

ACCIDENT CHECKLIST

CUT HERE

ACCIDENT INFORMATION

AT THE ACCIDENT

STAY AT THE SCENE

If you leave the scene of an accident, especially if someone has been hurt or killed, you could face serious criminal charges as a hit-and-run driver.

CHECK ON EVERYONE INVOLVED IN THE ACCIDENT

Before you start checking out how much damage was done to your vehicle, make sure everyone else in the accident is okay. It is best to not move anyone who is unconscious or complains of neck or back pain. If you feel that it is necessary to move someone try to move them as slowly as possible while supporting their neck and back.

CALL THE POLICE

This is very important if the accident involves significant property damage or someone is hurt or killed. Be sure to obtain the name and badge numbers of any officers who respond to the scene and ask that a police report be filed.

EXCHANGE INFORMATION

Get the names, phone numbers, addresses, drivers' license numbers, license plate numbers and basic insurance information of every other driver involved in the accident. Do not apologize for anything or admit wrongdoing. This can be used against you later in terms of legal liability.

TALK TO WITNESSES

If possible, get the name, phone number and address of every witness. Ask them what they saw. If someone is hesitant to talk with you, be polite. Never beg or threaten them.

AFTER THE ACCIDENT

INFORM YOUR INSURANCE COMPANY

Tell your insurance company that you have been in an accident as soon as possible. Obtain a copy of the police report so you can point out to the insurance company who was at fault for the accident.

TAKE PICTURES

Photograph any damage to your vehicle as soon as possible. This will help your insurance adjuster determine how much you should be compensated for your car's damages, and may also help your case in court.

KEEP TRACK OF MEDICAL TREATMENT

Keep a list of any doctors, physical therapists, chiropractors or other professionals who treat you. Keeping a written diary of this information is a great help when it comes to itemizing your medical expenses and treatment for your insurance company, your attorney and the court.

GET A PROPERTY DAMAGE VALUATION

Your insurance company will give you a valuation for damages to your car. If you aren't happy with the insurance company's valuation, get two estimates for the repair of the vehicle, or have two dealers provide a quote for the cost to replace your vehicle if it was a total loss. Communicate with the adjuster and be assertive.

BE CAREFUL ABOUT DISCUSSING THE ACCIDENT

Do not talk about the accident with anyone except your attorney, your insurance company and the police. If anyone from other insurance companies contacts you, ask them to call your attorney or your insurance company. Get their name and number and tell your attorney or insurance company that someone contacted you. Be careful what you post on social media. Information you post there can be found and used against you.

BE WARY OF EARLY SETTLEMENT OFFERS

Be cautious if you are offered a settlement by an insurance company. Make sure that all injuries have been treated and you have a doctor's prognosis. Some injuries will not show up for days, weeks, or even months after the accident. Never settle a claim until you are sure you will be compensated for all your injuries. Always consult an attorney

DATE OF ACCIDENT ____ / ____ / ____ TIME ____ : ____ AM PM

LOCATION OF ACCIDENT _____

VEHICLE #1

DRIVER NAME	DRIVER ADDRESS
DRIVER PHONE	
MAKE / MODEL	
LICENSE PLATE	DRIVER'S LICENSE NUMBER
VIN	
INSURANCE COMPANY	POLICY NUMBER

VEHICLE #2

DRIVER NAME	DRIVER ADDRESS
DRIVER PHONE	
MAKE / MODEL	
LICENSE PLATE	DRIVER'S LICENSE NUMBER
VIN	
INSURANCE COMPANY	POLICY NUMBER

WITNESS #1 NAME PHONE NUMBER

ADDRESS E-MAIL

WITNESS #2 NAME PHONE NUMBER

ADDRESS E-MAIL