

How to Efficiently Handle Small Cases

Here are 315 practice-tested checklists, forms, letters, discovery documents, and more to streamline your case processing:

- ☞ Task checklists
- ☞ Referral agreements and letters
- ☞ Pattern interrogatories
- ☞ Deposition checklists
- ☞ Requests for admissions
- ☞ Records requests and authorizations
- ☞ Trial preparation documents
- ☞ Settlement analysis forms and releases
- ☞ Collection checklists, letters, and forms

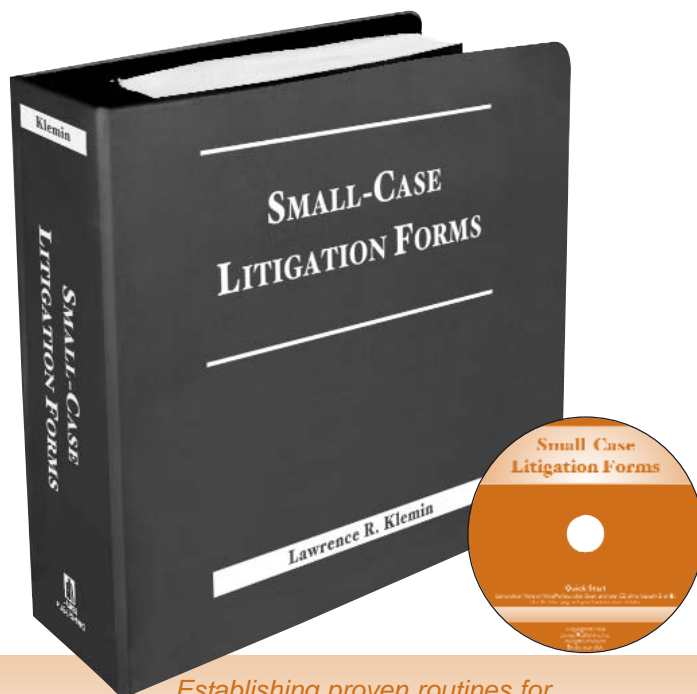
Lawrence Klemin has taken a forms-based, systemized approach to his multi-state practice. His forms and organized operation permit him to profitably handle small cases.

He uses task checklists to guide his assistants, pattern discovery documents to mount rapid and targeted assaults, internal questionnaires to analyze case value and ripeness for settlement, and trial preparation checklists to streamline case processing.

Now, in a new book called *Small-Case Litigation Forms*, Mr. Klemin shares the forms that have been developed, tested, and polished by his firm over three decades of successful plaintiff and defense work. For example:

Initial case handling

- ☞ **Task checklists for accident cases.** A 32-item list for plaintiffs and 29-item list for defendants help you delegate tasks, efficiently process cases, avoid omissions, and proceed strategically. *Forms 1.40 and 1.50*
- ☞ **Liability file review.** 17 questions, when answered, concisely summarize for your case the events, legal issues, adverse attorneys, evaluation of liability and damages, and settlement negotiations. *Form 1.150*



Establishing proven routines for processing cases can boost your efficiency and effectiveness.
\$99 for 464-page book and forms CD.

- ☞ **Retention agreements.** Hourly fee, minimum fee, combination hourly and contingent fee, contingent fee, joint counsel, extra costs and fees in joint recovery effort, referral sharing large part of fee, and more. *First 22 forms in Chapter 2*
- ☞ **Liability checklists.** Target the key issues with these lists of the avenues most likely to lead to success in auto, premises, products, and malpractice cases. *Forms 2.360-390*
- ☞ **Investigation checklists.** Auto, premises, falls, and products. Questions for witnesses. Photos to take. *Forms 2.410-500*

Discovery

- ☞ **Model interrogatories.** Zero in on critical issues, avoid omitted questions, reduce your drafting time,

List continued inside...

