

Additional Information Checklist

Depending on the nature of your claim and your contract of insurance, the following checklists will assist you to identify the information we need. Please tick the section which applies to your claim, and supply the details/documents required – copies only please, not originals.

EXTREMELY IMPORTANT

Where a Chronology of Events is requested, to enable us to readily understand the nature of the problem, please provide this in numbered paragraphs with as much detail as possible.

Please note that it is essential that we receive copies of all documents in your possession as failure to provide these may lead us to reach an incorrect assessment of your claim and may affect any funding provided.

All details should be submitted to:

Claims Department
 Legal Insurance Management Ltd
 1 Hagley Court North, The Waterfront, Brierley Hill, West Midlands DY5 1XF

Email: claims@legalim.co.uk

Category	Essential Documents Required	Category	Essential Documents Required
Criminal Prosecution Defence	Full chronology and details of incident/statement	Personal Injury	Full chronology and details of incident/statement
	Copy of charge		Photographs (including scene of accident), sketch plans
Motor Prosecution Defence	Details of witnesses and statements, if available	Uninsured Loss Recovery	Details of injury and losses (including photographs of damage and reports)
	Copy of driving licence, both the photocard and the paper counterpart, motor insurance schedule, key facts and policy wording (motor prosecution claims only)		Medical treatment details including where this was received
	<u>Where applicable:</u>		Witness statements
	Copy of MOT certificate and valid tax disc (motor prosecution claims only)		Letters/emails/all documentation
			Copy of accident book entry, police report, if applicable
			Details of the third party and third party insurer
			Copy of driving licence, both the photocard and the paper counterpart, motor insurance schedule, key facts and policy wording (motor claims only)

<p>Residential Protection</p> <p>Peaceful Occupation</p>	<p>Full chronology and details of dispute/statement</p> <p>Letters/emails/all documentation/contract</p> <p><u>For Peaceful Occupation only:</u></p> <p>Copy of documentation including Title Deeds</p> <p>Any supporting evidence eg witness statements, photographs</p> <p>Court documents</p>	<p>Consumer Protection</p>	<p>Full chronology and details of dispute/statement</p> <p>Contractual documents</p> <p>Letters/emails/all documentation</p> <p>Details of third parties</p> <p>Details and evidence of losses</p> <p>Witness statements</p> <p>Photographs</p> <p>Court documents</p>

<p>Employment</p>	<p>Full chronology and details of incident/statement</p> <p>Letters/emails/all documentation</p> <p>Copy of contract of employment</p> <p>Copy of staff handbook/policies</p> <p>All relevant disciplinary, appeal correspondence including minutes, notices and letters</p> <p>Copies of correspondence received or sent to Employment Tribunal/court</p>	<p>Bankruptcy</p>	<p>Copy of the Statement of Affairs and a Debtor's Petition form</p> <p>Full details of anyone who is representing you (if anyone)</p> <p>Court documents</p>
<p>ID Theft (continued on next page)</p>	<p>Full chronology and details of incident/statement</p> <p>Letters/emails/all documentation</p> <p>Copy of your credit report if available</p> <p>All relevant documents relating to costs incurred by you such as invoices and receipts</p>	<p>Representation at Public Enquiries</p> <p>Independent Police Complaints Commission Investigations</p>	<p>Full chronology and details of incident/statement</p> <p>Letters/emails/all documentation</p>
	<p>Copies of financial statements to evidence loss</p> <p>Full details of who the dispute is with</p>	<p>Taxation</p>	<p>Full chronology and details of incident/statement</p> <p>Letters/emails/all documentation</p> <p>Letters from HMRC and responses received</p>
		<p>Probate</p>	<p>Full chronology and details of incident/statement</p> <p>Letters/emails/all documentation</p> <p>Copy of the will</p>

<p>Discrimination</p> <p>Disciplinary Hearings</p> <p>Data Protection</p> <p>Fund Trustee Defence</p>	<p>Full chronology and details of incident/statement</p> <p>Letters/emails/all documentation</p> <p>Court documents</p>	<p>Education Claims</p>	<p>Full chronology and details of incident/statement</p> <p>Letters/emails/all documentation</p> <p>Copy of admission policy</p> <p>Copy of the letter of offer showing the initial decision</p>
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