



Consultation Folder Checklist: What You Have and What May Be Missing



Organize your consultation materials into three categories: records in your possession, information someone else may hold, and questions for your lawyer.

The checklist below is a preparation tool, not a statement that every listed record exists or must be available.



What You Have

- ☐ A written account and approximate timeline
- ☐ Photographs or videos in your possession
- ☐ Receipts, payment records, or other visit details
- ☐ Witness names or contact information
- ☐ Medical records, bills, and treatment notes
- ☐ Messages, emails, or notes about security conversations



What Someone Else May Hold

- ☐ Possible security camera recordings
- ☐ Any incident or security report, if created
- ☐ Relevant maintenance or inspection records
- ☐ Store communications about the incident
- ☐ Additional witness information
- ☐ Outstanding medical records from providers



Ask Counsel to Investigate

- ☐ Which entity controlled the relevant area?
- ☐ What evidence could establish the injury mechanism?
- ☐ Which records might exist and who controls them?
- ☐ Should any preservation request be made?
- ☐ How might notice and causation affect the claim?
- ☐ What deadlines or missing records require priority?

