

WHAT SHOULD I DO IF I'M IN A MOTOR VEHICLE ACCIDENT?

1. Remain calm and secure the accident scene with hazard flashers and flares.
2. If needed, call for medical help immediately.
3. Only discuss the accident with the police and don't accept fault with anyone.
4. Photograph the accident scene preferably before any cars are moved.
5. Notify your insurance company if you are sued.
6. Contact your attorney or the lawyers at Stanley Law Offices to discuss your legal options.

AUTO ACCIDENT CHECKLIST

Date of the Accident: _____

Time of Day: _____

Location/Weather Conditions _____

OTHER DRIVER'S INFORMATION

Name: _____

Address: _____

Date of Birth: _____

Home Telephone: _____

Driver's License Number and State: _____

Driver's License Expiration Date: _____

Car Make & Model: _____

License Plate Number and State: _____

Vehicle Identification Number: _____

Insurance Co. & Policy #: _____

Insurance Co. Address: _____

Insurance Co. Phone: _____

Was this person driving in the scope of employment?
(If so, fill out the company information below.)

Company Name _____

Company Address _____

Company Telephone/Contact _____

Is this "Company" a Government Entity? _____

Name/Address/Phone Number & Insurance Information for car owner, if different from car driver: _____

WITNESSES (including passengers)

(1) _____

Name and telephone number

(2) _____

Name and telephone number

ACCIDENT DESCRIPTION

General description of incident: Include the speed of the vehicles, weather and road conditions and the physical condition of the other person's vehicle just prior to the incident i.e. missing headlight (s) or taillight(s).

Describe the damage to your vehicle:

Describe the damage to the other persons vehicle:

Did the other party admit they were at fault for the accident?

Yes _____ No _____

Please write down the quote from the other party if they admitted fault for the accident:

Draw a diagram of the accident (on the reverse side of this page). Please indicate the length of skid marks on the road, the position of any street lights, traffic lights, crosswalks, and stop signs.

POLICE OFFICER

Name and badge of the officer(s) at the accident scene: _____

Ask the officer how to get a copy of any accident reports and write that information below:

