

CLIENT RESPONSIBILITIES

1. **APPOINTMENTS** - To call our office 48 hours in advance to confirm that any attorney-client appointments, court dates (which include pretrials, status conferences, arbitrations, mediations, trials), pre-deposition conferences, or depositions are going forward.

Often, we are subject to last-minute changes by the Court. Your calling in to confirm an appointment, can save both of us time and unnecessary expense.

2. **ADDRESS\TELEPHONE CHANGES** - If you move or are planning to do so, please notify us of any changes to address or phone number. Notifying your attorney of any changes is as important as notifying the post office. If we cannot contact you, we cannot keep you up to date on your case. If you do not know this information or may not be settled for some time, then provide us with a name of a relative or friend we could contact.

3. **QUESTIONS ABOUT YOUR CASE** - If you have questions about a letter you receive from our office in the mail, please contact us. We will discuss any concerns with you.

4. **MESSAGES LEFT FOR YOUR ATTORNEY/THE OFFICE STAFF** - If you are not able to contact us during regular business hours, we strongly encourage you to call and leave a message on our voice mail system. The voice mail system will accept messages 24 hours a day and it is checked on a regular basis by all members of our staff. We will make every effort to contact you within 24 hours of your having left a message.

We ask that you leave a detailed message with your name and phone number to ensure prompt follow up on our part. This will save both of us time when we do speak.

5. **INQUIRIES RECEIVED FROM OTHERS ABOUT YOUR CASE** - If anyone, including your own insurance company, should ask you about the accident, call us **FIRST** before giving any information. You should always require identification so that you are sure whom you are talking to. Don't even talk to your own insurance company or to any lawyers hired by your own insurance company without notifying us so that we may be present. We will generally want these statements taken in our office.

6. **RECORDED STATEMENTS** - Never give a recorded statement to either the defendant's carrier or your own. Contact our office if such a statement should be requested.



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7. WITNESSES - Please provide us with the correct names and addresses and telephone numbers of any and all witnesses you may learn of even if it is second-hand or gossip.
8. PHOTOGRAPHS - Send us negatives and prints of any photographs concerning your case, which you or any of your friends have taken. If you are required to be in the hospital and are receiving any type of treatment such as traction, physical therapy, please call us.
9. MEDICAL BILLS - Obtain and keep duplicate copies of all medical, hospital and drug bills. It is imperative that you do so, so that we may keep track of your medical treatment. This is a vital aspect of your case. You should keep your own list of your doctor visits and the amount of these visits.
10. HEALTH/AUTO INSURANCE PAYMENTS - If either your health insurance carrier or your automobile insurance pays for any of your medical bills, please provide us with the name, address or telephone number of that carrier. Also, if you have signed any forms or authorizations, please advise us. It is also imperative that you keep this information and keep us advised. Remember, any bills these carriers pay on your behalf, must be repaid at the conclusion of your case.
11. LOST WAGES - Please keep a record of any days missed from work because of your injuries.
12. YOUR DOCTOR - You should visit your doctor as often as necessary and you should keep them advised as to any complaints you have, just as you would advise us. Remember, they cannot help you, if you do not keep them advised as to how you are feeling. Also, they are the specialists, and what you may consider is insignificant, may in fact be very important to them.
13. RECORD OF COMPLAINTS - Please keep a daily or a weekly journal of your complaints and progress. This can be very helpful when, a year later, you may be asked in a deposition or a trial to explain your pain and difficulties.

If you have the same complaint, you do not need to keep repeating that. This journal does not have to be a narrative, but rather brief, descriptive phrases.

14. PRIOR MEDICAL HISTORY - It is your responsibility as our client that you provide us with your complete medical history and in as much detail as possible. Although you may consider this personal information, it can be very important and relevant to the case for which we are representing you. This information, when gathered, will be kept confidential by myself as your attorney and my office staff.



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