

## WHAT SHOULD I DO IF I'M IN A MOTOR VEHICLE ACCIDENT?

1. Remain calm and secure the accident scene with hazard flashers and flares.
2. If needed, call for medical help immediately.
3. Only discuss the accident with the police and don't accept fault with anyone.
4. Photograph the accident scene preferably before any cars are moved.
5. Notify your insurance company if you are sued.
6. Contact your attorney or the lawyers at MyPhillyLawyer to discuss your legal options.

### AUTO ACCIDENT CHECKLIST

Date of the Accident \_\_\_\_\_

Time of Day \_\_\_\_\_

Location Weather Conditions \_\_\_\_\_

#### OTHER DRIVER'S INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Telephone \_\_\_\_\_  
\_\_\_\_\_

Driver's License Number and State \_\_\_\_\_

Driver's License Expiration Date \_\_\_\_\_

Car Make and Model \_\_\_\_\_

License Plate Number and State \_\_\_\_\_

Vehicle Identification Number \_\_\_\_\_

Insurance Co. & Policy# \_\_\_\_\_

Insurance Company's Address \_\_\_\_\_

Insurance Company's Phone \_\_\_\_\_

Was this person driving in the scope of employment?  
(If so, fill out the company information below.)

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Company Telephone \_\_\_\_\_

Company Contact \_\_\_\_\_

Is this "Company" a government entity? \_\_\_\_\_

Name, address, phone number, and insurance information for car owner if different from car driver:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### WITNESSES (including passengers)

(1) \_\_\_\_\_

Name and telephone number

(2) \_\_\_\_\_

Name and telephone number

#### ACCIDENT DESCRIPTION

General description of incident (include the speed of the vehicles, weather and road conditions and the physical condition of the other person's vehicle just prior to the incident i.e. missing headlight(s) or taillight(s)).  
\_\_\_\_\_  
\_\_\_\_\_

Describe the damage to your vehicle:  
\_\_\_\_\_  
\_\_\_\_\_

Describe the damage to the other person's vehicle:  
\_\_\_\_\_  
\_\_\_\_\_

Did the other party admit they were at fault for the accident?

Yes  No

Please write down the quote from the other party if they admitted fault for the accident:  
\_\_\_\_\_  
\_\_\_\_\_

Draw a diagram of the accident (on the reverse of this page). Please indicate the length of skid marks on the road, the position of any street lights, traffic lights, crosswalks, and stop signs.

#### POLICE OFFICER

Name and badge of the officer(s) at the accident scene:  
\_\_\_\_\_  
\_\_\_\_\_

Ask the officer how to get a copy of any accident report and write that information below:  
\_\_\_\_\_  
\_\_\_\_\_



Silvers, Langsam and Weitzman