Arash Law

CONTACT-PERMISSION AND MEETING-PREFERENCE CHECKLIST

Use this checklist to confirm how the firm may communicate with you and how you prefer to meet.

DONE	PRIVACY PREFERENCE	WHAT TO CONFIRM WITH THE FIRM
☐	**Meeting location**	Request an appointment away from home and confirm available locations.
☐	**Consultation format**	Ask about telephone, office, or video options.
☐	**Approved phone number**	Provide the number the firm may use to reach you.
☐	**Calling hours**	Identify suitable times and ask whether the firm can follow them.
☐	**Voicemail permission**	Specify whether messages are allowed and what they may contain.
☐	**Text messages**	State whether appointment reminders or case-related texts are permitted.
☐	**Email communication**	Identify an approved address and ask about secure document delivery.
☐	**Physical mail**	Request limits on home mail and discuss alternative delivery arrangements.
☐	**Household communication**	Identify anyone the firm may contact, or state that no one is authorized.
☐	**Consent changes**	Ask how to update or withdraw a communication authorization.

NOTE: Communication preferences and meeting arrangements depend on the firm’s procedures and any applicable legal requirements.