Sample pages, list of forms, and more inside...

and elicit more complete answers with these 38 forms of interrogatories covering a wide variety of situations. *Forms 8.10-420*

- ☞ **Deposition checklists.** 13 collections of questions for treating doctors, witnesses, investigating officers, experts, falls, premises, products, malpractice, burns, and more. *Forms 9.390-520*
- ☞ **Requests for admissions, demands and more.** 6 requests, 4 demands, and dozens of supporting discovery documents. *Forms 9.10-370*

Trial preparation and settlement

- ☞ **Assistant's/attorney's task checklist.** Efficiently allocate work around the office with this master checklist. *Form 11.10*
- ☞ **Plaintiff's and defense's suit report.** These 18 questions will help you evaluate your chances of winning at trial, whichever side you represent. *Forms 11.80, 90*
- ☞ **Personal injury evaluation summary.** Estimate

the value of your personal injury case with this two-page computation sheet. *Form 12.10*

- ☞ **Preparation of settlement brochure.** Build a concise but persuasive document for the adjuster. *Form 12.30*
- ☞ **Settlement of case.** Assistant's 28-item checklists for closing cases that are specific to plaintiff and defendant. *Forms 12.40, 60*
- ☞ **Plaintiff's and defendant's negotiation preparation worksheets.** 9 questions help you objectively assess strengths and weaknesses, set valuation targets, and determine information to be revealed. *Forms 12.80, 90*

Collections

- ☞ **Interrogatories in aid of judgment or execution.** Comprehensive 15-page list of questions designed to ferret out all assets and income. *Form 5.160*
- ☞ **Deposition questions for debtor.** Includes detailed schedules of assets, income, and expenses. *Form 5.180*

About the Author

Lawrence R. Klemin is President of Bucklin, Klemin & McBride, P.C., a law firm in Bismarck, North Dakota. He has a multi-state practice and litigates for both plaintiffs and insurers. The firm's website is www.bkmpc.com.

He has served on many law-related committees and in numerous advisory capacities, including the National Conference of



Commissioners on Uniform State Laws, Criminal Justice Committee of the National Conference of State Legislatures, Chair of the Administrative Law Committee of the State Bar Association of North Dakota, and State Advisory Council for the North Dakota Office of Administrative Hearings.

Mr. Klemin is a member of the North Dakota House of Representatives.

About the Book and CD

Small-Case Litigation Forms contains 315 forms on 464 letter-sized pages in a sturdy 3-ring binder. You receive preparation checklists, records requests, investigation checklists, model interrogatories, deposition checklists, settlement agreements, and more.

Included at no extra charge is an intuitive, full-text CD which requires no installation before use. It may be searched by key word, case name, or topic. You

may also open and modify any of the CD's forms simply by using your favorite word processor; you need not work with the CD's search program.

\$99 buys the book and CD. The book is updated annually for \$59 with replacement pages and a new CD. Both the book and its update are sold on a 30-day trial basis, and may be returned if not to your liking. The update service may be cancelled at any time.

(800) 440-4780 or www.JamesPublishing.com

315 Forms

1. Master Checklist and Summaries

Vehicle Accident Checklist, Civil Trial Notebook Checklist, Checklist of Tasks for Litigation Assistants, Legal Assistant's Checklist for Handling Plaintiff Accident Cases, Defendant Accident Cases

General Litigation Summary, Auto Accident Summary, Other Accident Summary, Checklist for Computer Indexing of Documents, Computer Document Abstract Form, Checklist for Initial Interview of Client, File Organization Checklist, Trial Notebook Instructions, Liability File Review on Report, List of Folder Contents

2. Retainer and Investigation

Acknowledgment of Receipt of File or Matter; Hourly Fee Services Agreement; Minimum Fee and Hourly Services Agreement; Defense Combination Hourly and Contingent Fee Agreement, Plaintiff's Contingent Fee Services Agreement; Retainer Agreement; Agreement to Employ Joint Counsel, Plaintiffs, Hourly Fee; Expense and Disbursal Agreement, Joint Recovery Effort; Expense and Disbursal Agreement Joint Recovery Effort, Extra Costs and Fees; Letter to Referring Attorney on Hourly Fee Case; Hourly Fee Services Agreement - Associated Attorneys

Letter to Referring Attorney on Contingent Fee Case; Letter to Referring Attorney on Contingent Fee Case Where We Sign Client; Letter to Attorney Sharing Large Part of Fee; Letter Obtaining Local Counsel; Client Information Questionnaire, Plaintiff, Personal Injury; First Letter to Client Plaintiff in Personal Injury Case; First Letter to Client Defendant; First Letter to Referred Client on Hourly Fee Basis; Letter to Insured Regarding Claim for His Insurer; Notice to Adverse Insurer of Our Representation of Client; Letter to Referring Attorney in Medical Malpractice Case; Letter to Client re Medical Malpractice Case

