



# Coutts Guide to Legal Services

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# COMMERCIAL & Business Law

Coutts takes pride in offering thorough and extensive legal advice to commercial and corporate clients and welcomes the opportunity to help clients start a business, purchase a business, draft and/or enter into commercial contracts that are 'watertight' or sell a business in Australia.

Coutts can also assist companies with a range of corporate compliance and governance matters including directors' and officers' duties and liabilities, shareholder rights, participation and communication, compliance with the Corporations Act and ASX disclosure requirements, ASIC and ASX complaints and investigations, financial reporting and continuing disclosure requirements.

Our Commercial Law team can assist you with:

- ✓ Drafting and Reviewing Contracts
- ✓ Drafting and Reviewing Loan Agreements
- ✓ Drafting and Reviewing Partnership Agreements
- ✓ Purchase of Business/Franchise
- ✓ Sale of Business/Franchise
- ✓ Setting up a Business and Business Structures
- ✓ Drafting and Reviewing Shareholder Agreements
- ✓ Sale/Transfer of Shares
- ✓ Advice on Intellectual Property Rights
- ✓ Trademarks/Copyright
- ✓ Trust Advice
- ✓ Winding up Business
- ✓ Guarantor/Mortgage Advice
- ✓ Commercial Leasing
- ✓ Drafting and Reviewing Distribution Agreements
- ✓ Preparing and Advising on Complex Joint Venture Agreements
- ✓ Advising and Drafting Building and Construction Agreements and Subcontracts
- ✓ Advising Companies and Directors of ongoing duties.
- ✓ Asset Protection Advice
- ✓ Preparing and Reviewing Notices for compliance with the Corporations Act
- ✓ Advice on Compliance with Privacy and Data Protection

# LITIGATION & DISPUTE Resolution

Disputes are a reality of life in both the corporate world and for individuals. Disputes can be costly, disruptive, affect a business' or person's reputation and can lead to issues of solvency. Coutts understands the importance of resolving disputes efficiently and cost-effectively to achieve the best results for its clients.

Melissa Care is an experienced Lawyer who heads our Litigation & Dispute Resolution team. Coutts will help you resolve your dispute before it proceeds to court and will advise you of a course that is tailored to your circumstances. Coutts do not overlook the benefits of alternative dispute resolution and do not allow disputes to 'run their course' unless of course that is your preference. In some instances, litigation is unavoidable, and Coutts has the knowledge and expertise to represent clients in all levels of courts and tribunals across Australia.

Coutts will keep you informed throughout the litigation and disputes process and will work towards maximising your chance of receiving a favourable outcome.

Our Litigation & Dispute Resolution team can assist you with:

- ✓ Bankruptcy or Insolvency
- ✓ Breach of Contract Claims and Contract Disputes
- ✓ Intellectual Property and Trademark Disputes
- ✓ Building and Construction Disputes for both Homeowners and Builders
- ✓ Commercial Disputes including director disputes, shareholder disputes and
- ✓ Franchise disputes.
- ✓ Property Disputes including boundary disputes, fencing disputes, neighbourhood disputes, commercial lease disputes, retail lease disputes, residential tenancy disputes and strata disputes
- ✓ Debt Recovery from letter of Demand stage right through to court initiated proceedings and enforcement
- ✓ Defamation
- ✓ Australian Consumer Law Claims including ACCC prosecutions and
- ✓ investigations, misleading and deceptive conduct claims and consumer
- ✓ protection issues.
- ✓ Franchise Disputes
- ✓ Professional Negligence Claims

Litigation in all Courts and Tribunals including, but not limited to, High Court, Supreme Court, District Court, Local Court and NCAT.

# PROPERTY LAW & Conveyancing

Conveyancing is the legal process of transferring title. Our experienced team of Licensed Conveyancers and Property Lawyers can act on anything from selling your family home to buying a commercial unit.

For sellers, we will prepare a Contract for Sale for you. A Real Estate Agent cannot list a residential property for sale until and unless they hold a Contract for Sale. We will ensure your legal obligations have been met by making sure that the prescribed documents are attached to the Contract. As the matter progresses, we will liaise with you and any discharging bank and direct all the proceeds of sale.

For buyers, we will review and advise you on the Contract terms. We will explain your rights and responsibilities under the Contract and provide you with information about the property being purchased including any easements, restrictions of covenants. As the matter progresses, we can order any inspection reports on your behalf, negotiate the contact terms, liaise with your broker/banker and prepare adjustments for settlement.

Adriana Care is an experienced Lawyer who heads our Property Law & Conveyancing team. Adriana and her team can support you throughout your matter and provide you with the confidence you need in a trusted Lawyer/Conveyancer. Coutts has an experienced legal team that can assist you with property advice, sub-divisions, planning approvals, property disputes, developments and neighborhood disputes.

