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GENERAL INSTRUCTIONS

FOLLOW CAREFULLY

1. TALK TO NO ONE - Do not talk to anyone about your accident except the lawyers or investigators from our office. You should always require identification so that you are sure who you are talking to. Don't even talk to your own insurance company without notifying us so that we may be present if we desire. We will generally want these statements taken in our office.

2. YOUR DOCTOR - You should return to each of your doctors as often as necessary and should always tell each doctor about all your complaints every time you see them. If you see an additional doctors, be sure we are advised immediately of their names and addresses.

3. LOST WAGES - Please keep an accurate record of all full days or hours lost from work because of your injuries, doctor visits and the total amount of money you have lost in wages, both regular hours and overtime.

4. MEDICAL BILLS - You should tell your doctor about your insurance coverage so they can bill the insurance company directly. If you receive any medical bills, you should send them in promptly to your insurance company to have payment made to you or the doctor quickly. It is quickest and most efficient for you to send medical bills you have directly to your insurance company for payment rather than for us to send them in for you. Obtain and keep duplicate copies of all medical, hospital and drug bills. You should send these duplicate copies of bills to us for our files once a month. Also, keep records of any other expenses you may have in connection with your accident, such as the hiring of someone to mow your law, clean your house, etc. All your bills and expenses should be paid by check or you should obtain and keep receipts.

5. WITNESSES - Call or write us immediately with the correct names, addresses

and telephone numbers of any and all additional witnesses you may learn of.

6. SAVE YOUR CAST - If your injury requires a cast, brace, neck collar, traction or other appliance, save it. We may need to show it to the insurance adjusters.

7. PHOTOGRAPHS - Send us the negatives and prints of any photographs pertaining to your case which you or any of your friends have taken. If your injuries are such that they would show up in a photograph, please arrange for a friend or relative to take several photographs of each injury and give these to us.

8. QUESTIONS - We will probably not contact you until we have something definite to report. If you have any specific questions in regard to your case, please feel free to call or write us.

9. INVESTIGATOR - An investigator may be assigned to your case. He may call you and identify himself. You should cooperate with him in every respect. For the next few weeks he will be engaged in gathering information regarding the facts of the case: photographs, statements of witnesses and any and all other pertinent information relating to your accident and injury.

10. RECEIPT OF PAPERS - This office should be notified if you receive any letters, notices, subpoenas, summons, or any other papers regarding your case.

11. SIGNING PAPERS - Do not sign any papers until they have been checked and reviewed by us.

12. KEEP US INFORMED - Keep us informed of anything important that happens that might affect your case. Applications for issuance benefits, any change in doctors, returning to work, any change in treatment, etc., should be reported to my office promptly. Disability or insurance claim forms should first be checked by this office.

13. YOUR ADDRESS - Be sure to keep us advised of any change in your address or telephone number.

14. VACATIONS - Keep us advised of any vacation times when you will be out of town. We would like to have a phone number to reach you or a family member who will always know where you are while you are gone.

15. YOUR INSURANCE POLICY - We need all insurance policies that might pay your medical bills or lost wages. Keep in mind that you might have a mortgage or car loan that will pay your mortgage payment or car payment while you cannot work.