First Letter to Insured Defendant, Excess Letter to Insured With Request Regarding Counterclaim, Excess Letter to Insured With Reservation of Rights, Company Letter Reserving Rights, Letter Advising Insurer of Counterclaim, Notice to Insured Re Subrogation Claim to Be Made, Letter to Insured re Recovery of Fire Loss by Insurer, Referral Letter to Attorney Re Medical

Malpractice, Authorization for Inquiry for Medical Information and Bills Notes Regarding Inquiry to be Done, Chain of Evidence Form, Witness Sheet, Checklist of Automobile Liability, Checklist of Premises Liability, Checklist of Products Liability, Checklist of Professional Malpractice Liability, Freedom of Information Request to OSHA

Checklist, Investigator, Preparation for Witness Interviews; Checklist, Investigator, Auto Witness; Checklist, Investigator, Premises Witness; Request for Accident Report, Auto; Checklist, Questions to Ask Police Investigating Officer; Checklist, Traffic Accident Photos to Take; Checklist, Auto Accident Witness Interview; Checklist, Falling Accident Witness Interview; Checklist, Products Liability Witness Interview

Witness Interview, Request to Confirm Content; Your Right Not to Talk; Witness's Request for Statements; Letter Advising Client of Limited Claims Made; Letter Declining Case

3. Damages

Special Damages Sheet, Diary Request, Bodily Injury Description, Authorization Re Employment and Education, Authorization Re Employment and Education (Client's), Authorization for Medical Information and Bills (Client's), Authorization for Medical Information and Bills (Client's Minor Child), Authorization for Medical Information and Bills (Adverse Party), Request for Medical Records (Patient's Direct Request)

Authorization to Adverse Attorney for Medical Records Only; Authorization to Adverse Insurance Company for Medical Records Only; Procedure, Response to Medical Records Demand, with Sample Letter; Authorization for Information; Request to Employer for Employment Data; Request for Doctor for Medical Report on Client; Request for Pharmaceutical Records; Request for Medical Records Limited to Certain Dates - Client

Request for All Medical Records - Adverse Party; Request for Medical Records after Certain Date; Authorization for Workers Compensation and Employment Information; Request for Medical Bills for Trial Use; Authorization for Disability Claim File Information; Social Security Request for Detailed Earnings Information - Form SSA-7050-F4; Authorization to Disclose Customer Information (Bank/Lending Institution); Letter Regarding Client's Unpaid Medical Bills; Letter from Medical Creditor to Wait for Collection

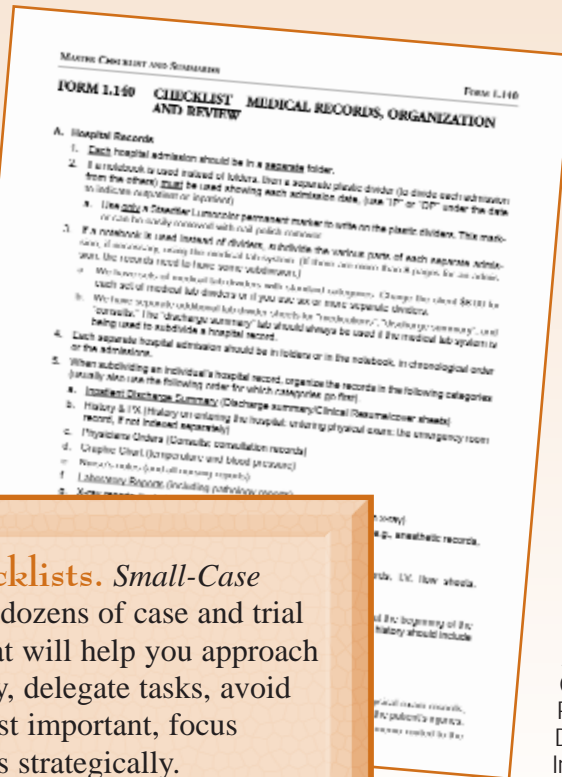
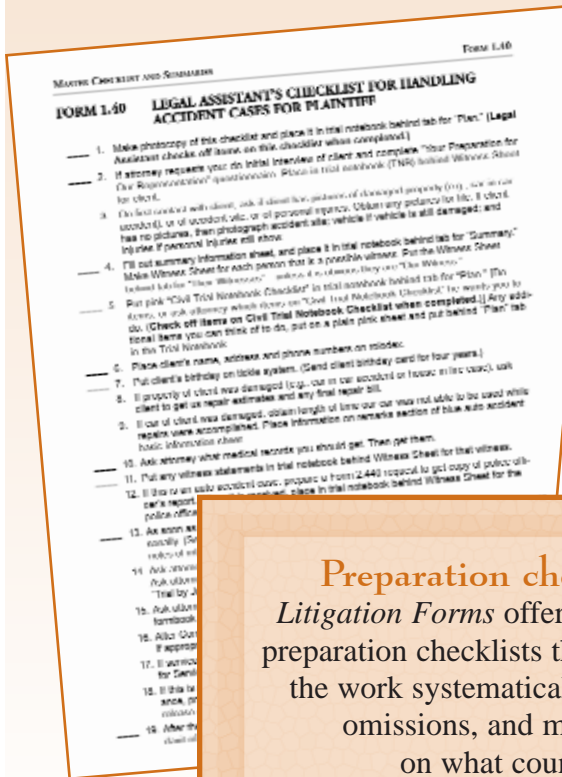
4. Collections

