

INSTRUCTIONS FOR YOU

1. **TALK TO NO ONE** - Do not talk to anyone about the accident except of the lawyers or investigators in our office. You should always require identification so that you are sure who you are talking to.

2. **YOUR DOCTOR** - You should return to each of your doctors as often as necessary and should always tell them about all your complaints. You should not minimize your ailments to your doctors, as it is one of his or her best ways of knowing how to treat you. If you see any additional doctors, be sure we are advised immediately of their names and addresses

3. **HOSPITAL & DOCTOR BILLS** - Have your own auto insurance carrier pay as many hospital and doctor bills under the medical payment provisions of your policy as possible. You should also have your hospitalization insurance pay as much on your bills as possible. Doctors and hospitals are more cooperative when their bills are paid.

You should not expect them to wait until your case is tried or settled to receive payment. You should, therefore, pay any balance as soon as possible.

4. **WAGES AND EARNINGS LOST** - Please keep an accurate record of all days lost from work because of your injuries.

5. **MEDICAL BILLS** - Obtain and keep duplicate copies of all medical, hospital and drug bills. You should periodically send these bills to us for our files. Also keep records of any other expenses you may have in connection with your accident, such as hiring of extra help. All your bills should be paid by check; or you should obtain and keep receipts. You should make and keep a list of all your medical bills.

6. **PRIOR INJURY** - It will help your case to tell me about any **PRIOR INJURY** or **PRIOR PAIN** to any parts of your body. Many good cases are lost by the injured person's concealing or forgetting a previous injury.

7. **CAR REPAIRS** - Do not repair your vehicle until you are sure pictures have been taken of the vehicle. After our office has taken pictures, make sure that your insurance company pays for the expenses for repairing the vehicle.

8. **WITNESSES** - Prepare a correct list with the names, addresses, and telephone numbers of all the witnesses. It is possible that it may be necessary for friends, neighbors, or co-workers to testify regarding your incapacity, pain, and suffering; this is why it is important to recollect all witnesses that may be necessary in the future.

9. **PRESERVE THE CAST, ETC.** If because of the injury you had to use a cast, bandage, or any other device, save it as evidence for the trial. You should inform us if you do such things. When the case reaches the hearing, you should take such things to trial.

10. **PHOTOGRAPHS** - Mail us copies of all pictures, or negatives of all the pictures that you or a friend took pertaining to your case. If you need hospitalization and receive some kind of treatment, like physical therapy for instance, please inform our offices so that our investigator could take pictures.

11. **EXPENSES** - Some of the necessary expenses for your claim are: expenses of the policy report, investigating services, medical records, hospital records, declarations, jury fees, records of the trial (if required), and witness expenses. We will pay for those items and you will not be reimbursed from the money that you will receive from the settlement of the case.

12. **QUESTIONS** - It is possible that we will not contact you until we have definite information to give you. If you have a specific question regarding these instructions or any other question related to the case, please call or write us.

13. **YOUR ADDRESS.** - Advise us of any change of address or telephone number. Please call our office ahead of time and make an appointment before coming to the office so that you will not have to wait long. If you cannot contact our office for a long period of time, please advise the personnel of my law firm. The file should always have updated information on where to locate you.