Coutts are always up to date with the available incentives for first home buyers. This includes government grants, Transfer duty concessions, [First Home Buyers Assistance Scheme \(FHBAS\)](#), [First Home Buyers \(New Homes\) Grant \(FHOG\)](#) and [First Home Buyers Choice](#).

Our Property Law & Conveyancing team can assist you with:

- |                           |                             |
|---------------------------|-----------------------------|
| ✓ Buying                  | ✓ Transferring Property     |
| ✓ Selling                 | ✓ Leasing Property          |
| ✓ Stamp Duty              | ✓ Property Advice           |
| ✓ First Home Buyers       | ✓ Property Disputes         |
| ✓ Interstate Conveyancing | ✓ Planning and Developments |

Let our experienced Property Law & Conveyancing team help you with your property law needs. Contact us today to get started!



# CRIMINAL Law

**Criminal Law Hotline: 02 8324 7527**

At Coutts, our legal team offer the best service in a time where you feel at odds with the law. Coutts has a dedicated team of Criminal Lawyers available to provide expert advice and a reliable service when you need it the most.

We understand that facing criminal charges is a challenging and daunting experience, with potentially very serious and life-changing consequences. Our team of experienced lawyers are here to assist and support you through every step of the process. We are committed to ensuring that you are fully informed of your rights and any options available to you so that you are empowered to make informed decisions.

Receiving expert legal advice as early as possible is imperative in criminal matters. If you have been contacted by police, asked to attend the police station for the purpose of being interviewed or charged with an offence, call our offices without delay.

Lara Menon is an experienced Lawyer who heads our Criminal Law team. Lara and her team can support you throughout your matter and provide you with the confidence you need in a trusted lawyer.

Our Criminal Law team can assist you with:

- ✓ Apprehended Violence Orders (AVO)
- ✓ Assault
- ✓ Break and Enter/Theft
- ✓ Domestic Violence
- ✓ Drug Offences
- ✓ Firearms and Prohibited Weapons
- ✓ Fraud
- ✓ Robbery
- ✓ Traffic Offences
- ✓ Sexual Assault
- ✓ Criminal Damage
- ✓ Money or Property Laundering
- ✓ Insider Trading
- ✓ Corruption and Bribery
- ✓ Breach of Bail
- ✓ Drunk and Disorderly Conduct
- ✓ Murder and Manslaughter Charges
- ✓ Extortion
- ✓ Stalking and Kidnapping Offences
- ✓ Arson

Our team is committed to helping you get the best outcome in your case, and we strive to ensure that your rights are protected throughout the entire process. From the initial consultation to the final resolution, we will be there to provide you with the support and guidance you need. Contact us today to learn more about our services and to get started on the path to justice.

# EMPLOYMENT Law

Our experienced Employment Lawyers can assist you throughout the entire process of your Employment Law matter. Coutts is competent in giving advice on a wide range of legal issues, including unfair dismissal, workplace investigations, employment contracts and entitlements.

Karena Nicholls is an experienced Lawyer who heads our Employment Law team. Karena and her team can support you throughout Employment disputes and assure your workplace rights are upheld. Coutts can also provide Employers with legal advice regarding legal obligations owed to employees.

Our team are able to assist employers in preparing and drafting the right contract of employment and policies which are most suitable for the employee, the workplace and the industry you work within. Our Employment Law team can assist you with:

## **Employers**

- ✓ Responding to Unfair Dismissal Claims
- ✓ Responding to General Protection Claims/Adverse Action Claims
- ✓ Redundancy
- ✓ Disciplinary Processes
- ✓ Drafting Employment Contracts
- ✓ Responding to Workplace Bullying and Discrimination Claims
- ✓ Drafting Employment Policies
- ✓ Drafting Contractor and Subcontractor Agreements
- ✓ Safe Work Investigations
- ✓ Serious Misconduct Claims Undertakings

## **Employees**

- ✓ Advising on Redundancy
- ✓ Assisting with Unfair Dismissal claims
- ✓ Assisting with General Protection Claims/Adverse Action Claims
- ✓ Unpaid Wages and Entitlements Claims
- ✓ Whistleblowing
- ✓ Workplace Bullying and Discrimination
- ✓ Advising Disciplinary Action against Employees
- ✓ Reviewing Employment Contracts or Contractor/Sub-Contractor Agreements
- ✓ Advising on Serious Misconduct Claims against Employees

# FAMILY Law

We understand the emotional, mental and financial strain the breakdown of a family unit has on an individual. Coutts boasts an experienced team of Family Lawyers who approach every matter with compassion, empathy and understanding. Coutts provide legal advice in all areas of law including property settlements, divorce settlements, all types of parenting matters and the drafting of binding financial agreements and binding child support agreements.

