

Pursuant to our phone conversation, please answer this questionnaire as completely as you can. Providing the information is time well spent. Our ability to represent you and your case depends on the accuracy and completeness of your answers.

SLIP AND FALL/NEGLIGENCE

INJURED'S NAME & AGE:

HOME ADDRESS:

HOME/CELL PHONE:

EMAIL:

MySpace etc... Address:

1. Who do you feel was negligent? Include names, addresses, and phone numbers:
2. **When** did the incident occur?
3. **Where** did the incident occur?
County:
4. What happened (*please describe what happened in detail*)?

INJURY AND DAMAGES

1. When did you first see a doctor concerning your injuries due to incident (*month/date/year*)?
2. List all physical injuries caused by this incident:
3. List all emotional injuries caused by this incident:
4. List all other disabilities (learning, cognitive, emotional, etc.) caused by the incident in question.

5. What (if any) measures are needed to make up for these disabilities.
6. Are these disabilities ongoing?
7. What impact are they having on you and your family?
8. Give an estimate of the total amount of the medical bills incurred on your behalf.
9. Has an insurer paid the medical bills?
If so, give the name of all insurers that have paid the bills.
10. What medical bills are outstanding?
11. Give an estimate of the total amount of wage income lost as a result of the incident in question.
12. Has any formal complaint been filed regarding the incident complained of? If so, please identify to whom the complaint was made, when it was made, and if any final determination has been issued. If the complaint was in writing, please attach a copy.
13. Have any medical records been obtained? If so, what records do you have?
14. What are your expectations in this case?

ADDITIONAL INFORMATION

1. How were you referred to this office?

**PLEASE MAKE NOTE THAT YOU ARE TO CALL OUR OFFICE TO INSURE
ANSWERS TO QUESTIONS HAVE BEEN RECEIVED**

Under current Texas law, you appear to have two (2) years from the date of occurrence in which to file a lawsuit. However, the Texas Supreme Court periodically changes the law and circumstances affecting the statute of limitations for various types of cases, which may effect when the statute of limitations in your particular case will run. Remember – under Texas law you are forever prevented from filing a lawsuit unless it is done within the deadlines set out above.

Our office will be in contact with you (*via email/phone*), with decision within 30 days from the date answers are received.

Sincerely,

Ruth E. Richards
Legal Administrative Assistant
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I AM IN THE OFFICE MONDAY THRU THURSDAYS FROM 8:00 AM TO 4:00 PM