



REPRESENTING THE PERSONAL INJURY PLAINTIFF IN NEW YORK

A. Intake and Client Retention

- PI001 Sample Client Interview Sheet
- PI002 *Statement of Client's Rights
- PI003 *Statement of Client's Responsibilities
- PI004 Judicial Conference Retainer Statement

B. Investigation and Securing of Medical and Other Records

- PI005 HIPAA Compliant Unlimited Authorization for Plaintiff's Counsel to Secure Client's Records
- PI006 *HIPAA Compliant Limited Authorization Sent by Plaintiff's Counsel to Defense Counsel or Defense Representative to Allow Release of Records, but without Conversation or Other Communication
- PI007 Letter from Plaintiff's Counsel to Doctor's Office Explaining HIPAA, Enclosing HIPAA Compliant Authorization, and Detailing What Is Being Requested
- PI007A Plaintiff's Arons/Porcelli Speaking Authorization for Defendants

C. Automobile Negligence and Insurance Related Forms

- PI008 Underinsured/Uninsured Notification Letter
- PI009 Sample New York No-Fault Computation Sheet
- PI010 Request for Driving Abstract
- PI011 Letter of Representation to Defendant Owner and Driver
- PI012 Pre-Suit Demand Letter for Insurance Information Under Insurance Law § 3420(f)(2)(A)

D. Commencing the Litigation

- PI035 *Court Summons
- PI013 Certificate of Merit (No Issue with Statute of Limitations) for Medical Malpractice Action
- PI014 Verified Summons and Complaint in a Medical Malpractice Action Involving Wrongful Death of an Infant with Attorney Verification
- PI015 Notice of Commencement of Medical Malpractice Action
- PI016 Verified Summons and Complaint in an Automobile Negligence Case for Individual Plaintiff and Attorney Verification

E. Discovery and Amplification of Pleadings

- PI017 Plaintiff's Verified Bill of Particulars in a Medical Malpractice Action Involving Wrongful Death of an Infant
- PI018 Plaintiff's Notice of Availability for Physical Examination
- PI019 Plaintiff's Notice to Admit
- PI020 Plaintiff's General Combined Demands with a Demand for a Verified Bill of Particulars on Defendant's Affirmative Defenses
- PI021 Plaintiff's Notice to Produce Documents in a Product Defect Case with Jurisdictional and Successor Liability Issues as to Certain Defendants
- PI021A Plaintiff's Combined Discovery Demands and Notice for Discovery and Inspection in Medical Malpractice Case
- PI038 Deposition Exhibit Log

F. Trial and Verdict

- PI036 Notice of Issue, Certificate of Readiness and Verification
- PI037 Certificate of Readiness and Verification
- PI022 Trial Exhibit List (Internal Use Only)
- PI023 Trial Notebook Index (Internal Use Only)
- PI024 Jury Selection Record (Internal Use Only)
- PI025 Trial Schedule
- PI026 Plaintiff's Request to Charge in a Medical Malpractice Case

PI027 Plaintiff's Request to Charge in a Motor Vehicle Negligence Case

PI028 Plaintiff's Proposed Verdict Sheet in a Medical Malpractice Case

G. Settlement and Closing of Case

PI029 General Release

PI030 Standard Stipulation of Discontinuance

PI031 CPLR 5003-a Letter to Defendant Transmitting Settlement Documents

PI032 Judicial Conference Closing Statement

PI033 Client Disbursement Accounting