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Personal Injury Claim Documents Checklist

Insurers and courts pay for what you can prove. Use this list to gather the evidence of what happened, how you were hurt and what it has cost you.

Name: _____ Date: _____ Case/claim no.: _____

How the injury happened

- [ ] Police, accident or incident report
- [ ] Photos and video of the scene and conditions
- [ ] Witness names and contact details
- [ ] Your written account, made as soon as possible
- [ ] Any written notice you gave the property owner, employer or business

Medical evidence

- [ ] Emergency room and hospital records
- [ ] Doctor, specialist and therapy records
- [ ] Imaging reports (X-ray, MRI, CT)
- [ ] Prescriptions and pharmacy receipts
- [ ] Future treatment recommendations
- [ ] Photos of injuries over time

Financial losses

- [ ] All medical bills and explanation-of-benefits statements
- [ ] Pay stubs and a letter from your employer about missed work
- [ ] Tax returns if you are self-employed
- [ ] Receipts for travel to appointments, equipment and home help
- [ ] Property damage estimates and repair bills

Insurance and communications

- [ ] Your own insurance policies
- [ ] Claim numbers and adjuster names
- [ ] All letters, emails and settlement offers
- [ ] Notes of every phone call: date, name, what was said

Daily impact

- [ ] A journal of pain levels, sleep and activities you cannot do
- [ ] Statements from family or coworkers who see the impact
- [ ] Missed events, trips or obligations

Tips

- Keep originals safe and give copies to your lawyer or insurer.
- Follow your doctor's treatment plan; gaps in treatment are often used to reduce claims.
- Every state has a deadline to file a lawsuit; check yours early.

Notes