

## **Policy Statement**

When the services of this law firm are requested, there will usually be time devoted to telephone calls, dictation of memorandums, and editing, proofing and signing of the same. Occasionally, some clients complain about the preparation and use of memorandums, which I hope to explain in this statement.

Memorandums are needed to preserve memory (both mine and the client's) and to confirm that the matters discussed in the memorandums are correctly understood by the client and myself.

There have been many cases where matters are postponed by the government or the client, or both, for considerable periods of time. Eventually, the client or the government will come back and want to renew the effort. Without memorandums, it is literally impossible to remember important details regarding client matters. Often this will entail considerable time and expense just to reacquaint oneself with facts and issues that were discussed long ago. Unlike the movies and television, most professionals do not have the opportunity to work on just once case all the time.

While it is understandable that no one wants to pay for legal services that are not necessary, it is also equally clear that clients do not want matters to be forgotten, mishandled, or treated improperly because critical details or an agreed-upon course of action has been forgotten. While I am not guaranteeing that the method of creating and using memorandums is perfect, I cannot think of a better alternative.

END

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