Payment Process & Helpful Tips

SOUTHERNWATERS legal

Our Payment Process

Before We Start Work

We require an upfront payment into our **trust account** before we begin work on your matter.

A **trust account** is a special bank account where law firms hold client funds on trust. It is regulated by strict legal and ethical obligations. The funds remain your money and can only be used to pay for legal fees or disbursements 7 business days after invoice is issued. This ensures accountability and transparency.

The amount requested will depend on the anticipated initial work and will be discussed with you at the outset.

Ongoing Work:

- We issue invoices regularly (typically monthly)
- Payment is due within **7 days** of the invoice date
- We may ask you to **top up** the trust account if further work is required

Tips to Help Minimise Your Legal Costs

Here are some practical ways to help reduce unnecessary costs:

Be Prepared

Bring all relevant documents and notes to appointments.

Be Organised

Maintain clear records, timelines, and keep key documents in one place. Good preparation helps your lawyer work more efficiently.

Bundle Communications

Try to consolidate questions into one email rather than sending multiple messages.

Use Time Efficiently

Try to focus your legal appointments on the matters at hand.

Respond Promptly

Timely responses help avoid extra follow-up and delays.

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