***PERSONAL INJURY - INSTRUCTION SHEET***

1. TALK TO NO ONE -- You should not talk to anyone about your accident except one of the lawyers or investigators in our office. You should always require some identification so that you are sure who you are talking to. You should not even talk to your own insurance company without notifying us so that we may be present if we desire. We will generally want any of these statements taken in our office.

2. YOUR DOCTOR -- You should follow as precisely as possible the advice and course of treatment advised by your doctor. You should not minimize your ailments to your doctor as it is one of his best ways of knowing how to treat you. If you see any additional doctors, be sure that we are advised immediately of their names and addresses. Your lawyer will not practice medicine, and your doctor will not practice law.

3. RECORD OF COMPLAINTS -- Please keep a daily or weekly record of your complaints and progress. This can be very helpful when, a year later, you will be able to recall your pain and difficulties more vividly.

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 and hospital and drug bills. You should also keep records of any other expenses you may have in connection with your accident such as the 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 and the costs incurred in going to your doctor.

6. AUTO ACCIDENTS --

A. Car Repair -- If your automobile has not been repaired, do not do so until you are sure we have obtained pictures of it. If it has been repaired, be sure and supply us with copies of all estimates and final bills.

B. Traffic Offenses -- Never plead guilty to any traffic offenses in connection with this accident, and if you are arrested call one of the lawyers in the office immediately, and we will see that someone represents or advises you.

7. WITNESSES -- Furnish to us immediately the correct name and address and telephone numbers of any and all witnesses you may learn of.

8. PHOTOGRAPHS -- Send to us any photographs pertaining to your case which you or any of your friends have taken. If at any time you are required to be in the hospital and are receiving any type of treatment like traction or physical therapy which can be photographed, please notify our office so that we can have our investigator photograph you.

9. HOSPITAL AND DOCTOR BILLS -- If you have your own insurance to cover such bills, go ahead and have them paid as soon as possible. If you have sufficient funds to pay any difference in the amount covered by insurance, do not hesitate to pay your obligations because of the lawsuit.

10. QUESTIONS -- We will probably not contact you on a set schedule but will contact you from time to time when necessary. The fact that you do not hear from us is no indication that we are not working on your file inasmuch as a great deal of work is done between the court and the lawyers, and the parties are not directly involved. If you have any specific questions in regard to these instructions or in regard to your case, feel free to write or call us.

11. YOUR CONTACT INFORMATION -- Be sure to keep us advised of any change in your address, telephone number or email address.