



# **SIEGEL** Law Group

---

*Ltd.*

## **General Information**

### **WELCOME**

Thank you for your interest in The Siegel Law Group Ltd. We are pleased to welcome you and look forward to providing our legal services. We trust that you will find our expertise and advice to be helpful. If you have any questions, comments, or concerns, please do not hesitate to contact us directly.

### **INFORMATION ABOUT THE FIRM**

The Siegel Law Group Ltd. works on behalf of employees to resolve a full range of employment related legal problems, including FLSA unpaid wages and overtime, FMLA family and medical leave disputes, whistleblower claims, retaliation including wrongful discharge, sexual harassment, negotiating employment contracts, non-compete and confidentiality agreements, severance agreements, and more. No case is too big or too small: we are proud to represent everyone from Fortune 500 executives to workers making minimum wage.

Often, people come to us when they have lost their job, and they believe they may have a legal claim for wrongful discharge or retaliation. Other times, we speak to individuals who have received write-ups, suspensions, or demotions – and who simply want to know their legal rights. For some clients, a simple consultation is all that is needed. But if you need more, we are there to help with contract or severance negotiations, administrative agency claims, jury trials, class action cases, and appeals.

We work hard to determine the best legal solutions to fit our clients' needs. Depending on the particular facts, we sometimes take cases on a contingent-fee basis, which means that our clients don't pay any attorneys' fees unless we obtain a positive result.

For over a decade, the attorneys at The Siegel Law Group have focused on representing employees. We are now large enough to take on the biggest employers and their lawyers, but we retain the practice of giving each of our clients the personal attention they deserve.

### **OFFICE HOURS**

Our regular office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Office hours may vary during and around holidays.

## **LOCATION & PARKING**

Our Chicago office is located at Two Prudential Plaza, 180 N. Stetson Avenue, Ste. 3150, Chicago, IL 60601. (One block east of Michigan Avenue on Lake Street.) There is meter parking available around the building on Beaubien Court, Lake Street, and Stetson Avenue. There are also several parking garages in the near area: Prudential Plaza Garage, AON Center Garage, Grant Park Garage, Millennium Park Garage, and East Monroe Garage. Unfortunately, we do not offer validation.

## **IN-OFFICE CONSULTATION – PAYMENT AND PROCEDURE**

### **1. Fees and Payment**

All consultation fees are due at the time of service, prior to the appointment. We charge hourly for in-office consultations with our attorneys, at fifteen-minute increments with a half-hour minimum charge per consultation. We accept several forms of payment, including cash, check and credit card (VISA, Master Card, American Express, and Discovery).

### **2. Appointment Cancellation and Rescheduling**

If you need to cancel or reschedule your appointment, please give us at least 24-hour notice.

### **3. Client Questionnaire**

All prospective clients are asked to complete a standard questionnaire prior to their scheduled consultation. The completed questionnaire may be e-mailed or faxed to us at least one hour prior to the appointment so the potential client will get the most out of his or her time. The potential client may also bring the completed questionnaire to the office on the day of the appointment. In that event, we ask that the potential client arrive at least ten minutes early so that the attorney can review the individual's information in preparation for the meeting. We also ask that the potential client bring to the appointment any pay stubs, contracts, agreements, company handbooks, and/or other significant documents related to the case.

## **LEGAL REPRESENTATION**

In order to formalize the relationship and representation structure between the Firm and the potential client, both parties must agree to the terms of a written representation agreement. An individual becomes a client of the Firm once both parties have signed the representation agreement and possess fully executed copies of the document, and the client has provided to the Firm any applicable legal fees pursuant to the agreement.