**CHECKLIST**

## DOCUMENTS TO BRING TO YOUR ATTORNEY

Everybody in the business knows that suing someone or being sued yourself is extremely stressful and often times expensive process. If you are proactive and keep your attorney well informed, the experience will be less stressful, and meetings with your attorney will be more efficient. The following is a list of documents you should copy and provide to your attorney at your initial consultation if you are suing someone or being sued.

**Documents** **Notes**

 Summons and Complaint from the other side

 ALL your files regarding the other party

 ALL your correspondence with or regarding other party

 ALL insurance policies

 Incorporation documents

 Calendars or day timers if they refer to the other party

 Phone logs & message pads refering to the other party

 Contracts

 Purchase orders

 Emails from the other side

 Documentation relating to any product at issue

 Any employee with knowledge of events in the litigation

 Tax returns

 Financial statements

 cancelled checks

 Bills or invoices

 Receipts

 Employee files

 Files from previous litigation

 Files from previous attorneys