

- DISCLAIMER -

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SUING AND BEING SUED

DOCUMENTS TO BRING TO YOUR ATTORNEY

Suing someone or being sued yourself is, without a doubt, an extremely stressful and often times expensive process. If you are proactive and keep your attorney well informed, the experience will be less stressful and meetings with your attorney will be more efficient. The following is a list of documents you should copy and provide to your attorney at your initial consultation if you are suing someone or being sued.

<u>Document</u>	<u>Notes:</u>
___ Summons and Complaint from the other side	_____
___ ALL your files regarding the other party	_____
___ ALL your correspondence with or regarding the other party	_____
___ ALL insurance policies	_____
___ Incorporation documents	_____
___ Calendars or day timers if they refer to the other party	_____
___ Phone logs and message pads if they refer to the other party	_____
___ Contracts	_____
___ Purchase orders	_____
___ E-mails from the other side	_____
___ Documentation relating to any product at issue	_____
___ Any employee with knowledge of the events in the litigation	_____
___ Tax returns	_____
___ Financial statements	_____
___ Canceled checks	_____
___ Bills or invoices	_____

____ Receipts _____

____ Employee files _____

____ Files from previous litigation _____

____ Files from previous attorneys _____