Collection System Checklist, First Collection Letter, Letter After First Partial Payment, Advice to Client of Service on Defendant, Notification to Client of Judgment, Complaint, Affidavit of Default, Affidavit of Proof, Affidavit of Identification and No-Military Service, Order for Judgment, Statement of Costs and Disbursement, Judgment, Asking Client to Sign Affidavit of Proof

Letter to Judge for Default Judgment Order, Request to Docket Judgment to Another County, Interrogatories in Aid of Judgment or Execution, Notice of Taking Deposition of Judgment Debtor, Checklist for Suggested Interrogation of Debtor, Assets Listing, Execution Checklist, Debtor's Exemptions Checklist

5. Interrogatories

Interrogatories Checklist for Legal Assistants; Interrogatories, Basic, Accident Case; Interrogatories, Plaintiff, Auto Property Damage; Interrogatories and Demands - Plaintiffs - Basic, Personal Injury - Motor Vehicle - Served with Complaint; Interrogatories, Defendant,



Preparation checklists. Small-Case Litigation Forms offers dozens of case and trial preparation checklists that will help you approach the work systematically, delegate tasks, avoid omissions, and most important, focus on what counts strategically.

Personal Injury; Interrogatories, Defendant to Co-Defendant, Product Defect; Interrogatories, Defendant's, Product Defect

Interrogatories and Demands, Plaintiff's, Product Defect - Basic - Served With Complaint - Follow Up Not Expected; Interrogatories, Plaintiff's, Product Defect (Set 1) - Served With Complaint - Needs Follow Up; Interrogatories, Plaintiff's, Product Defect (Set 2); Interrogatories, Defendant's, Death Case; Interrogatories, Plaintiff, Payments Made or Payable by Defendant to Plaintiff; Interrogatories, Defendant's, Collateral Source Damages

Interrogatories, Expert; Expert Witness Disclosure, Letter to Expert; Interrogatories, Defendant, "Mary Carter"; Interrogatories, Defendant, Re Damages; Interrogatories, Re Punitive Damages, to Defendant; Interrogatories, In Aid of Judgment or Execution; Interrogatories, Miscellaneous Common

Request for Admissions by Plaintiff (with Interrogatories if Failure to Admit) Re Medical Expenses; Interrogatories, Re Statute of Limitations; Interrogatories, Re Personal Jurisdiction; Interrogatories, (Re Failure to State a Cause of Action); Interrogatories, If You Deny Request to Admit; Interrogatories, Notice to Supplement; Request to Supplement Interrogatory Answers; Interrogatories, Signature; Interrogatories, Objections Signature, Attorney's; Interrogatories, Corporate Party Signature for Answers; Interrogatories, Definitions and Demand for Production; Interrogatories, General Demands; Request to Client to Answer Interrogatories; Request to Client to Sign Interrogatories and Return; Request to Answer Overdue

Form 8.90 INTERROGATORIES, PLAINTIFF'S, PRODUCT DEFECT (SET 1), SERVED WITH COMPLAINT, NEEDS FOLLOW UP. Includes sections for 'PLEASE TAKE NOTICE' and 'YOU ARE ADVISED THAT FOR THE FOLLOWING INTERROGATORIES...'.

