



LAW OFFICES  
**Robert E. Wisniewski**  
A PROFESSIONAL CORPORATION  
"Justice for the injured worker"

**Hablamos Español**

*Justicia para el Trabajador Lastimado®  
Justice for the Injured Worker®*

## **IMPORTANT NOTICE**

### **Obtaining Records**



**Robert E. Wisniewski**  
*Attorney at Law*  
Certified Specialist Workers'  
Compensation • Arizona Board  
of Legal Specialization

Dear Injured Worker,

Thank you for calling the law firm of Robert E. Wisniewski, P.C. regarding information on your worker's compensation matter. We understand this process can be overwhelming to an injured worker. We want to help you and make this process as easy as possible. Please follow our directions carefully to help us help you resolve this matter as quickly and efficiently as possible.

On page two, we provide step-by-step instructions on how to secure all important documents you will need for your workers' compensation claim.

- In a workers' compensation claim there are very short time frames. **Therefore, we are requiring you to secure all of the records below so that I can properly evaluate your claim and determine whether I can be of assistance to you and enter into a representation.**
- If you have some records from your workers' compensation carrier and some records from your doctors, I am requesting that you get the **entire files**. Therefore, please make the effort to secure these files directly from the Industrial Commission, the workers' compensation insurance carrier, and your health care providers, to the best of your ability.
- If you have out of state claims, it would be helpful to secure all these records. Contact the workers' compensation agency and doctors in those states to secure all the records. If possible, contact the workers' compensation insurance carrier to secure their file. These may not be as immediately important as your present claim, but you should also secure them.
- Because this is your claim and you have the best knowledge of the doctors that you have been to, we ask you to take this job very seriously to secure all the medical records. If my office requests that you provide these records, it is unnecessary for you to give us status reports; but it is necessary for you to get the documents as soon as possible. Otherwise, due to time limits in your workers' compensation claim, your rights may be severely damaged.
- Once your records are received by our Office and reviewed by an attorney, a client services representative from our office will contact you and schedule an appointment to discuss our findings. This firm will not take any action on your workers' compensation claim including giving of advice over the telephone until there is an actual workers' compensation fee and cost agreement signed by you.

Thank you in advance for your cooperation.

Very truly yours,

Robert E. Wisniewski, Esq.  
FOR THE FIRM

REW