New Case Checklist

Is your side □ Plaintiff □ Defense □ Respondent □ Petitioner □ Prosecution

*Please ask your client to provide as much of the following information as possible.* Feel free to use additional paper if necessary.

Original documents are required for an unqualified opinion. If originals are not currently available, where are they kept and can you arrange for me to view them? _____________________________

If the suspect documents are not originals, are they first generation copies? □ yes □ no
If the suspect documents are photocopy, scans, or facsimile, are they original size? □ yes □ no
If copies, what quality are they? □ clear □ microfiche □ other
Can the exemplars offered for comparison be verified as true? □ yes □ no
Under what circumstances was the suspect document(s) purportedly written?

What was the writer’s approximate age at time of suspect writing? _____ Currently? _____
If the alleged writer is deceased, age at death _____ medical condition_____________________

Which hand does/did the writer use? □ right □ left
What was the writer’s state of health at time of writing? □ generally good □ poor
Physical injury or mental health condition that might impair writing? □ yes □ no
   If yes, please describe:__________________________________________________________
Was the writer taking any medication or using recreational drugs? □ yes □ no
If yes, please specify:________________________________________________________________
What was the condition of the writer’s eyesight at the time of suspect writing?
□ generally good □ poor □ generally good □ poor □ corrective lenses

Do you anticipate needing me to testify at a deposition, arbitration, or trial? □ yes □ no
   If so, will you want me to prepare exhibits? □ yes □ no
   ____Will you want my findings in a written report? □ yes □ no
   ____Who is paying for my services (client, attorney, etc.)____________________________
Does the other side have a document examiner? □ yes □ no
If yes, who?

Additional helpful information, if you know:
   What type of writing surface was purportedly used?______________________________
   Physical position of the writer while writing?_____________________________________
   Under what conditions was the writing allegedly executed (assisted, guided, stress, duress, etc.)?