

# Client Service Guide

## **Initial Advice Appointment – up to 1 hour**

A one-hour consultation to understand your situation, provide initial legal advice, and discuss practical next steps.

Best suited to clients who want to understand their rights, options, and how to move forward.

## **Additional Advice Appointments – up to 1 hour**

Follow-up consultations for ongoing legal advice, strategy, and support as your matter progresses.

Best suited to clients who have already received initial advice or related services from us and require further assistance.

## **Divorce Application – fixed fee service**

Includes an advice appointment, preparation of the application, and management of the divorce process.

Best suited to clients who have been separated for at least 12 months and would like their divorce finalised as efficiently and smoothly as possible.

## **Review and Drafting Session – allow up to 3 hours**

A focused appointment for reviewing existing documents, providing advice, and assisting with drafting during the session.

Best suited to clients who have reached an agreement in mediation, need consent orders reviewed, must respond to legal or court documents, want to negotiate a settlement, require assistance with restraining orders or police/traffic matters, or need to make a court application.

## **Strategy and Hearing Session – half day**

A comprehensive session to review court documents and evidence, develop strategy, prepare submissions, and discuss court etiquette and directions.

Best suited to clients who are preparing for a final restraining order hearing, an interim Family Court hearing, a criminal matter where evidence has been received for trial or sentencing, a driving matter listed for sentencing, or an extraordinary driver's licence application.

### **Limited Representation – hourly rates by agreement**

We may be able to provide limited legal representation for:

- Urgent court hearings
- Conferences
- Legally assisted mediations and dispute resolution

**Best suited to clients** who have previously worked with us and would like us to advocate for them or attend on the day, subject to availability and agreement.

### **Additional Resources**

We are also developing downloadable resources, including practical guides, instructional materials, and videos.

### **Service Fees**

<b>Service</b>	<b>Fee</b>
Initial Advice Appointment	\$400
Additional Advice Appointment	\$500
Limited Representation – preparation	\$400
Limited Representation – attendance	\$500
Review and Drafting Session	\$1,500
Strategy and Hearing Session	\$2,500
Divorce Application	\$2,500
<i>Please note: all prices exclude GST.</i>	

### **Important Booking and Appointment Information**

- All services are subject to conflict checks, suitability, and availability.
- Appointments are available by prior booking and may be conducted online, by audio, or in person where required.
- Services are provided within the booked appointment timeframe unless otherwise agreed.
- Pre-payment is required before a booking is confirmed. An invoice and/or trust request will be issued, with payment taken at the time of booking or on completion of the appointment, as applicable.
- Online appointments are available Australia-wide.
- Appointment availability is limited.

- Clients are encouraged to provide relevant documents before their appointment to make the most of session time.
- Ongoing communication, drafting, and document preparation outside booked appointments are not included unless otherwise agreed.
- Court appearances and additional services may be arranged by separate agreement, subject to availability.

***To make an enquiry or arrange a booking while online booking services are being finalised, please email [amy@bowlayfamilylaw.com.au](mailto:amy@bowlayfamilylaw.com.au).***

**Regards,**



**Amy Bowlay**

**Principal Solicitor & Owner**