

THIS PACKET CONTAINS IMPORTANT INFORMATION
REGARDING OUR SERVICES, POLICIES, AND WHAT YOU CAN
EXPECT AS OUR CLIENT.

Firm Overview

1st Attorneys is a full-service law firm dedicated to providing comprehensive legal solutions in business law, immigration, real estate, dispute resolution, and more. Our team of experienced professionals is here to guide you through every legal process with expertise and dedication.

Helping You Achieve Your Legal Goals

At 1st Attorneys, we understand that every client has unique legal needs, whether it's protecting your business, securing immigration status, resolving disputes, or safeguarding your intellectual property. Our dedicated team of legal professionals is committed to providing strategic advice, expert representation, and personalized

solutions to help you achieve your legal goals efficiently and effectively. By leveraging our deep industry knowledge, proactive approach, and commitment to excellence, we ensure that your rights and interests are fully protected. Let us guide you through the legal landscape with clarity and confidence, turning challenges





Getting the Most Out of Our Services

WE LEVERAGE
Experience with
Expertise

At 1st Attorneys, we are committed to delivering exceptional legal solutions tailored to your unique needs. To maximize the value of our services, we encourage open and timely communication, providing us with all relevant details and documents to ensure the

best possible legal outcomes. Utilize our consultation services, stay informed about legal processes, and engage with our team proactively.

Whether you require legal representation, business advisory, or compliance guidance, our experienced

professionals are here to support you. For added convenience, you can schedule appointments through our online booking system or chatbot on our website. Let us help you navigate legal complexities with confidence and ease

Our experience ensures strategic legal solutions.
We anticipate challenges, protect your interests, and deliver results.

CONTACT INFORMATION

OFFICE: Lagos

Front Wing (Ground Floor), Management House

22 Idowu Taylor Street, Victoria Island, Lagos, Nigeria

Phone: +234 0706 508 0672, +2341 633 1238, +234 802 3222 528

Email: enquiry@1stattorneys.com

OFFICE: Akwa Ibom

(1st Floor), 2 Ekpenyong Street, (off Barracks Road), Uyo, Akwa Ibom State, Nigeria

Email: uyo@1stattorneys.com

OFFICE: United States

986 Treyont Way, Lawrenceville, GA 30045, USA

Email: info@1stattorneysllc.com

To schedule an appointment, visit <https://1stattorneys.com/ease/> or use the chatbot located at the bottom right-hand side of our website.

SERVICES OFFERED

- Business & Corporate Law
- Immigration Law
- Labour Law
- Family Law
- Real Estate & Property Law
- Dispute Resolution & Mediation & Litigation
- Intellectual Property & Notary Services
- Other Legal Services

For a full list of our services, visit our website or contact us directly.



CLIENT INTAKE FORM

To serve you efficiently, please complete the attached intake form with the following details:

- Full Name:
- Address:
- Phone Number:
- Email:
- Nature of Legal Inquiry:
- Preferred Communication Method:
- Emergency Contact:

Please return the completed form to our office via email or in person.

FEE STRUCTURE & BILLING POLICIES

Our firm operates on a clear and transparent fee structure. Legal services may be billed under the following arrangements:

- Retainer Services: Monthly/Annual legal support
- Hourly Rate: Based on the complexity of the case
- Fixed Fees: For specific legal services such as business registration, notarization, and document review

For a detailed fee schedule, please refer to the attached pricing guide or contact our office.

CONFIDENTIALITY & PRIVACY

Your privacy and confidentiality are of utmost importance to us. All client communications and case details are handled with the strictest confidentiality under applicable laws.

CLIENT RESPONSIBILITIES

As a client, you are expected to:

- Provide accurate and complete information regarding your case
- Respond promptly to requests for documents or information
- Communicate any concerns or changes in circumstances that may affect your case
- Adhere to the agreed-upon fee structure and payment terms

NEXT STEPS

1. Review this packet carefully.
2. Complete and return the Client Intake Form.
3. Schedule an initial consultation, if necessary.
4. Sign the engagement agreement provided by our firm.
5. Begin working with our legal team.

We look forward to serving you and ensuring the best legal outcomes for your needs.

If you have any questions, please do not hesitate to reach out.

Sincerely,

1st Attorneys Team