



LAW OFFICES
CARLOS J. JIMENEZ P.L.

South Florida Personal Injury - Protecting the Legal Rights of Florida Families

INSTRUCTIONS TO CLIENTS

1. **TALK TO NO ONE.** Do not talk to anyone about your accident except your Lawyer Carlos J. Jimenez. You should always require identification so that you are sure who you are talking to. **Do Not** even talk to your own insurance company without notifying me so that I may be present if need be.
2. **PHOTOGRAPHS** are extremely important in most cases. Please remember to send all photographs pertaining to your case, which have been taken by yourself, family members and/or friends.
3. **WITNESSES'** names, addresses, and telephone numbers should be forwarded immediately to my office upon learning of the individuals.
4. **RECORDS** must be kept of all days lost from work due to your injuries, as well as, logs of doctor visits and any miscellaneous documents.
5. **DIARY** all of your chief complaints and medical progress, which may be very helpful in the future when you will be called upon to describe your pain and associated problems.
6. **PRESCRIPTIONS AND MEDICATIONS** must be documented preferably by saving all bottles, containers, casts, braces and/or other traction devices.
7. **MEDICAL AND HOSPITAL** bills must be immediately forwarded to my office for the file (you should keep a copy for your file). This includes any records and/or expenses you may have incurred due to your accident, including the hiring of extra labor.
8. **PRIOR INJURY OR PRIOR TREATMENT FOR PRE-EXISTING CONDITIONS** must be confided to your attorney immediately as many good cases are lost by the injured person concealing or forgetting to disclose a previous injury or pre-existing condition.
9. **DOCTORS'** names and addresses who have treated you in the past, present, and/or future must be written down and forwarded to my office. Particular attention should be given to doctors in South Florida as the defense may easily obtain copies of these medical records.
10. **INSURANCE COMPANIES** will thoroughly investigate the facts of your accident, as well as, all past injuries. These companies keep a record of any and all claims against all insurance companies, whereby they will surely discover any and all previous claims.
11. **YOU** may need to be consulted by your attorney at various times, thus you should advise our office of any times when you may not be available including vacations. Emergency telephone numbers and/or alternative methods of reaching you should be in our file at all times.
12. **TIME** is a very important ingredient in settling a claim such as your. In fact, it is dangerous to settle certain types of claims too soon because it often takes a long time for serious injuries to become evident. Ordinarily, the doctor must finish his/her treatment before it comes time to settle your claim. Please be patient.

LAW OFFICES OF CARLOS J. JIMENEZ P.L.

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