File Name/Number:

Pre-Suit Attorney:

Pre-Suit Case Manager:

Date Completed:

|  |  |  |
| --- | --- | --- |
| Litigation Checklist Items | Pending/  Requested | Completed/ Received |
| Signed Lit Letter or verbal authorization |  |  |
| HI (ERISA, Medicare, Medicaid, etc) information with proof of notice |  |  |
| PIP Log / Health Lien Payout (if applicable) |  |  |
| BI Liability Dec/Policy |  |  |
| UM Dec/Policy |  |  |
| UM Sel/Rej |  |  |
| Crash Report |  |  |
| Spoilation Letter |  |  |
| Property Damage Estimates/Photos |  |  |
| Injury Photos |  |  |
| Witness Statements |  |  |
| Wage Loss Information |  |  |
| Prior Medical Records |  |  |
| Bills/Records to-date |  |  |
| All applicable fields and LDOT updated in Litify |  |  |
| \*Notice of claim or SF 95, if applicable expires on ( ) |  |  |
| \*CRN statutory waiting period expires on ( ) |  |  |
| \*If wrongful death, estate has been set up |  |  |
| \*If defendant deceased, estate has been set up |  |  |
| \*Pending or active bankruptcy of client, trustee has been appointed |  |  |

Additional Comments: