# Before you call a lawyer: checklist

*What to gather so the first meeting is quick and useful.*

## *Gather*

- ☐ A short timeline: what happened and when
- ☐ Names and contact details of everyone involved
- ☐ Letters, emails, texts and contracts
- ☐ Photos, videos, police or incident reports
- ☐ Bills, receipts and pay stubs (for money you lost)
- ☐ Insurance policies and claim numbers

## *Know your dates*

- ☐ The date it happened
- ☐ Any deadline in a letter or court paper you received
- ☐ Deadlines can be short. Call early rather than late.

## *Don't*

- ☐ Post about the case on social media
- ☐ Sign anything from the other side's insurer before advice
- ☐ Throw away anything that might be evidence