

Your accident document checklist

One folder. Fewer things to keep track of. Use this organizer for documents you already have and questions to ask next.

01 Start with the basics

- ☐ Crash date and location; investigating agency and report number.
- ☐ Insurance information exchanged and the crash report, when available.
- ☐ Original photos or video already in your possession; keep unedited copies.

02 Keep conversations together

- ☐ Claim numbers, adjuster names and verified insurer contact details.
- ☐ Dated letters, emails and notes from calls, including the next action.
- ☐ Your attorney and law firm contact details, if you have representation.

03 Separate expenses from payments

- ☐ Bills, estimates and receipts, grouped by date and type of expense.
- ☐ Dates missed from work, pay records and relevant employer messages.
- ☐ A short list of questions about bills, insurance or cash needs.

04 If a commercial truck was involved

- ☐ Carrier name and tractor, trailer or container identifiers visible in existing records.
- ☐ Any commercial inspection reference, kept separately from the crash report.
- ☐ Ask your attorney whether vehicle data, logs or nearby video need preservation.

Keep private records with your verified attorney or insurer. Ask for a secure sharing method. Do not return to an unsafe scene to collect information.