



- MATERIALS REQUESTED -

Providing the following materials as part of your information package will aid us in providing a timely report. Please **do not include** any correspondence from defense counsel that discusses strategy, character analysis of witnesses, etc. Please remember that whatever is in our file is discoverable under the Rules of Evidence.

If you have any questions, please feel free to contact us. Thank you for your assistance.

Summary of Collision

Please include speed (or estimate of) for all vehicles involved; direction of travel with respect to one another (i.e. insured struck rear of claimant vehicle); how, when, and where accident occurred; injuries being claimed (if any) and the mechanism for these injuries; description of body movement within the vehicle at impact; and seating position in vehicle of parties involved. Also, please include any information you feel would assist us.

Police Report (if one was completed)

Please include any addenda, diagrams, or other attached materials that accompany the report.

Operator's Report, Loss Report, ACORD Report

Please provide for both insured and claimant if available.

Statements, Depositions, Examinations Under Oath (EUO)

Please include for as many parties involved as possible, including witnesses. Please transcribe all tapes.

Original photographs (or color laser prints) of damaged vehicles and scene

If photographs are not available, please draw an outline of vehicle depicting area of damage. If photographs are not available, please provide appraisals describing the damage to the vehicle. When photographing the vehicle, please photograph the entire vehicle with a measuring device in place so height of damage can be assessed. Also photograph the energy absorbing system in the bumper. Even if there is no damage to the vehicle, please include photographs of the energy absorbing pad or isolators.

Vehicle Damage Appraisal(s)

Please include for all vehicles involved. If this is a hit and run case, list description of phantom vehicle.

Medical Information

Please **do not** include medical bills. Please send reports that list the type of injury and the alleged mechanism for that injury, i.e. thrown forward into steering wheel, etc.

Year, Make and Model

Please list for all vehicles involved, including Vehicle Identification Numbers (VIN) when known.