Accident Documentation Checklist

Use this checklist to preserve important details after an accident. Only collect information when you can do so safely. Do not stand in traffic, worsen an injury, or put yourself in danger.

Document the Scene

☐ Take wide photos and a slow video of the entire scene.

☐ Show where the vehicles, people, lane markings, traffic signals, and surrounding area are positioned.

☐ Photograph where the impact happened and where the vehicles or people came to rest.

☐ Photograph all damage, including vehicles, bicycles, motorcycles, signs, guardrails, clothing, helmets, broken parts, glass, and other debris.

☐ Photograph skid marks, tire marks, crosswalks, turn lanes, medians, shoulders, bicycle lanes, and road signs.

☐ Document weather, lighting, road conditions, construction, and anything that may have blocked someone's view.

☐ Photograph visible injuries and continue documenting changes in the days that follow.

Collect Information

☐ Photograph every license plate.

☐ Photograph the other driver's license, insurance card, and registration.

☐ Confirm the driver's name, phone number, email address, vehicle details, and vehicle owner.

☐ Note whether the driver was working or whether a rental, rideshare, or commercial vehicle was involved.

☐ If a driver leaves, photograph the vehicle if you can do so safely. Record the plate number, vehicle description, and direction of travel.

Preserve Witnesses and Statements

☐ Get each witness's name, phone number, and email address.

☐ Do not argue with witnesses or pressure them to give a statement.

☐ Record any admission, apology, or explanation made by the other driver.

Preserve Official and Digital Evidence

☐ Record the responding agency, officer's name, report number, and instructions for getting the police report.

☐ Look for nearby surveillance cameras, doorbell cameras, traffic cameras, dashcams, or truck-mounted cameras.

☐ Photograph the camera locations and note who may control the footage.

☐ Keep the original photos and videos. Do not edit the only copy.

☐ Back up your files and keep all accident records in one folder.

Include:

☐ Photos and videos

☐ Witness information

☐ Police report

☐ Insurance correspondence

☐ Medical records and prescriptions

☐ Repair estimates and receipts

☐ Proof of missed work

☐ Rental, rideshare, trucking, or other accident-specific records

Important

Documentation can help preserve the facts, but it does not replace an attorney. Beers & Gordon can review what you collected, identify missing evidence, and take steps to preserve records you may not be able to access on your own.

Injured in an accident? Contact Beers & Gordon for a free consultation.