Form 9.430 DEPOSITION CHECKLIST - DEPOSING EXPERT WITNESS. Lists 5 main categories of tasks to complete before a deposition, such as 'Identify all materials that he has brought...' and 'Qualify the witness...'.

Pattern discovery. These pattern interrogatories, deposition checklists, requests for admissions, and enforcement and other supporting documents help you focus on what counts, speed preparation, and avoid omissions.

Interrogatories; Motion for Sanctions for Failure to Answer Interrogatories; Objections to Interrogatories, Common, Sample and Objections Signature; Expert Witness Disclosure, Letter to Expert; Expert Witness Disclosure, Format; Stipulation Extending Time

6. Other Discovery

Discovery Checklist, Legal Assistant's Instructions for Depositions, Cost Saving Ideas for Depositions, Notice of Oral Deposition, Notice of Deposition of an Organization, Notice to Doctor re Deposition, Notice to Expert Witness re Deposition, Letter to Client re Deposition,

Letter to Adverse Doctor re Deposition, Letter to Witness Not Previously Contacted re Deposition Set by Us, Letter to Friendly Witness re Deposition Set by Others, Deposition Bill Transmittal to Client, Deposition Correction Sheet

Legal Assistant Request to Witness re Deposition Corrections, Notice of Taking Audio-Visual Deposition Without Written Transcript, Notice of Taking Audio-Visual Deposition With Written Transcript, Notice of Taking Written Deposition, Stipulation for Medical Records Deposition, Questions for Written Deposition, Medical Records Foundation

Deposition Witness Summary Sheet, Instructions to Person Taking Videotaped Deposition, Opening Statement for Taking Video Deposition, Ending Statement for Video Deposition, Stipulation for Taking Telephone Deposition, Order for Telephone Deposition, Motion to Inspect Depositions on File With Notice of Motion and Brief Demand for Production of Documents, Demand for Inspection of Medical Records with Options for Method of Inspection, Demand for Inspection of Worker's

Form 2.140 LETTER TO ATTORNEY SHARING LARGE PART OF FEE. Includes a table for fee percentages and a section for 'Let's have three stages for the work and the fee division...'.

Form 2.410 CHECKLIST INVESTIGATOR, PREPARATION FOR WITNESS INTERVIEWS. Includes sections for 'GENERAL' and 'THE FRIENDLY WITNESS'.

Case management forms. The hard-won lessons from decades of working with others are woven into these referral letters, investigative checklists, retainer agreements, and letters to clients and insurers.

Compensation Records, Demand for Evidentiary Items, Defendant's Request for Medical Records, Request for Admission, Request for Admission (with Interrogatories on Failure to Admit), Alternate Form, Request re Medical Expenses, Request re Medical Records, Affidavit of No Response

Deposition Checklists: Defendant's for Falling Accident; Premises, of Defendant; Products Liability, Plaintiff or Fact Witness; Products Liability – Manufacturer's Representative; Deposing Expert Witness; Expert; Witness or Plaintiff Personal Injuries; Treating Doctor's Direct Testimony

Defendant Doctor (Medical Malpractice); Expert Doctor (Medical Malpractice); Deposition of Expert Doctor (Medical Malpractice); Burns; Vehicle Accident; Investigating Police Officer; Rules for the Reconstructing Reality; Preparing the Attorney to Prepare the Deponent to Testify; Discovery Response Signature, Attorney's

7. Subpoenas

Checklist, Legal Assistant, Instructions for Subpoenas; Attorney's Civil Subpoena in State Court; Receipt for Subpoena in Lieu of Service; Witness Instructions; Witness Expense Claim Form Transmittal; Witness Expense Claim Form; Witness Fee Check Transmittal

Objection to Subpoena Duces Tecum; Checklist for Legal Assistant, Subpoenas in Federal Court; Attorney's Civil Subpoena in Federal Court; Letter to Clerk Requesting Minnesota Subpoena; Letter to Clerk Regarding Letters Rogatory; Application for Letters Rogatory; Order Granting Letters Rogatory; Letters Rogatory

