

## **CHECKLIST: Documents to Bring to Your Attorney**

Sometimes disputes between creditors and debtors arise over late payments, the amount due, or a variety of other issues. Many times, these matters can be resolved with minimal difficulty. However, it is sometimes necessary to seek legal help to sue or to defend against a suit. When that happens, this list will help you collect important documents to show your attorney.

- \_\_\_ Summons and Complaint from the other side, if any
- \_\_\_ ALL your files regarding the other party
- \_\_\_ ALL your correspondence with or regarding the other party
- \_\_\_ ALL insurance policies relevant to the matter
- \_\_\_ Calendars or daytimers if they refer to the other party
- \_\_\_ Phone logs and message pads if they refer to the other party
- \_\_\_ Contracts with the other party, if any
- \_\_\_ E-mails communications
- \_\_\_ Tax Returns
- \_\_\_ Financial statements
- \_\_\_ Canceled checks
- \_\_\_ Bills or invoices
- \_\_\_ Receipts
- \_\_\_ Files from previous litigation
- \_\_\_ Files from previous attorneys