



5 steps to legal wellness

A Canadian Bar Association series supporting legal wellness

1 Stay on top of mail and phone messages

Take action, ignoring it will not make a problem go away.

- Usually the law requires the government, a company, or a person to tell you, in writing, that you are about to lose a right or have something taken away. This gives you time to correct wrong information or take steps to improve your situation. When you ignore these notices, you may miss your chance to protect your interests.

2 Keep important paperwork

Put contracts, tax returns, business letters, and notes in one place.

- Written documents are the best way to show what happened in the past. Take notes when you talk to someone about a problem. Keep your important papers in one place, so you know where to find them.

3 Ask for help

Get the information and help you need right away.

- Do your best to keep small problems from growing big. Don't miss deadlines.

4 Talk to a legal professional

Find someone trained to give you correct information.

- Friends and family are great supports, but may not know much about the law. Look for places that offer free legal information and help.

5 Discuss the problem calmly

Avoid yelling, which may make things worse.

- Your position will come across best when you stay calm and say what you want clearly. Before you call, think about what you want, write down dates and the points you want to make. When you call, write down the name or ID number of the person you talk to and what they say to you. Keep these notes so you can look them over again if you have to take more steps to solve the problem.

Legal information and help is available from legal aid offices, courthouses, legal information services, government departments, reliable web sites, community legal clinics, social workers, and paralegals. **Legal advice** is available from lawyers. There are a lot of available resources. **Take the first step. Ask.**

LAW. YOU. CHECK IT OUT.



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INFLUENCE. LEADERSHIP. PROTECTION.