

Form: Do's and don'ts for injured clients letter

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[Date]

[Client's name]

[Client's address]

**DO'S AND DON'TS
FOR INJURED CLIENTS**

Dear [Client's salutation]:

This letter lists some guidelines for persons who have been injured. I refer to the guidelines as "Do's and Don'ts For Injured Clients. Please read this letter and let me know if you have any questions or will have difficulty following the guidelines.

TAKE PICTURES

It is important to visit the scene of the accident as soon after the accident as possible. Please make sure pictures are taken of everything involved in your accident. You should also take pictures of any medical treatment, such as your cast or hospital room. Remember the general rule "a picture is worth a thousand words."

KEEP A DIARY OF PAIN AND EXPENSES

Keep a day-to-day diary from the time of your accident. Write down how your injury has restricted your daily living, from the time you get up from bed and dress at the beginning of your day to the time you go back to bed at the end of the day and include any problems experienced during your sleeping hours.

Describe, each day, the pain or restricted movement you experienced in each part of your body, from the top of your head down to all parts of your body. Also describe in the diary the daily medications and medicinal treatments which you have taken.

REPORT ALL EVIDENCE AND SUBSEQUENT OCCURRENCES

We need to know everything that may relate to your case. Much of what you know, including records and documents can be used as evidence in your case. Please don't assume that we are aware of that information. We may not know about it, unless you tell us.

Let us know the names, addresses and telephone numbers of all witnesses. Do not repair any damaged items as it may be necessary to take photographs of the damage and it may be advisable to use the damaged article as evidence for presentation in court.

Keep all physical objects which might serve as evidence to support your claim of injuries and damages, such as wearing apparel and shoes at the times of the accident, splints, casts, braces, etc.

All accidents, claims, and disabilities which you had prior to the accident should be disclosed to us since the Defendant's insurance company has methods of discovering such prior accidents, claims, and disabilities and we do not want your case to be jeopardized as a result of our not being alerted to such facts. Such methods include the use of a nationwide organization which has compiled a list of most damage claims made by each person during his lifetime; the Defendants are also entitled to obtain copies of your past medical records.

CONTINUE TO SEE A DOCTOR UNTIL YOUR CASE IS COMPLETED

You may not be able to prove your damages unless you are seeing a doctor. You must seek medical treatment until your case is over.

BE CAREFUL WHAT YOU TELL THE DOCTOR

The doctor will write down exactly what you say. If you are in pain, tell him. Don't tell him you are feeling better just to make him happy. Always relate your injury to the accident for which you are claiming money.

REPORT CHANGES IN YOUR PHYSICAL CONDITION

Please call us at least once a month so we can keep track of any changes in your physical condition. We need to know the names, addresses and telephone numbers of each doctor you visit and the nature of the medical treatments and medicines which have been prescribed to you. You must keep all of your doctor appointments. If you need to reschedule treatment, that is OK but let us make the arrangements.

TRY TO AVOID ANY SUBSEQUENT INJURY

Be careful! Any injury not related to your case may affect the case's value. A subsequent injury may result in your receiving no money.

KEEP EVIDENCE OF ALL EXPENSES

You should keep a separate itemized daily list of all your expenses and losses, to include the following: doctors, nurses, hospitals, medicines, medical braces, splints, and other paraphernalia, repairs, travel expenses, costs of hiring other to help around the house or business (including baby-sitters), etc.

Payment of expenses should be by check and you should get a written receipt (preferably two copies) and send or bring all canceled checks and receipts to this office. Two copies of any bills received should also be sent to this office. You should also keep a record of the following: days

off work, loss of pay or profits, sick leave used up, travel time to and from doctors, hospital, etc. Keep all medical containers and supplies.

Until you have first received our approval, do not discuss this case with any other person (including friends, family, neighbors, doctors, police, and your own insurance company); do not fill out any forms; and do not sign any papers. The Defendant's insurance company may try to take movies or photographs of your daily activities with the hope of proving that you are exaggerating your claim as to your injuries and disabilities; they may also try to tape record your conversations with others.

If anyone, other than a representative from this office, contacts or questions you with respect to your claim, tell the person to contact this office.

If anyone claims to represent this office, verify his representation by contacting this office before answering any questions.

DO NOT OVERLOOK OTHER SOURCES FOR PAYMENT OF EXPENSES

You may be able to have your medical and other bills paid from other sources as a result of the coverage afforded to you under your own insurance policies (homeowners, automobile, etc.), medical plans, or group benefits at your place of work, in which case you will want to initiate whatever action is necessary to obtain such payments.

REPORT ANY ADDRESS OR TELEPHONE NUMBER CHANGES

If you move or are planning to go out-of-town on vacation, please let us know where you can be reached and give us your new address and telephone number.

PLEASE:

DO NOT DISCUSS YOUR CASE WITH ANYONE OUTSIDE OF OUR OFFICE,

DO NOT FILL OUT FORMS GIVEN TO YOU FROM ANYONE ELSE AND

DON'T SIGN ANYTHING RELATING TO YOUR CASE, UNLESS OUR LAW FIRM HAS REVIEWED THE FORM OR DOCUMENT.

If you have any questions regarding your legal matter, please contact me.

Very truly yours

[Attorney's name]