



HEIGHTON LAW
30 Queen Street N (Lower) | Kitchener, ON | N2H 2G8
Toll-Free: 1.855.797.8336
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Guide to Your First Meeting

What to Expect

The timing of a first consultation varies on a case-by-case basis. Sometimes we meet with people shortly after they are charged. Other times we meet with people when they have reached out to us after many court appearances. It depends on when we are contacted and what the needs of the case and the individual are.

If you are meeting with counsel (one of our lawyers) prior to your first court appearance, then you likely don't have disclosure (paperwork from the court detailing your case) yet. In these cases, we can discuss an overview of what to expect throughout the court process, but can't provide much specific legal advice about your particular case.

This is why it is most helpful to meet either at or after a first court appearance, so that we can have a more productive discussion about your case. That said, we understand that being charged is a very stressful process, and it often helps put our clients' minds at ease to have a chat before a first court appearance.

If you're meeting with us either at or after a first court appearance **please bring any paperwork/items/disclosure that you've been given** that has anything to do with your case. This is essential for counsel to review with you and to give relevant legal advice and if applicable, estimate a fee.

Feel free to bring a support person with you, as well. This is entirely optional, and given that anything you discuss with us is confidential, it is up to you whether you would like for someone to join you.

We always emphasize that it is our clients we serve, not their family or friends. Our duty is to provide a service to our clients, and it is only our clients who can give us instructions, so in the rare circumstances when family and friends are overbearing or interfere with our relationship with you as the client, they may be asked to wait in our lobby.

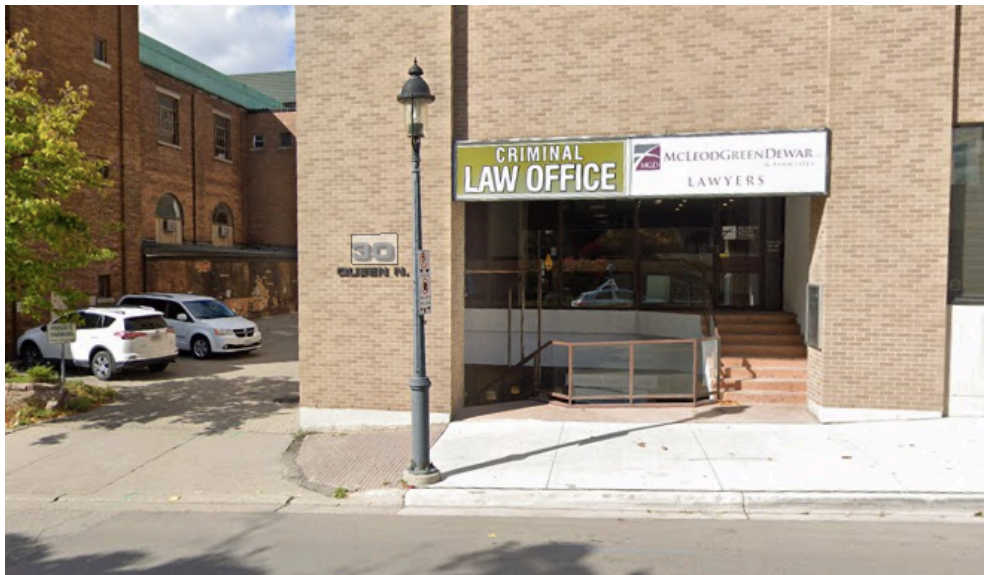
It can be helpful for clients to bring a notepad to make notes during our meeting, but we are also generally happy to write down any important information or email notes following a meeting, depending on your preference.



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Where to Find Us

We are located at 30 Queen Street North in Kitchener, Ontario, conveniently a block from the Waterloo Region Courthouse at 85 Frederick Street where all criminal cases in Waterloo Region are heard. Our office is accessed from the front at Queen Street. Our office space is marked with a sign 'Criminal Law Office' as seen below.

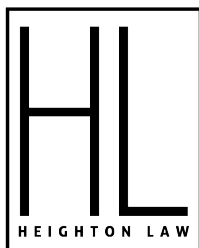


Accessibility Issues

Unfortunately, accessibility is not a strong suit of our office space, and there are multiple short flights of stairs to descend to get into our lobby. We certainly understand that many people may have mobility issues, and we do not want anyone to feel uncomfortable about accessing our legal services. If stairs present a problem, we are more than willing to arrange to meet at a mutually agreeable and accessible space, such as the courthouse or another place comfortable to our clients.

Parking and Transit

We also do not have parking spaces for clients, though many of our clients take transit. We are conveniently located on the ION LRT line (Duke Street), and a short walk from the downtown transit terminal (see map below). For clients requiring parking, we ask that you not park in the laneway next to our building. This space is owned by other private businesses and it has not been uncommon for cars to be ticketed or towed. The map below is marked with 'P' for recommended public parking spaces.



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Arriving at Our Office

When you arrive at our office, you will see a common reception area for all of the lawyers in our building. There is presently no receptionist working at the front desk, so you may need to announce yourself when you arrive. We will be ready and waiting for you at your scheduled appointment time and will certainly keep an eye out for you. We share office space with other lawyers, but they are not a part of our firm. Everyone is quite friendly and willing to help, though, so you can let any of the other lawyers and staff know that you have arrived and they will let us know so that we can meet with you as soon as possible.

Feel free to make yourself comfortable in our lobby and peruse any of the magazines you find. There are washrooms on the second floor, which is accessible via the staircase near the back of the main floor.

If you have any special needs or requirements, please let us know when you schedule your appointment, so that we can make our best efforts to accommodate you.



For More Information

Please visit our website www.heightonlaw.ca, email us info@heightonlaw.ca, or phone 519-744-6551.