

# **AUTO ACCIDENT GUIDE**

## **The Essential Car Companion**



**Contains Useful  
Checklists and Forms!**

**Keep this guide in your glove compartment and  
always be prepared if an accident should happen**

**GB** GOLDSTEIN & BASHNER  
Personal Injury Law

**10 Important Steps to Take if You Are in a Car Accident**

We've made it easy for you to know what to do if you should ever be in a car accident. Here are eight essential steps to take. Keep a copy of this in your glove compartment.

1. **Stop Immediately!** Move your car out of traffic if it is safe to do so. Turn off your ignition and turn on your hazard lights.
2. **Take Care of Medical Needs:** First and foremost make sure everyone involved is okay. Call 911 and make sure an ambulance is sent. If you or any of your passengers are hurt, it is important to get medical care immediately.
3. **Notify the Police:** In New York State, it is required by law that if the accident caused injuries or substantial property damage than you must call the [police](#) before you can leave the accident scene. Make sure to get the name of the officer at the scene and write it down. In Nassau County, most police reports are available from the office on Franklin Avenue in Mineola. For Suffolk County, you can go to the office in Yaphank. Some towns and villages may have their own records.
4. **Exchange Information:** After the accident, New York State law requires you to exchange information with all the drivers involved. You should exchange the following information with them: name, address, phone number, insurance company, policy number, driver license number and license plate number for the driver and the owner of each vehicle. If the driver's name is different from the name on the insurance card or registration, find out what the relationship is-such as wife, son, friend, etc.-and write it down.
5. **Collect Other Crucial Information:** Take the time to write down a description of each car-including year, make, model and color-as well as the exact location of the collision and how it happened.
6. **DO NOT:** argue about the accident, discuss your insurance policy limits, admit fault or accept roadside settlements.
7. **Take Pictures:** If you have a camera with you or in our phone, take photos. Getting pictures before the cars are moved is ideal in that they may show exactly who is at fault. Take pictures of the accident scene and also make sure to take pictures of the damage to each vehicle.
8. **Identify Witnesses:** Get the names and contact information of anyone who saw the accident. This may include passing motorists who stop, any passengers, as well as pedestrians.
9. **Fill Out Necessary Forms:** Depending on the location and circumstances of the accident, certain forms need to be filed with the state. A lawyer will help make sure you file all the proper forms within the time constrains. In New York, you are required to file a [no-fault application](#) for medical costs, hospital bills and lost wages within 30 days of the accident. Additionally, if you are the driver of any vehicle involved in the accident, you must also fill out an [MV-104](#) with the NY Department of Motor Vehicles.
10. **Protect Your Rights:** [Call a Lawyer](#) to Find Out Your Rights Before You Contact Your Insurance Agent. It is important if you've been injured in a car accident to contact an auto accident lawyer immediately. They will help protect your rights and make sure you get the compensation you deserve, which is often much more than insurance companies want to pay.

**INFORMATION ON OTHER DRIVER**

License Plate \_\_\_\_\_

State \_\_\_\_\_

Name \_\_\_\_\_

Tel # \_\_\_\_\_

Address \_\_\_\_\_

Driver's License # \_\_\_\_\_

State \_\_\_\_\_

Exp. Date \_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_

Effective Dates \_\_\_\_\_

Insured Name \_\_\_\_\_

Car Make and Model \_\_\_\_\_

Car Color and Year \_\_\_\_\_

Vehicle Registration # \_\_\_\_\_

Registered To \_\_\_\_\_

**WITNESS**

**INFORMATION**

**Witness #1**

Name \_\_\_\_\_

Tel. # \_\_\_\_\_

Address \_\_\_\_\_

**Witness #2**

Name \_\_\_\_\_

Tel # \_\_\_\_\_

Address \_\_\_\_\_

**Witness #3**

Name \_\_\_\_\_

Tel. # \_\_\_\_\_

Address \_\_\_\_\_

**Witness #4**

Name \_\_\_\_\_

Tel # \_\_\_\_\_

Address \_\_\_\_\_

**INFORMATION**

**THIRD DRIVER**

License Plate \_\_\_\_\_

State \_\_\_\_\_

Name \_\_\_\_\_

Tel # \_\_\_\_\_

Address \_\_\_\_\_

Driver's License # \_\_\_\_\_

State \_\_\_\_\_

Exp. Date \_\_\_\_\_

Insurance Company\_\_\_\_\_

Policy #\_\_\_\_\_

Effective Dates\_\_\_\_\_

Insured Name\_\_\_\_\_

Car Make and Model\_\_\_\_\_

Car Color and Year\_\_\_\_\_

Vehicle Registration #\_\_\_\_\_

Registered To\_\_\_\_\_ **ACCIDENT SCENE  
DETAILS**

Date\_\_\_\_\_ Time\_\_\_\_\_

Location\_\_\_\_\_

Road conditions\_\_\_\_\_

Weather conditions\_\_\_\_\_

Speed of other cars\_\_\_\_\_

Other driver condition\_\_\_\_\_

Skid mars? \_\_\_\_\_ If so, approximately length\_\_\_\_\_

Other accident notes\_\_\_\_\_

Any vehicles towed? \_\_\_\_\_

Did police come? \_\_\_\_\_

Did police issue tickets? \_\_\_\_\_ To whom? \_\_\_\_\_

Accident description/illustration:

## **HAVE QUESTIONS ABOUT AN ACCIDENT YOU WERE IN?**

### **How Goldstein and Bashner Can Help You**

Our car accident attorneys are experienced winning these types of cases and can help you sort through the details and determine all the parties at fault in the accident. We will then utilize our expert team of expert investigators and medical specialists to gather more evidence and build the strongest case possible based on the facts.

### **Want a Free Consultation?**

Contact us today to answer any questions you have and discuss your potential case. Our experienced lawyers will explain your rights, answer all your questions and let you know what to expect from the legal process. Our Long Island law firm has won large settlements by taking the time to listen to our clients, helping them understand the legal process, and working hard to protect their rights and fight for the maximum compensation they deserve.

### **Office Locations**

#### **Nassau County Office**

1778 Hempstead Turnpike  
East Meadow, NY 11554  
Phone: (516) 962-2314  
Fax: (516) 222-0034  
Office Hours: Monday – Friday 9 am – 5 pm  
[Directions](#)

#### **Suffolk County Office**

320 Carleton Ave  
Central Islip, NY 11722  
Phone: (631) 851-2063  
Fax: (516) 222-0034  
[Directions](#)

Bohemia Office

606 Johnson Ave Suite 30

Bohemia, NY 11716

Phone: (631) 851-2063

Fax: (516) 222-0034

[Directions](#)

