



PERSONAL INJURY STAFF BOOT CAMP COURSE SYLLABUS*

- 1. INDIANA PERSONAL INJURY LAW OVERVIEW**
- 2. PERSONAL INJURY LITIGATION PROCESS OVERVIEW**
- 3. WHAT YOU NEED FOR THE FILE AND HOW TO GET IT**
 - MEDICAL RECORDS AND BILLS**
 - ACCIDENT REPORTS/POLICE REPORTS**
 - MEDICAL LIEN INFORMATION**
- 4. MEDICAL CHRONOLOGIES AND BILLING SUMMARIES**
 - READING MEDICAL RECORDS AND BILLS**
- 5. PREPARING A DEMAND PACKAGE**
- 6. FILING THE COMPLAINT**
 - CORRECTLY NAMING THE DEFENDANT**
 - DOCUMENTS NEEDED FOR FILING**
 - SERVICE OF PROCESS**
- 7. IMPORTANT LITIGATION DEADLINES**
 - STATUTE OF LIMITATIONS**
 - DISCOVERY DEADLINES**
 - FAILURE TO PROSECUTE**
- 8. DISCOVERY REQUESTS AND RESPONSES**
 - NON-PARTY SUBPEONAS**

- **DEPOSITION SCHEDULING AND NOTICES**
- **OBJECTIONS**
- **REQUESTS FOR ADMISSION**
- **REQUESTS FOR PRODUCTION**
- **INTERROGATORIES**
- **WITNESS AND EXHIBIT LISTS**
- **TIMING**

9. MOTION TO DISMISS OR SUMMARY JUDGMENT RESPONSES

- **EXHIBITS**
- **REDACTING CERTAIN INFORMATION**

10. MEDIATION/SETTLEMENT

- **CONFIDENTIAL MEDIATION STATEMENTS**
- **CLIENT PREPARATION**
- **SETTLEMENT STATEMENTS**

11. TRIAL PREPARATION

- **WITNESS SUBPOENAS**
- **EXHIBITS**
- **TRIAL NOTEBOOKS**

***THIS COURSE HAS BEEN APPROVED FOR 6 HOURS OF CLE CREDIT
(INCLUDING 0.5 HOURS OF ETHICS) BY THE NATIONAL FEDERATION OF
PARALEGAL ASSOCIATIONS, INC.**