

# KELLY LAW OFFICES, P.C.

## BEGINNING THE INVESTIGATION

**Many cases take 1 to 3 years to resolve. Be Patient!** Remember, we receive no compensation on your claim until your case is completed, and we will not compromise your claim by settling your case early. We will begin an investigation of your case interviewing witnesses, obtaining photographs, or securing diagrams, as your case requires.

## GATHERING INFORMATION

We will send letters requesting medical information to all physicians and hospitals involved in your case. We will interview any police officer who was involved, contact witnesses, and take photographs. We will obtain all necessary information from Internal Revenue, employers, schools, or others involved. We will notify the other party's insurance company that you have retained Kelly Law Offices, P.C. as your attorneys.

## STARTING EVALUATION

No case is settled until the damages have been determined and all investigation and all information gathering is completed. Generally, gathering all necessary information takes several months. If a trial becomes necessary, the case may take several years to complete. As soon as our investigation is complete, we will evaluate your case, discuss it with you, and attempt to arrive at a proper settlement figure. No settlement figure is ever submitted without the client's consent. We will then prepare and submit a demand to the insurance company.

## STARTING A LAWSUIT

If a settlement cannot be reached with the insurance company, we will advise you regarding filing a lawsuit. A lawsuit is started by filing a Complaint. The defendant takes the Complaint to his or her insurance company, and the insurance company hires lawyers.

## DISCOVERY

Once the lawsuit has been started, both sides have the right to obtain information about the case by discovery deposition and interrogatories. A **Discovery Deposition** is the testimony of a witness given under oath in the presence of attorneys and a court reporter for both plaintiff and defendant. **Interrogatories** are written questions which either attorney may submit. The questions must be answered in writing and under oath 28 days after receipt. The attorneys for both sides will take depositions and submit interrogatories to assist them in obtaining all the facts.

## CONDUCTING THE TRIAL

The majority of cases are never tried. If the case must be tried, we will ask that it be set on the Court's trial calendar. We spend several weeks before the trial in detailed preparation of your case. We will explain to you what is expected of you at trial before you actually go to court.

## UPDATE INFORMATION

Please inform the office of any change in address or phone number.

## SEE YOUR DOCTORS

You should return to each of your doctors as often as necessary and should always tell them about your complaints. You should not minimize your ailments to your doctors. A doctor must know these things in order to properly treat you. If you plan to see additional doctors, please advise us before you see them and tell us their names and addresses.

## KEEP RECORDS

Please keep accurate and detailed records of the following: lost time and wages from work; hospital, doctor, drug, and other medical bills; other losses directly resulting from your injury; your complaints and daily, weekly, and monthly progress.

All your bills should be paid by check, or you should obtain and keep receipts. Keeping these records will be helpful when you are asked to recall your pain, your difficulties, and your expenses. Send copies to us upon receipt.



## KNOW YOUR WITNESSES

Immediately furnish us with the correct names, addresses, and telephone numbers of any possible witnesses. If someone will be leaving permanently, please call us so we can take his or her deposition if necessary. Friends, neighbors, or co-workers might be needed to testify regarding your disability, pain, or suffering, so start thinking about the witnesses you might need in the future.

## KEEP ALL EVIDENCE

Give us the negatives and prints of any photographs pertaining to your case that you or any of your friends have taken. If you are required to be in the hospital and are receiving any type of treatment, such as traction or physical therapy, please notify our office so that we can have you photographed. If your injury requires a cast, brace, traction, or other apparatus, save it for evidence at trial.

### PAY ALL HOSPITAL AND DOCTOR BILLS

Submit your medical bills to your automobile insurance carrier (if your case is an automobile accident) and then to your own health insurance carrier. They are responsible for paying your bills no matter who is at fault in your accident. Insurance companies will expect to be reimbursed a percentage of their payments at the conclusion of the case.

### WATCH FOR PRIVATE INVESTIGATORS

The insurance company may hire a private investigator to take movies of any physical activity in which you may engage. The insurance company may even lay a trap for you, such as attempting to hire you to do physical activity, causing a flat tire, or placing something in the yard that needs to be lifted, etc. A private investigator may carry a concealed tape recorder while talking with you or your friends. **You should not discuss your case with anyone, including your friends!**

### HOW LONG WILL THIS TAKE?

It may take months or years to settle a claim. In fact, settling certain types of claims too soon can be dangerous, as serious injuries may take longer to develop.

### HOW MUCH IS MY CASE WORTH?

Each case is different; therefore, it is impossible to determine the value of a case until we know all of the information concerning your specific claim, including medical bills, lost wages, witness accounts, and doctors' statements. When we believe we have enough information, we will discuss the value with you. If a complaint is filed, it will contain a request for damages in an amount that conforms to the court procedural rules and is not a specific evaluation of your case.

### IF YOU HAVE QUESTIONS...

We will not contact you until we have something definite to report. We will contact you for depositions, answers to interrogatories, and when your case is ready for trial. If you have any questions about these instructions, or any other matters in regard to your case, please feel free to make an appointment in person or by telephone. Our staff can answer many of your questions or can obtain answers from the attorney for you.

## HOW WE HANDLE YOUR CLAIM

Address	121 N Main Street Third Floor Bloomington, IL 61701
Phone	(309) 820-0600
Toll Free	(866) 727-6507
Fax	(309) 820-0255
E-mail	tw.kelly@verizon.net dabehle@comcast.net
Website	www.kellylawoffices.com

We are pleased that you have chosen Kelly Law Offices to represent your interests in this case. Please take a few moments to look over this information; it will explain the general process of how we handle your claim.

**DO NOT DISCUSS YOUR CASE WITH ANYONE OTHER THAN US!**