

CLIENT INSTRUCTIONS

It is extremely important that you...

- **DO NOT** give any verbal statements without our approval, as this could be **DAMAGING** to your career;
- **DO NOT** speak with anyone regarding your case other than your own doctor and the staff members of this office;
- Forward all correspondence relating to your claim directly to this office. Make sure you notify us **IMMEDIATELY** if anyone contacts you regarding your case. It is imperative that you **do not** sign anything without first checking with this office;
- Contact us **IMMEDIATELY** should you hear from the insurance company and/or insurance doctor directly regarding the scheduling of a medical exam/IME;
- Keep a record of all expenses **and** obtain receipts and bills for all medical, hospital, drug, or dental services/supplies;
- Send all receipts and/or bills to this office *as soon as possible*;
- Keep a record of all dates missed from work due to the injuries you sustained in this accident;
- Notify this office when you note any new physical difficulty;
- Keep a daily diary of all complaints and a record of missed activities due to the accident, (i.e. *missed bowling, missed golf, etc.*);
- Send us copies of your income tax returns for the past three years if you are self-employed or no longer working for the company that employed you on the date of your accident;
- Notify this office **IMMEDIATELY** upon change of address and/or telephone number;
- Contact this office **IMMEDIATELY** should any problems or complications arise;

Provided by

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