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CLIENT PREPARATION SHEET

The following includes a comprehensive list of materials critical for the successful pursuit of claims of personal injury against any responsible party.

* **NARRATIVE:** Prepare a written narrative of all events that occurred between you and the offending party. For example, in a home environment contaminated with mold, this would include all facts that relate to maintenance of the unit. As accurately as possible, include dates of all events such as written, phone or face-to face conversations with the offending party or of repairs to the home. Consider this narrative your opportunity to tell your story of the events that have led to your damages; the reason you are seeking legal representation. Include all events related to the damage to the health or property of you or your family, if any.

* **MEDICAL RECORD INFO:** Prepare a list of applicable medical record information for you and each person affected by the dispute who may have potential health claims. Include the following: Medical Reference Numbers; Physician Name, address and telephone. Also, please obtain copies of pertinent medical records from your healthcare providers that document any relevant treatment or medical consultation. Most health care providers will comply with your request at little or no charge.

* **PROPERTY LOSS STATEMENT:** Prepare a list of each and every piece of property that was damaged or abandoned because of the incident for which representation is sought. For example, this may include any property damaged due to flooding, mold or mildew contamination, etc. Include an estimate of the value of the property and receipts if you have them. Take photographs of the property if possible

* **WITNESS LIST:** Prepare a witness list of each and every individual who may be a witness to your conversations or agreements with the offending party and who can support your narrative of events. When possible, include each individual's name, address and phone number.

* **DOCUMENT PRODUCTION:** Please gather each and every document in you possession that has any relation to the dispute with the offending party. For example, in a Landlord/Tenant context, this would include any documentation of your interaction with your landlord: letters to or from your landlord, notifications of your health problems, lease agreement disputes, etc.

* **PHOTOGRAPHS:** Please purchase a disposable camera and use it to create and maintain a continuing record of any rashes, scarring or visible signs of illness that develop. Keep this camera available until it appears all these symptoms have cleared and/or the camera is full and send it to my office for development.

* **JOURNAL:** Begin to document all relevant events in a daily journal. If medical problems are ongoing, include daily notation of symptoms and changes. This can take the form of a sentence or two noticing the date and the occurrence of any changes in health related to the offending incident. This journal should be maintained until all disputes or health issues have been resolved.