1)The first issue would be to establish whether Smith was an employee or an independent contractor of Academy K9? Because until then we do not know if he has a claim against Academy 9 or JC regarding employment law issues and if leave would have been a possibility. And other issues of contractual obligations, wrongful termination, Article 49a Equal Employment Practices, and such could arise. I would ask if he had written agreement or if Academy 9 had a policy with injured workers. Also, if anyone was around when JC told him he would be able to work as a nondriver for as long as he needed. Overall if there were any incidents that occurred that would typically result in firing on his part within the last four months?

2) After reviewing his client intake form, I would first and foremost state our confidentiality policy and rules we abide by. And further explain who I was, how long I’ve worked and ask him what he wants me to do for him. I would allow Smith to explain his situation as to not put words into his mouth or interrupt but listen to the story of a person in need.

3) Although he is not a full client at the point of an informational meeting, my obligations are to him and to the law. I abide by the professional rules of responsibility and more and with such some things to know are that: I cannot guarantee an outcome of the case but I will do my best for you in this situation; Everything we talk about will remain between us besides life threatening situations; You have the final say in each situation; You must abide by our financial arrangement even without such I will abide by client lawyer confidentiality.

4) I’ll give the typical policy of getting back to him, if I decide to take his case. I would get back to him within a week or the following. In that way I would have time to review his case, potentially reach out to him for more information, and do research on current body of law as well as balance my other cliental obligations. Then give him a call within the time period I directed during the prior meeting if I decide to take his case. If I feel his facts are true and check up on that as well as do research on the current law and if they favor him I will do my best to advise him on such. Give him a hand shake, walk him to the door, direct him out politely and wish him luck for future employment.