

THE LAW OFFICES OF SUSANA RAGOS CHUNG

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Checklist Requirements

Here is a checklist of what our office would need from you. I placed a mark in the category, in which I would need your reply or information. Please, send us back the information as soon as possible, so that your case/file can be expedited as quickly as possible. Please send copies, or give the information within the spaces provided.

NAME: _____

- ? COPY OF DRIVERS LICENSE # or PICTURE ID CARD#: _____
- ? PROOF OF INSURANCE COPY (Valid at the time of loss)
- ? FULL PAGE OF VALID INSURANCE POLICY DECLARATION COPY
A DECLARATION SHEET IS THE SHEET YOU RECEIVE THAT EXPLAINS YOUR BENEFITS FROM YOUR INSURANCE COMPANY. THIS IS EXTREMELY IMPORTANT.
- ? EMPLOYMENT INFORMATION (employer, address, telephone #)
- ? CAR REGISTRATION COPY
- ? POLICE REPORT CARD or REPORT # or DEPARTMENT (if applicable)
- ? EMERGENCY PAPER WORK (if applicable)
- ? HEALTH INSURANCE CARD
- ? SOCIAL SECURITY NUMBER: _____
- ? PICTURES OF THE VEHICLE DAMAGE (pls. send picture or copies of picture **IF AVAILABLE**)
- ? PICTURES OF VISIBLE INJURIES (if applicable - pls. send picture or copies of picture)
- ? DRAWN DIAGRAM OF THE ACCIDENT
- ? CLIENT'S CELL PHONE # or PAGER #: _____
- ? COMPLETE NAMES, ADDRESS with ZIP CODES FOR PASSENGERS
- ? SIGNED RETAINER AGREEMENT
- ? LIST OF WITNESSES AND THEIR CONTACT INFORMATION
- ? SIGNED SR-1 FORM

(This is a DMV form- fill out as much as you can & sign the document) – please return this to us.