

LITIGATION PREPARATION REPORT

CLIENT: _____ MATTER: _____ FILE NO.: _____

Date claim accrued: _____ Statute of limitations date: _____ Citation: _____
 Insurance? Yes No Company: _____ Limits: _____

Were police called? Yes No Dept: _____ File No.: _____
 Arrests or citations? Yes No Who? _____

Were other administrative agencies involved? Yes No
 If so, which? _____ File No.: _____
 _____ File No.: _____

Are there any related court proceedings? Yes No Court: _____
 File No.: _____ Results: _____
 Transcript? Yes No Reporter: _____ Copy? Yes No

PUBLIC RECORDS OBTAIN	FOR CLIENT	OPPONENT	OBTAINED FOR CLIENT	OPPONENT
<input type="checkbox"/> Driving record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Vehicle ownership records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Corporation articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Corporation annual report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate of doing business/assumed name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Partnership certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Deeds <input type="checkbox"/> Financing statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WITNESSES AS TO LIABILITY:	WITNESS ANALYSIS	WITNESS ANALYSIS
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBITS AS TO LIABILITY:	EXHIBIT ANALYSIS	EXHIBIT ANALYSIS
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

DAMAGES FOR:	AMOUNT:	WITNESS:	WITNESS ANALYSIS	EXHIBIT ANALYSIS
_____	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	\$ _____			

Summary Prepared: Yes No

COURT COSTS: ATTACH COPIES OF ALL BILLS AND RECEIPTS FOR COURT COSTS TO BACK OF THIS FORM.