



THE PERSONAL INJURY CASE CHECKLIST

A simple, step-by-step guide to protect your health, your case, and your peace of mind.

If you or a loved one has been injured due to the fault or negligence of others, or due to faulty products or harmful medication, you may be able to bring a personal injury case and get compensated for your losses, including medical bills, lost wages and damaged property. To maximize your settlement, your attorney will work with you to develop the case using documentation and evidence. Use this personal injury case checklist to help you preserve important information and prepare to move forward.

In this Checklist

- Overview of a Personal Injury Case
- What You May Need for a Personal Injury Case
- Consultation Prep: What to Bring to Your First Meeting with a Personal Injury Lawyer
- Do This/Not That (Quick Reference)
- Special Situations (Mini-Guides)
- Your Case File: Simple Organization System

OVERVIEW

When accidents happen, clarity disappears. This checklist keeps you focused on what matters: getting medical care, preserving evidence, and avoiding costly mistakes. Skim the Roadmap below, then use each Mini-Checklist as you move through your case.

ROADMAP

The 8 Key Steps in a Personal Injury Case

01

GET SAFE & GET CARE

Your health first, create the medical record.

02

DOCUMENT EVERYTHING

Photos, names, timelines, details fade fast.

03

REPORT THE INCIDENT

Police/owner/insurer notice anchors your story.

04

PROTECT YOUR CLAIM

Avoid recorded statements & risky posts.

05

CONSULT A LAWYER

Early review preserves evidence and rights.

06

TREAT & TRACK

Follow medical advice; save bills and notes.

07

NEGOTIATE

Demand package, liability, damages, coverage.

08

SETTLE OR FILE SUIT

Evaluate offers, litigate when needed.

GET SAFE & GET CARE

Why it matters: Your well-being comes first – and early treatment documents injuries that may not be obvious right away.

Mini-Checklist

- If the situation is urgent, call 911 immediately.
- Seek emergency care or urgent care the same day if possible.
- Describe all symptoms (even mild ones) to providers.
- Ask for discharge papers and treatment instructions.
- Start a brief injury journal (pain levels, sleep, work limits).

01

DOCUMENT EVERYTHING & GATHER EVIDENCE

**Why it matters: Evidence is strongest when it's fresh.
Your future self will thank you.**

Mini-Checklist

- Photograph the scene, vehicles/objects, visible injuries, and conditions (lighting, weather, hazards). If you are unable to do this immediately due to your injuries, ask a friend or relative for assistance.
- Collect names, phone numbers, and emails of witnesses.
- Save incident numbers (police report, store/incident report).
- Note timelines: when it happened, who you told, what you did next.

02

REPORT THE INCIDENT

Why it matters: Official reports and timely notice reduce disputes later.

Mini-Checklist

- Call the non-emergency line for a police crash report when appropriate.
- For falls or on-site injuries, request a written incident report from property/management.
- Notify your own insurer; provide basic facts only (no recorded statements without counsel).

03

PROTECT YOUR CLAIM

Why it matters: Small missteps can undermine a strong case.

Mini-Checklist

- ❑ Do NOT post photos or comments – social or otherwise – about the accident or your health.
- ❑ Decline recorded statements until you speak with an attorney.
- ❑ Keep all damaged items (defective products, clothing, helmet, shoes, vehicle parts) as evidence.
- ❑ Track missed work and out-of-pocket expenses from Day 1.

CONSULT A LAWYER EARLY

Why it matters: A focused strategy from the start can raise case value and reduce stress.

Mini-Checklist

- Bring documents (see Consultation Prep below).
- Ask about case strategy, timelines, and communications.
- Clarify contingency fees and case costs in writing.
- Share prior injuries or claims – transparency helps your case.

TREAT AND TRACK YOUR RECOVERY

Why it matters: Consistent medical care demonstrates impact and helps you heal.

Mini-Checklist

- Follow treatment plans and attend all appointments.
- Keep bills, explanations of benefits (EOBs), receipts, mileage, and home-care costs.
- Update your injury journal weekly (pain, limitations, activities).
- Tell providers if symptoms worsen or new ones appear.