8. Trial Preparation

Checklist, Trial Preparation; Checklist, Legal Assistant's Pretrial Conference; Checklist, Jury List

Procedure; Jury List Summary; Pretrial Authorization Letter from Client; Checklist, Pretrial

Conference Memo; Liability File Review or Report; Plaintiff Attorney's Suit Report; Defense

Attorney's Suit Report; Conflict Dates Sent to Court Administrator Request to Witness for Dates Not Available, Subpoena and Trial Outline Transmittal to Friendly Witness, Notice to Witness That He Will Be Subpoenaed, Notice to Medical Witness for Trial, Notice to Client of Trial Date, Demand for

Preservation and Production at Trial, Note of Issue and Certificate of Readiness, Certificate of Nonreadiness, Motion to Prevent Prejudice

9. Settlement and Releases

Personal Injury Evaluation Summary; Demand Letter for Settlement; Checklist, Preparation of Settlement Brochure; Checklist, Legal Assistant Settlement of Defendant's Case; Checklist, Liens on Settlement; Checklist: Legal Assistant, Settlement of Plaintiff's Case; Structured Settlement Information Form

Worksheet - Negotiation Preparation (Plaintiff); Worksheet - Negotiation Preparation (Defendant); Release of All Claims; Release of All Claims, Alternative; Release of Unknown Future Claims Clause; Agreement to be Confidential; Payment Free of Medical Liens Clause; Professional Malpractice Case Release; Release of All Claims with Spouse and Child

No Release of Subrogation or No-Fault Clause; Release and Covenant Not to Sue; Release and Covenant Not to Sue, Alternative; Minor's Release; Release of Parents Claims and Indemnity Agreement of Parents Against Future Claims by Child; Order Approving Minor's Settlement; Release of Policy and All Claims; Release of Claims (Property Damage Only)

Structured Settlement Agreement; Release of All Claims, Structured Settlement; Structured Settlement Agreement and Release; Settlement Agreement and Release; Stipulation of Dismissal; Settlement Letter to Adverse Attorney Requesting Signatures; Request to Court Administrator for Dismissal Order; Request to Judge for Dismissal Order; Closing Letter to Insurer

Petition for Protective Arrangement; Order for Protective Arrangement; Report to Court and Petition for Discharge as Special Conservator; Discharge of Special Conservator; Disbursal Sheet; Form Letter to Witness/Thank You/Case Concluded

10. Judgment

Summary Judgment Motion, Summary Judgment Order for Defendant on Part of Issues, Checklist: Judgment After Trial By Jury, Order For Judgment For Defendant, Order For Judgment For Plaintiff, Statement of Costs, Checklist: Costs of Witnesses, Affidavit of Identification and No Military Service, Judgment on Jury Verdict, Judgment on Trial to the Court

Notice of Entry of Judgment, Satisfaction of Judgment, Partial Satisfaction of Judgment, Application for Court to Set Expert Witness Fees and Costs, Affidavit

