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Personal Injury Guidelines

1. Keep a **calendar** to record all days missed from work and all doctor appointments as well as your daily pain, suffering, and all activities that are limited because of this accident.
2. Keep a special **list of people** with phone numbers, address, and why they are important to your case.

Example: John Doe
 121 Main Street
 Anytown, MD, 20420
 (410) 555-1212
 He saw the defendant run the red light.

3. **Send The Law Firm:**
 - a. Any and all medical reports and bills you receive from doctors, physical therapy, tests, or x-rays that are related to your case.
 - b. Any other related expenses to your case. For example: eyeglasses broken in accident.
4. **Do Not Talk To Anyone About The Accident.** Even your friends. If you are called or approached by someone, tell them you are represented by me. Give them my contact information and ask them to please contact me. Be polite, but firm, and then call me with the person's name and telephone number. **Do not give a statement without me giving my approval.** Most likely I will have it taken at my office with me present. Your own insurer can request, and you will have to give, a recorded statement.
5. **See Your Own Doctor.** If you are advised to see a specialist, please notify me with his or her name, address, telephone number and tell us why you were advised to see this specialist. Get you treatment quickly and efficiently. Do not prolong your treatment, this will not increase your settlement, and may actually decrease your settlement.
6. **Photographs**
 - a. Please take pictures of the damage to your vehicle immediately and definitely before it is repaired. If possible, take pictures of the defendant's vehicle also.
 - b. If you are prescribed a neck brace or other brace, in a cast, or in traction. Be sure to photograph any bruises, cuts, stitches or burns, especially airbag burns.

7. **Keep Me Up To Date**

- a. It is very important that the information you provide is correct and kept up to date.
- b. If you change address, phone number, marital status, or employer, contact my staff immediately and then supplement the phone call with the information in writing. If I do not have current contact information, and cannot reach you, then I cannot be responsible for the status of your case, and I may terminate representation.
- c. If you find an error in any information you gave earlier or receive forms, notify us immediately.

8. **Insurance.** Remember, in Maryland accidents you may ask for assistance with PIP in any automobile case, but you are responsible for filing the PIP application for benefits forms immediately and no later than one year from the date of accident. Furthermore, you are responsible for any liens on your case that we have not been put on notice either by law or party to protect.