Luisa Gaetani is an Accredited Family Law Specialist who heads our Family Law team. Luisa and her team can support you throughout your matter and provide you with the confidence you need in a trusted lawyer.

Our Family Law team can assist you with:

- ✓ Separation
- ✓ Divorce
- ✓ Parenting after Separation
- ✓ Parenting Matters
- ✓ Child Relocation
- ✓ Child Recovery Orders
- ✓ Binding Child Support Agreements
- ✓ Binding Financial Agreements
- ✓ Property Settlements After Separation
- ✓ Binding Financial Agreements
- ✓ Settling Matters Outside of Courts
- ✓ Property and Asset Divisions
- ✓ Spousal Maintenance
- ✓ Hague Convention Matters

Take the first step in securing your family's future. Reach out to our Family Law team today to discuss the best options for you and your family.



# INJURY Compensation

Coutts has a strong team of dedicated Personal Injury Lawyers who have the experience, compassion and expertise to help you get the best outcome possible in your Personal Injury claim.

Karena Nicholls is an experienced Lawyer who heads our Injury Compensation team. Karena and her team can support you throughout Injury Compensation claims to assure your rights are upheld. Our Personal Injury Lawyers are dedicated to helping you make sure that you receive the compensation you deserve. We can help you to make sure you receive the right amount of compensation for the suffering and losses you have experienced due to your injury.

At Coutts, we are proud to offer a complete service, ensuring that our clients receive the best possible advice and advocacy. We will work with you to ensure that your rights and interests are represented and that you receive a fair outcome. We understand the importance of providing you with a tailored service to ensure that your individual circumstances are considered.

Coutts has IRO approved lawyers. That means if you are eligible, we are able to obtain an IRO grant to cover the cost of your legal fees and disbursements. Sometimes there may be a small gap to pay. If you are not eligible we offer a no win no fee arrangement for many clients. (This does not apply to exempt workers).



No Win No Fee



Free Initial Assessment



24 hour response time



We commute to you

Our Injury Compensation team can assist you with:

- ✓ Workers Compensation
- ✓ Public Liability
- ✓ Total Permanent Impairment Claim
- ✓ Including Death and Terminal Illness
- ✓ Medical Negligence
- ✓ Motor Vehicle Accidents
- ✓ Dust Disease/Asbestos Exposure
- ✓ Product Defect/Product Liability
- ✓ Work Injury Damages
- ✓ Comcare Matters
- ✓ Safe Work Investigations
- ✓ Pedestrian and Cyclist Claims
- ✓ Slip and Falls
- ✓ Explosion claims
- ✓ Coal Miner Accidents

Contact us to learn more about how we can get you the compensation you deserve.

# WILLS & Estates

The Wills & Estates team at Coutts are proud to offer clients more than just a Will. Getting the right Estate Planning advice provides peace of mind and a feeling of security in our ever-changing world. By taking the 'what if' out of the equation, the Wills & Estates team provide clarity for your future. Our goal is to ensure that you have every opportunity – no matter which stage of life – to have peace of mind in knowing your wishes will be carried out if something were to happen to you.

At Coutts, we understand how difficult it can be when a loved one passes away. The Wills & Estates team offer compassionate and reliable Estate Administration service to relieve some of the added pressure that comes with dealing with a loved ones legal affairs. Our team take care of the legal process involved with obtaining a Grant of Probate or Letters of Administration from the Supreme Court of New South Wales and efficiently finalise the administration of an estate, to provide you with more time to be with your family.

Kaisha Gambell is an experienced Lawyer who heads our Wills & Estates team. Kaisha and her team can support you throughout your matter and provide you with the confidence you need in a trusted lawyer. Our Wills & Estates team can assist you with:

- ✓ Wills
- ✓ Power of Attorney
- ✓ Appointment of Enduring Guardianship
- ✓ Testamentary Trust Wills
- ✓ Special Disability Trusts
- ✓ Estate Administration
- ✓ Probate
- ✓ Letters of Administration
- ✓ Family Provision Claims & Will Disputes
- ✓ NCAT Guardianship Division
- ✓ Superannuation Death Benefit Nominations and Claims
- ✓ Elder Law

Take control of your future and ensure you and your loved one's wishes are respected. Contact our Wills & Estates team today to find out how we can assist you.

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**CALL US ON  
1300 268 887**

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“Coutts is a powerful female founded law firm with a core value system that puts people first. Our reputation as the legal business of choice is recognised by our achievements and awards.”

Adriana Care  
Managing Partner



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**DISCLAIMER. PLEASE READ!**

This guide and/or checklist is for general information purposes only. It is not intended to represent legal advice or other professional advice. Liability limited by a scheme approved under Professional Standards Legislation.