

Note: ALL offices are open to take Strategy Sessions starting at 9am (unless otherwise noted....)

Parsippany (2 max per day unless otherwise noted)		
Attorney	Referral Details	Notes
* Bari	Referrals are \$350; returning please call/text Bari	MAX 3 per day - PHONE CONSULTS ONLY unless PC specifically can't. One hour break between each.
Judge Maenza		The Judge performs mediations only but if any referrals come in you may book them.
* Dianna	Waive BOTH Direct Referrals and Returning Clients	Book first according to calendar - TEAMS VIDEO Preferably over phone, no consuls after 3p
* Chris	Waive BOTH Direct Referrals and Returning Clients	Book first according to calendar; Back to back and prefers phone but upon request will use Teams.
Richard	Waive Returning Clients	Covers Cranford, Bedminster & Sussex County matters (DO NOT book Hudson County consults). Not back to back & NO TEAMS VIDEO's until further notice.
* Sal	Waive BOTH Direct Referrals and Returning Clients	Book First: 30 min breaks btwn. Nothing btwn 1-2p (prefers in person and Teams). Only phone from 3p on.
*Fran	Call for both	9a start, last one at 4p. Nothing btwn 12:30p - 1:30p
David	Waive BOTH Direct Referrals and Returning Clients	Book according to his calendar. The first consult is at 9a, the last one at 4p. Open to in-person, phone & Teams. A 30-minute break between consults; NO in-persons or Teams Monday am's and Friday's (works from home on Friday).
* Tamara	Waive BOTH Direct Referrals and Returning Clients	Book First: according to calendar - 30 min break btwn each; prefers Teams and phone
Hillary		DO NOT SCHEDULE ANYTHING - unless referrals

\*\* Essex County should go to Parsippany first

Mt. Laurel (3 max per day unless otherwise noted)		
Attorney	Referral Details	Notes
Teresa	Waive both Direct Referrals and Returning Clients	Book according to calendar - Back to back; MAX IS 2 per day. HIGHLY PREFERS PHONE CONSULTS. IF THE PC INSISTS ON VIDEO CONSULTS SHE WILL DO IT. WILL DO IN-PERSON IF PC ASKS. NO CONSULTS BEFORE 10am
Sara	Waive both Direct Referrals and Returning Clients	Can ONLY do Phone/Video consults. NO IN-PERSON consults - Sara works from home. 30 minute break between sessions
Nicole	Waive both Direct Referrals and Returning Clients	Book according to calendar. 1/2 hour between consults. NO CONSULTS BEFORE 10am
Rick S.	Waive both Direct Referrals and Returning Clients	First consult 10a - last one 4p (except Friday's last one should be 3p). 1-hour break between sessions.
Terrance	Waive both Direct Referrals and Returning Clients	Not before 10 am, 30-minute break in between & last one at 4p.

Freehold (3 max per day unless otherwise noted)		
Attorney	Referral Details	Notes
* Robyn	Waive both Direct Referrals and Returning Clients	Book First. Book according to calendar. Open to more than max - however, if more than 3, call or email Robyn for permission. No in-person consults after 3:00 pm.
Tom B.	Waive both Direct Referrals and Returning Clients	Book Second (if Robyn is taken) when possible... No Consults before 10:00 am
* Rachel	Waive Direct Referrals. Returning Clients: If within a year of closing their file, waive the fee, otherwise charge.	Does QDRO too.
Jennifer	Waive Direct Referrals Returning Clients - ask Jenn	Open to more than max. Note: When Jenn blocks her time in SF, she will note if she can take a consult during that time block, please be cognizant that you can book if Jenn is blocked, but says she can take consults.
Gina	Waive Direct Referrals. Returning Clients: If within a year of closing their file, waive the fee, otherwise charge.	Book according to calendar
Michael	Always ask him	Book according to the calendar. Prefers a 30-minute break between sessions. (Note: He can also do DV cases. IF no one in the firm is available for DV cases, Micheal is open for any county but prefers to stay in the coverage area assigned to the Freehold office).
Lisa	Waive both Direct Referrals and Returning Clients	Book First: 30-minute breaks between (open to whatever PC needs). First consult 9:30a -last consult is 4p.

\*\* Until further notice do not book Passaic County to Hackensack

Hackensack (2 max per day FOR ALL - if more is needed call attorney)		
Attorney	Referral Details	Notes
* Carmela	Waive Referral	Book SECOND
Aleida	Do NOT waive Direct Referrals and Returning Clients	Book SECOND - 30min break between sessions
Janell	Do NOT waive Direct Referrals and Returning Clients	BOOK FIRST

\*\*\*\* Please Note: Regarding Next-Day Consults - The cutoff for next-day consults is 2 pm (unless there is an absolute need) on the day they call - you will need to call the attorney for approval otherwise.

\* denotes Partner

For In-Person; please check attorney calendars to ensure the attorney is not working from home.

Best Practices:

1. Always look to give attorney a break in between unless specified
2. Before adding more than the noted strategy session, contact attorney to get approval
3. Make sure all links/notes are sent to PC and entered on the attorney calendar
4. As of Oct 2020 child support sessions are at the bottom of the priority list...push them out. Can wait a week.