



Pre-Litigation Preparation Guide

Client Resource Guide

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When facing the possibility of litigation, preparation is critical. This guide outlines key steps and documents to gather before filing a claim or responding to one. Proper preparation helps ensure your legal team can represent you effectively and efficiently.

Key Steps:

- Gather all relevant contracts, agreements, and amendments.
- Collect communications (emails, letters, text messages) related to the dispute.
- Organize financial records, invoices, and payment histories.
- Preserve evidence: avoid deleting or altering documents, files, or digital data.
- Identify key witnesses and their potential testimony.
- Prepare a timeline of events leading up to the dispute.
- Review insurance policies for potential coverage of claims or defense costs.
- Estimate potential damages or financial exposure.
- Consult with your attorney early to evaluate settlement and resolution strategies.
- Avoid direct communication with opposing parties once legal counsel is involved.

This guide is intended for informational purposes only and does not constitute legal advice. It does not create an attorney-client relationship with Shkoukani LLP. Litigation matters vary based on individual facts and circumstances, and you should seek the advice of qualified counsel regarding your specific situation before taking action.

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