

## **DOCUMENTS & INFORMATION REQUEST FORM FOR INITIAL CLIENT MEETING**

You should try to bring with you to our initial meeting as much of the following information and/or documentation that you can reasonably obtain before our meeting. Don't worry if you have not collected all of it. We will work together to gather what is needed after we meet in person.

- Anything that you believe is related to the accident, your vehicle, or your injuries or treatment;
- The name, address and telephone of your primary care physician
- A copy of your health insurance card;
- The names, address, phone numbers of all witnesses to the accident;
- The name, address and phone number of the person responsible for causing the accident, along with his/her drivers license number, insurance information including company name, policy number and his/her vehicle year, make, model and license plate number;
- The name, address, phone number and claim number of your insurance company adjuster;
- The name, address, phone number and claim number of the insurance company adjuster for the person responsible for causing the accident;
- All correspondence and documents sent to you by anyone;
- A copy of the law enforcement traffic collision report (or the card identifying the report number and the telephone number to obtain same) if a traffic collision report was prepared;
- All discharge papers from any hospital or emergency room at which you received treatment for your injuries;
- The name, address and telephone number of every medical provider that has treated you for your injuries;
- A copy of your current declarations page from your insurance company that was in force on the date of the accident;
- The name, address and telephone of the location of your vehicle if it is at a body repair shop;
- A copy of the property damage estimate for your vehicle;
- Digital photographs on a CD or a compact flash card depicting the damage to your vehicle;
- Digital photographs on a CD or compact flash card that show the area where the accident occurred.