### WHAT THE SCHAFER LAW OFFICE CAN DO FOR YOU

- · Identify and pursue all responsible parties
- Fully investigate the facts of your case, such as gathering all documented reports, witness statements, photographs and physical evidence and produce to the opposing party(ies)
- Gather written records and documents to support case, including medical records, medical billing and out of pocket expenses
- Notification to Passport, Medicare, military payers and health insurance carriers
- Confirm medical billing, liens and outstanding expenses owed
- Provide you with our opinion of the settlement value and when/if it is in your best interest to settle
- Negotiate reductions on unpaid bills from doctors and medical facilities. Negotiate reduction of all liens placed on recovery to increase client's net recovery
- If necessary, do an investigation as to responsible party's assets and insurance coverage available to pay recovery
- Prepare the complaints and other initiating documents for your case and all subsequent filings
- Educate and teach you about the court and litigation process and keep you informed of the progression of your case
- Attorney present at all hearings, depositions and proceedings
- Handle all communications with court and opposing counsel
- Manage all aspects of case and the information provided to the attorney for defendant(s)
- Retain experts to provide opinions and assist with discovery to the other party(ies)
- Prepare case for mediation, arbitration and/or trial
- Try case with zealous execution of most effective strategy to recover maximum jury award

#### WHAT YOU CAN DO FOR YOURSELF

- Seek treatment for your injuries and pursue healing
- Be honest with your treating doctors about your injuries and symptoms
- Take photographs of all your injuries, hospital stays and recovery process
- Reveal all of your complaints of pain, discomfort and difficulties to your doctor
- Retain receipts for special expenses you incurred and send to legal team immediately
- Give legal team a copy of all documents received in the mail, such as health insurance information, letters, etc.
- Don't communicate with anyone on the facts of your case and don't give statements to insurance companies or investigators
- Let us know about any changes in your life, changes in medical condition, address, phone number, etc.
- Ask questions if you don't understand the process
- Maintain contact with The Schafer Law Office legal team and always return calls promptly
- Make a list of all doctors, hospitals and therapists who have treated you
- List prescriptions and medications you have taken
- Notify us when you have completed treatment for your injuries or if a doctor decides you need additional treatment
- Use health insurance for treatment
- Respond quickly and fully to any request from the legal team for documents or discovery responses
- Don't let medical bills go to collections
- Take responsibility for your unpaid medical bills and charges by providing health insurance information, making payment arrangements or requesting treatment on a lien

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### The Schafer Law Office's

# PERSONAL INJURY LEGAL PROCESS

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**Proven Results** 

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**Problems Solved** 

The Schafer Law Office

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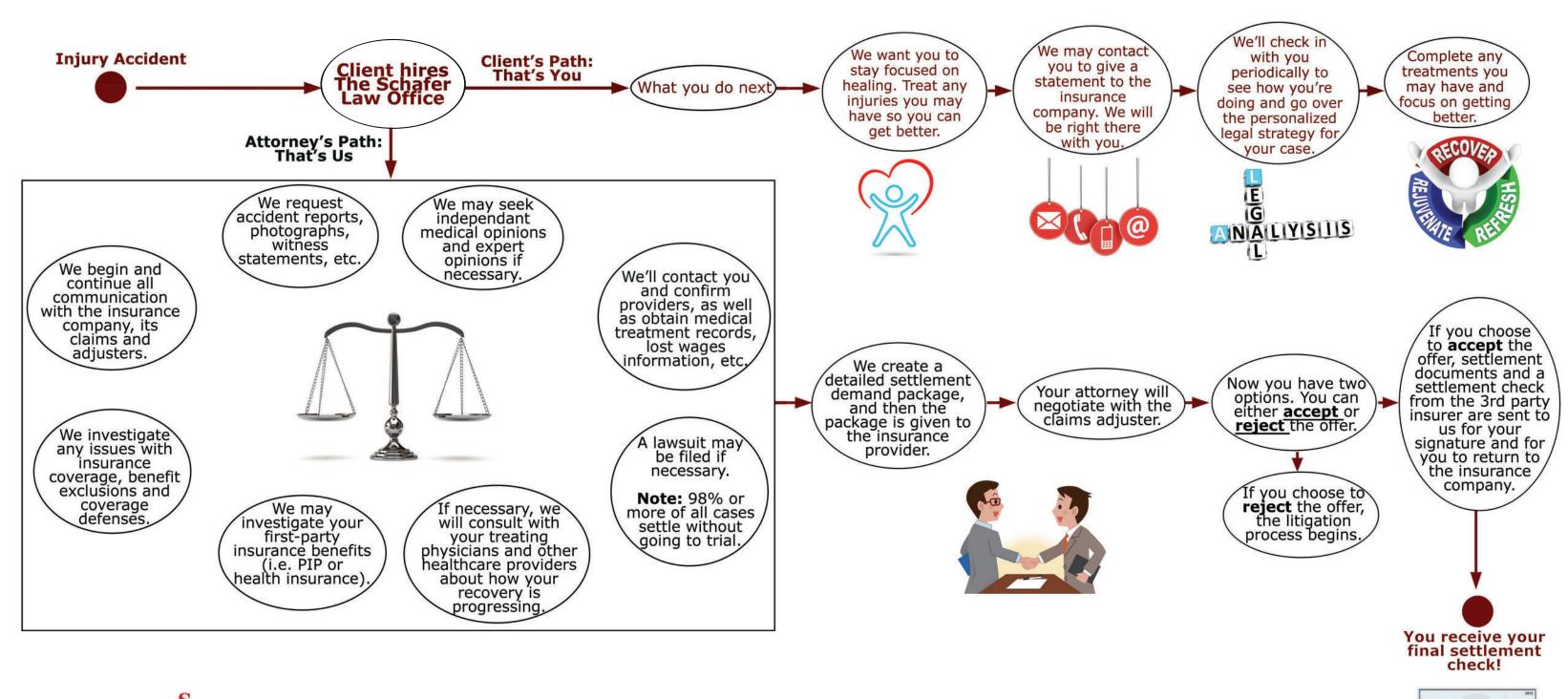
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**Passionate Representation** 



## A STEP-BY-STEP GUIDE TO YOUR CASE



The Schafer Law Office

If you have any questions, don't hesitate to ask.

### WE DEVELOP THE LEGAL STRATEGY, SO YOU CAN FOCUS ON GETTING BETTER

\*This publication is intended to educate you about personal injury, car accident cases and insurance issues. It is not intended to be legal advice. Each case is different. To discuss your individual case, call The Schafer Law Office at (502) 584-9511.