**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