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888.579.2714

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866.502.7222

Seattle
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New Case Checklist/General Guidelines

Please complete as much as possible and applicable

General

(Circle One)

Your Name _____

You Represent: Plaintiff Defendant

Your Firm _____

Insured's Name _____

E-Mail _____

Claimant Name _____

Street _____

Your File/Claim No _____

City, State ZIP _____

Other Contact _____

Telephone # _____

Fax # _____

Type of Case: **BI PD WC Subro** : Products, Low Speed Impact, Slip Trip, Acc Recon, Cause & Origin, Structural, Mechanical, Medical Legal, Other _____

Milestones and deadlines (court dates etc.) _____

Evidence availability and location _____

Documents / Photographs (check all enclosed items)

- Photographs:** All relevant parts, machines, structures, accident scenes. If vehicular: All vehicles involved in the incident--**“Walk the Clock”**—Circle the vehicle taking photographs from all sides, **not just the impact area**. Photograph the bumper shock isolator, if so equipped. Photograph the interior, airbags, the dashboard & steering wheel and the VIN tag.
- If Vehicular:** Damage/Repair Appraisals: For each vehicle involved. Other Occupants? _____; Their Injuries? _____; Seating Location(s)? _____
Supplemental restraint (airbag) diagnostic module data (Black Box) _____
- Depositions:** Make sure the right questions are included.
- Police/Fire Investigators' Reports (if any):** _____
- Witness Accounts**

Medical Reports- Pre & Post Accident (for all occupants if applicable)

Medical Reports: Claimant's (and all other occupants if possible-whether claiming injury or not)

- Distinguish between pre-existing injuries and current claims
- EMS / Ambulance Run Sheet
- Physician Reports
- Hospital Records
- Autopsy Reports (include photos)
- Injured party's height and weight at time of incident (if not included in medical records)

Other Relevant Information