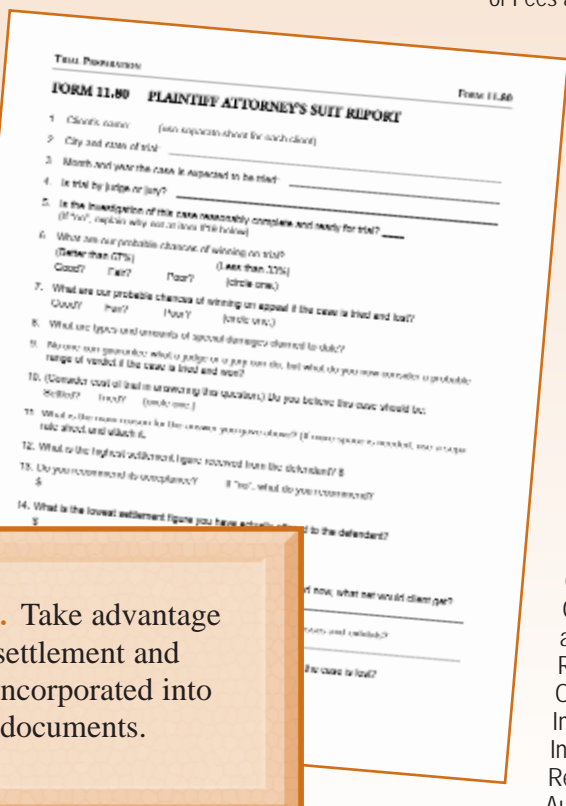
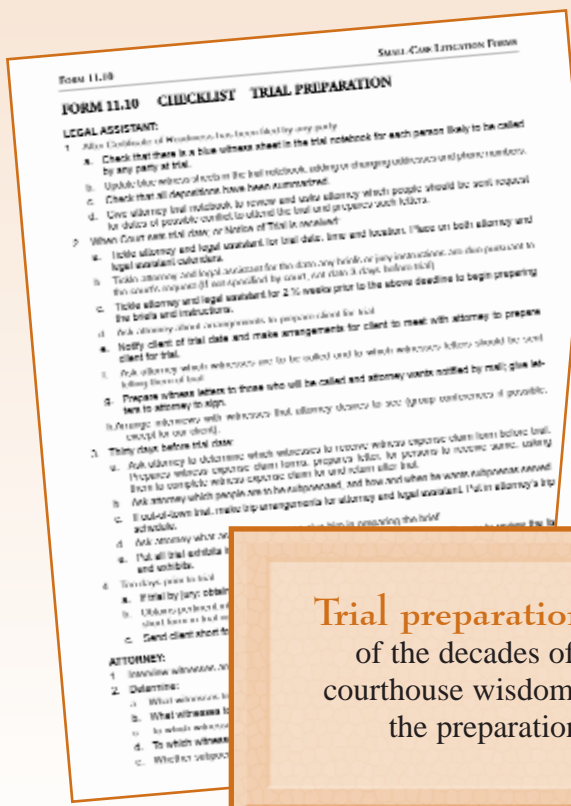
of Fees and Costs of Expert Witness, Order Approving Expert Witness Fees and Costs, Checklist: Judgment After Trial by Court

Findings of Fact, Conclusions of Law, and Order for Judgment After Trial by the Court; Checklist: Default Judgment; Checklist: Summary Judgment; Checklist: Judgment in Federal Court

11. Miscellaneous

Acknowledgments; Verification; Request to Judge to Sign Order; Confidential Information, Order for Handling; Offer of Settlement; Offer of Judgment for Bartels Effect; Motion to Dismiss for Lack of Surety; Petition for Withdrawal of Attorney; Order for Consolidation of Actions

Checklist for Temporary Restraining Order, Motion for Temporary Restraining Order, Certificate of Service or Attempts at Service, Bond on Temporary Restraining Order, Temporary Restraining Order, Application for Preliminary Injunction, Policy on Media Requests for Information, Form Letter for Auditor's Request for Information, Form of Bill for Auditor's Request for Information



Trial preparation. Take advantage of the decades of settlement and courthouse wisdom incorporated into the preparation documents.

How to Efficiently Handle Small Cases

Yes, send me one copy of Lawrence Klemin's *Small-Case Litigation Forms* and its CD with an invoice for \$99 plus shipping. If not satisfied, I may return the book and CD within 30 days. Send the annual updates on the same 30-day review basis. I may cancel the update service at any time.

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Four Easy Ways to Order...

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Small-Case Practice Tools

Checklists and forms for efficient evaluation, discovery, trial preparation, and settlement

If you're like most attorneys, smaller cases constitute the bulk of your workload. Modest savings in time and slight increases in settlement value across such a large number of files quickly add up, so anything that can improve small-case profitability is usually worth a look.

Lawrence Klemin's *Small-Case Litigation Forms* is such a book. Its 464 pages and 315 forms bring decades of courthouse and settlement wisdom to your intake, investigation, discovery, trial preparation, evaluation, and settlement. Practice-proven in both plaintiff and defense litigation, these helpful forms include:

- ☞ Task checklists
- ☞ Referral agreements and letters
- ☞ Pattern interrogatories
- ☞ Deposition checklists
- ☞ Requests for admissions
- ☞ Records requests and authorizations
- ☞ Trial preparation documents
- ☞ Settlement analysis forms and releases
- ☞ Collection checklists, letters, and forms



\$99 brings you 315 printed and digital forms, decades of courtroom and settlement experience, and a systemized approach to small-case handling

Details on front page