

# Personal Injury Attorney Selection Checklist

Use this checklist when meeting with potential attorneys. Take notes during consultations and compare your responses to make an informed decision.

## Attorney/Firm Information:

Name:

\_\_\_\_\_

Phone: \_\_\_\_\_ Date of Consultation:

\_\_\_\_\_

Address:

\_\_\_\_\_

## Essential Questions to Ask

### Experience and Specialization

How long have you been practicing personal injury law?

*Notes:*

What percentage of your practice is devoted to personal injury cases?

*Notes:*

Have you handled cases similar to mine?

*Notes:*

**What were the outcomes of similar cases?**

*Notes:*

**Do you have trial experience? How many cases have you taken to trial?**

*Notes:*

### **Fee Structure and Costs**

**Do you work on a contingency fee basis?**

*Notes:*

**What is your contingency fee percentage?**

*Notes:*

**Are there any upfront costs or expenses I'll be responsible for?**

*Notes:*

**What happens if we lose the case? Will I owe anything?**

*Notes:*

**Will I receive a written fee agreement before we proceed?**

*Notes:*

## Case Management

**Will you personally handle my case, or will it be assigned to another attorney?**

*Notes:*

**How will we communicate? What's your typical response time?**

*Notes:*

**How often will I receive updates about my case?**

*Notes:*

**What is your current caseload?**

*Notes:*

**Do you have the resources to fully investigate my case (experts, investigators)?**

*Notes:*

## Case Strategy

**What is the estimated value of my case?**

*Notes:*

**How long do you expect my case to take?**

Notes:

### What is your approach to settlement versus going to trial?

Notes:

### What do you need from me to build the strongest case?

Notes:

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## Red Flags Checklist

*Check any warning signs you observed:*

- Guaranteed specific outcomes or settlement amounts
- Pressured me to sign immediately without time to review
- Requested money upfront (not contingency-based)
- Poor communication or slow to respond
- Unclear or vague about fee structure
- Lacks local court or jurisdiction experience
- Has negative reviews or disciplinary actions
- Practices many different areas of law (not specialized)
- Seemed disinterested in my case details
- No physical office location or verifiable address
- Unwilling to provide references or case examples
- Made me feel uncomfortable or dismissed my concerns

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## Documents to Bring

*Check off items you've gathered:*

- Accident report (police report, incident report)
- Medical records and bills related to injury
- Photographs of injuries, accident scene, property damage
- Insurance information (yours and other parties)
- Contact information for witnesses
- Lost wage documentation
- Timeline of events written down
- List of questions to ask

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## Post-Consultation Evaluation

- Attorney listened carefully to my story
- Asked detailed questions about accident and injuries
- Provided clear answers to my questions
- Explained fee structure thoroughly
- Comfortable with their communication style
- Demonstrated knowledge of similar cases
- Set realistic expectations about my case
- No red flags appeared during meeting
- Received written fee agreement to review
- Checked bar association standing (no issues)
- Read online reviews (mostly positive)

- Overall gut feeling is positive

## Final Notes and Impressions

*Write your overall impressions, concerns, or questions to follow up on:*

## Next Steps

*What actions do you need to take? (Request additional documents, schedule follow-up, compare with other attorneys, etc.)*

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**Remember:** Most personal injury attorneys offer free consultations.  
Don't hesitate to meet with 2-3 attorneys before making your decision.

Your case deserves the best representation possible.