

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.)?