06

ENTER INTO NEGOTIATIONS

Why it matters: A complete demand package shows liability, damages, and the path to resolution.

Mini-Checklist

- Provide your lawyer with medical records, bills, wages lost, and photos to prepare your demand package.
- Identify all potential coverages, liabilities and responsible parties.
- Include a concise narrative: how it happened and how life changed.
- Evaluate offers against medical needs and future risks.

07

SETTLE OR FILE SUIT

Why it matters: Some claims resolve early; others require litigation to reach fair value.

Mini-Checklist

- Consider the pros/cons of settlement vs. filing suit.
- Understand discovery (depositions, document exchange, experts).
- Prepare realistically for timelines and next steps.
- Keep making decisions with your long-term health in mind

08

CONSULTATION PREP:

What to Bring to Your First Meeting with a Personal Injury Lawyer

Why it matters: A prepared consult saves time and strengthens early strategy.

Documents & Info:

- Photo ID and basic contact information
- Insurance details (auto, health, and policy cards).
- Accident reports (police, incident), claim numbers if any.
- Photos/videos of the scene, vehicles/objects, and injuries.
- Names and contacts for witnesses and involved parties.
- Medical records/bills to date; discharge papers; prescriptions.
- Work information (employer, job duties, missed work dates, pay stubs)
- A simple timeline of events from accident to today.

Questions to Consider:

- What are the biggest changes to your day-to-day life?
- Which activities or job tasks are now difficult?
- What treatments have helped (or not helped) so far?
- What worries you most about the process?

DO THIS/NOT THAT

Why it matters: Keep this on your fridge or in your notes for the first 30 days.

Do This

- » Seek prompt medical care and follow orders.
- » Save every document and receipt.
- » Communicate changes in symptoms.
- » Ask questions and stay informed.
- » Contact a lawyer as soon as you can (after receiving medical care, if needed).

Not That

- » Don't post on social media about the crash or your injuries.
- » Don't skip an appointment or "tough it out."
- » Don't sign releases or give recorded statements without counsel.
- » Don't repair or discard damaged items yet.

SPECIAL SITUATIONS:

Motor Vehicle Crashes

- Photograph license plates, VINs, and insurance cards.
- Screen-shot rideshare trip receipts if applicable.
- Note seatbelt usage, airbag deployment, and point of impact.

Slip/Trip & Fall

- Photograph hazards (spills, poor lighting, broken handrails) right away.
- Ask to preserve surveillance video.
- Note footwear and weather conditions.

Defective Products, Especially in a Lithium-Ion Battery Incident

- Preserve the product. Don't repair, clean, return or discard anything.
- For lithium-ion incidents, be sure to store the device safely
- Do not let the manufacturer "inspect" or take the item before your attorney does.
- Write a brief timeline of how it was used, by whom and charging habits (for batteries).

Dog Bites & Other Injuries

- Photograph wounds over several days (healing progression).
- Get the animal's vaccination status and owner's contact information.
- Report to animal control when appropriate.

YOUR CASE FILE: SIMPLE ORGANIZATION SYSTEM

Why it matters: A tidy file shortens case timelines and reduces stress.

Set up three folders (physical or digital):

- » **Medical:** records, bills, prescriptions, referrals
- » **Money:** wage loss, receipts, mileage, child-care/household help.
- » **Evidence:** photos, videos, incident/crash reports, claim letters.

START YOUR RECOVERY TODAY

With Expert Advice from Personal Injury Attorney Richard McKyton

Based in St. Petersburg, FL, personal injury attorney Richard McKyton is known for calm, razor-sharp, tactical, and evidence-first advocacy with a growing specialty in lithium-ion battery fire and defective-product cases.

Focused on clear communication, timely strategy, and compassionate counsel, McKyton Law helps injured Floridians move from chaos to clarity. From your first call to resolution, we keep you informed and supported at every step and will fight to make sure you get the settlement you deserve.

GET THE COMPENSATION YOU'RE ENTITLED TO

Schedule Your Free Consultation Today



(727) 894-3159

McKytonLaw.com

Or Scan Code for Direct Link:

<http://mckytonlaw.com/personal-injury-st-petersburg/>

