TRAFFIC ATTORNEY / 01

# MAP THE MATTER ROUTE WITHOUT PRIVATE FACTS

Use neutral labels only. Keep names, numbers, identifiers, exact dates, incident details, notices and evidence outside this worksheet.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

**Matter A / general citation category / no number**

**Issuing agency or court name as printed / no person detail**

**State, county, city or federal route / attorney verifies jurisdiction**

**Current stage / neutral label only**

**Official notice or date exists / discuss exact date privately**

**Help sought / attorney confirms available role**



Preparation only. Not legal, deadline, plea, court, license, insurance, evidence, criminal, immigration, employment or tax advice. Keep names, notices, dates, numbers, identifiers and incident details private.

TRAFFIC ATTORNEY / 02

# DEFINE REPRESENTATION AND COMMUNICATION

Ask the attorney to define the engagement without treating this sheet as legal advice or a response to an official notice.

**Conflicts check, intake and secure-document channel**

**Citation, court, license or driving-record review scope**

**Advice, document work, negotiation and appearance boundary**

**Attorney, staff and client communication responsibilities**

**Fee, expense and additional-work approval boundary**

**End-of-engagement records and remaining-responsibility handoff**



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TRAFFIC ATTORNEY / 03

# CHECK CONSULTATION READINESS

Tick what is organized. These checks do not identify a court, calculate a date, choose a response or create representation.

- [ ] Every attorney receives the same non-confidential summary
- [ ] Names, numbers, identifiers, dates and incident details stay outside
- [ ] Original notices and records remain private and preserved
- [ ] Court or agency route is separated from jurisdiction to verify
- [ ] Current stage and help sought use neutral labels
- [ ] Advice, document work, negotiation and appearances are distinguished
- [ ] Fees, expenses, communication and changed work are requested
- [ ] Secure transfer and end-of-engagement records are requested

**Open court, agency, jurisdiction or stage question**

**Unclear advice, appearance, communication or client-role boundary**

**Missing fee, document-transfer or engagement-closeout detail**



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TRAFFIC ATTORNEY / 04

# QUESTIONS FOR THE TRAFFIC ATTORNEY

Record the answer and where it appears in the engagement terms or other written material. Discuss private facts securely.

**Route: what court, agency and jurisdiction must be verified?**

**Records: what should be reviewed privately and how is it transferred?**

**Scope: what advice, document work, negotiation or appearance is included?**

**Roles: who handles each appearance, communication and client action?**

**Terms: how are fees, expenses and additional work approved?**

**Closeout: what updates, copies and open responsibilities remain?**



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TRAFFIC ATTORNEY / 05

# COMPARE THE SAME NON-CONFIDENTIAL BRIEF

Use Attorney A and B. Clarify unlike court-route, representation, appearance, fee or handoff assumptions before comparing engagements.

**Attorney A / B / consultation dates / shared Matter A brief**

**Court-route verification, records and secure intake - A / B**

**Representation, appearances, communication and client roles - A / B**

**Fees, expenses, additional work, closeout and exclusions - A / B**

## READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Traffic Attorney request. Share a non-confidential matter-route and representation-scope brief so participating pros can compete with proposals. Compare relevant experience, included representation, appearances, communication, fees, expenses, document handoff, exclusions and fit. A private consultation, conflicts check and secure record review may be needed before an engagement.

**One request. Every pro's best offer.**

Start a request

Participation varies. A private consultation, conflicts check and secure record review may be needed before engagement.

Planning guide: https://www.pickyourpro.ai/services/attorney-traffic

USAGov: Federal, state, territory, county, and municipal courts (official reference)

USAGov: Find a lawyer for affordable legal aid (official reference)



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