



# SERIOUS INJURY

## DOCUMENTATION KIT

*Essential Tools to Protect Your  
Case and Support Your  
Recovery*

 **LEIBEL LAW**  
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# Protecting Your Case & Supporting Your Recovery

Hello, this is Steven Leibel. For over 40 years, I have fought for my clients like family.

This kit was created to help individuals and *their* families in the aftermath of a serious injury.

When you're facing medical decisions, financial strain, and legal uncertainty, staying organized can make all the difference.

Use these pages to track important information, preserve your evidence, and support your recovery every step of the way.

At Leibel Law we have represented victims of catastrophic injury across Georgia for decades. We understand what's at stake — and we built this kit to help you stay in control.

—Steven Leibel  
Founding Attorney

Need legal support? Call us at (404) 892-0700, or  
visit [www.leibel.com](http://www.leibel.com)

# How to Use This Kit

This documentation kit is designed to help you stay organized and in control after a serious injury. Each section focuses on a key area of recovery and legal preparation. Use it daily, weekly, or as needed — and bring it to all medical and legal appointments.

What's Inside:

## **1. Body Diagram**

Visually document where you've been injured. Use this alongside your pain journal.

## **2. Daily Pain & Symptom Journal**

Track your physical and emotional condition each day. Helps support medical decisions and legal claims.

## **3. Medical Appointment & Treatment Log**

Keep a record of every doctor visit, diagnosis, treatment, and follow-up recommendation.

## **4. Witness & Contact Log**

Record names and contact info for anyone involved in your care, or who witnessed your accident.

## **5. Insurance Communication Log**

Keep track of all conversations with insurance companies — date, contact person, what was discussed.

## **6. Photo & Evidence Checklist**

Make sure you're capturing the right photos and storing key evidence early in the process.

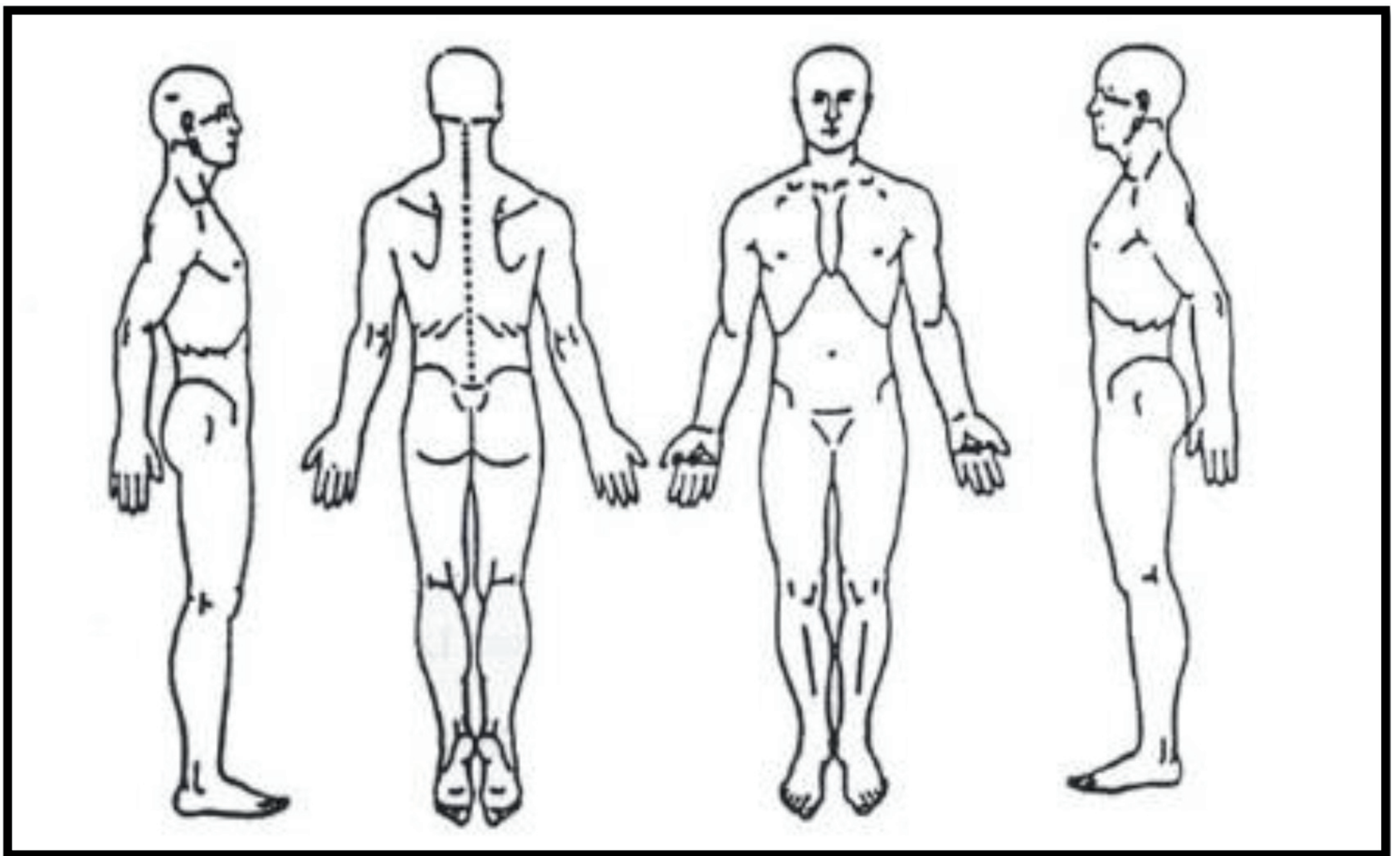
Stay consistent. The more you track, the stronger your case becomes. If you're not sure what to include, document it anyway — your attorney can help determine what's useful.



# Body Diagram – Injury Marking Page

Instructions: Mark the areas of your body where you've sustained injuries by drawing an X, dot, or brief note over the relevant location. You can also use this diagram to track changes over time (e.g. new pain points or healing areas).

Tip: Print multiple copies of this page to track your condition during recovery. Bring it to medical appointments or legal consultations to provide a visual record of your pain.



Additional Comments:

Date Completed: \_\_\_\_\_

# Daily Pain & Symptom Journal

**Instructions:** Use this page to document your physical and emotional condition each day. Be honest, specific, and consistent. This helps your doctors adjust treatment and gives your attorney a detailed record of how your injury impacts your life.

Date	Pain Level 1 – 10	Symptoms	Impact on Daily Activities

**Tips:**

- Use specific terms like "sharp pain," "numbness," "headache," or "limited movement."
- Record things like missed work, help needed from others, or trouble sleeping.
- You can print and reuse this page as needed.

# Medical Appointment & Treatment Log

**Instructions:** Use this log to record every interaction with a healthcare provider — including ER visits, follow-ups, physical therapy, and consultations. Consistent records help your legal team understand the full scope of your treatment.

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**Date:**

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**Provider Name:**

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**Reason For Visit:**

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**Diagnosis / Treatment:**

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**Follow -Up Instructions:**

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## Tips:

- Include every visit — even minor checkups or second opinions.
- Ask for a copy of your visit summary or discharge instructions.
- Note any referrals to specialists or recommendations for testing.
- Save receipts and appointment cards with this sheet if possible.

# Witness Contact Log

**Instructions:** Use this page to document the people involved in your accident or your ongoing care. This may include eyewitnesses, first responders, caregivers, or anyone who can help verify your experience or assist with your recovery.

Name	Phone Number / Email	Notes

**Tips:**

- Get full names and best contact methods while details are still fresh.
- Note if someone is willing to give a statement or testify.
- Include professionals like physical therapists or home care aides who interact with you regularly.
- Ask a family member to help keep this section up to date if you're unable.



# Insurance & Communication Log

**Instructions:** Use this log to track all communication with insurance companies, adjusters, or legal representatives. Be as specific as possible — these notes can help prevent miscommunication and protect your rights.

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**Date:**

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**Company & Contact Name / Role**

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**Summary of Conversation**

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**Follow Up / Next Steps**

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## Tips:

- Record the date and time of every call, email, or letter.
- Write down exactly what was said or agreed to.
- Note whether any documents were requested or received.
- Include both your own insurance and any opposing parties.



# Photo & Evidence Checklist

Preserving photo and physical evidence after a serious injury is critical. Here's how to do it effectively:

## 1. Organize Immediately

- Create a dedicated folder on your phone or computer labeled "Injury Evidence."
- Subdivide by date or category: injuries, damage, scene, equipment, etc.
- If possible, back up this folder to the cloud or a secure external drive.

## 2. Use Time-Stamps

- Make sure time and date are visible or embedded in your photos.
- Avoid editing images unless absolutely necessary — preserve originals.

## 3. Take Photos Often

- Document injuries at different stages of healing.
- Revisit the accident scene if you couldn't capture it immediately.
- Capture conditions like lighting, weather, and hazards that may have contributed.

## 4. Preserve Physical Evidence

- Keep any damaged clothing, gear, equipment, or personal items.
- Don't clean or repair anything before it has been documented.
- Store items in a safe, dry place and label them with the date.

## 5. Log Everything

- Maintain a short description of each photo or piece of evidence:
  - What it shows
  - Why it matters
  - When and where it was taken or found

## Tip:

Share your evidence folder with your attorney securely. A well-documented timeline can be one of the strongest elements of your case.



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