

**Index to Forms on CD**  
**accompanying 2009 Supplement to**  
***Washington Motor Vehicle Accident Litigation Deskbook***

The CD of forms accompanying the 2009 Supplement contains (1) new forms issued as part of the 2009 Supplement and (2) selected forms from the 2001 second edition of the Deskbook (some of which have been revised/updated in 2009, as indicated below, so that the version on the CD differs from the print version in the 2001 second edition).

- Ch. 1    §1.7
- (1) Telephone Intake Form
  - (2) New Matter Report
  - (3) Client Data Sheet
  - (4) Correspondence Cover Sheet
  - (5) New Case Report
  - (6) Information Control Sheet
  - (7) Conflict of Interest Avoidance Questionnaire
  - (8) Sample Authorization Form
  - (9) Request for Information
  - (10) Request for Copies of Statements
  - (11) Client Information Form
  - (12) Sample Cover Letter and Client Statement
  - (13) Sample Letter to Plaintiff's Insurance Co.
  - (14) Sample Letter to Defendant's Insurance Co.
  - (18) Investigation Assignment
  - (19) Low-Speed Impact Vehicle Examination Checklist
  - (20) Mechanism of Injury Questionnaire
  - (21) Checklist for Interviewing Investigating Officer
  - (22) Scene Investigation Checklist
  - (23) Sample Witness Statement Forms
  - (24) Sample Witness Interview Outline
- Ch. 2    §2.15
- (1) Letter Notifying UIM Carrier of Possibility of UIM Claim
  - (2) Demand for Arbitration [revised]
  - (3) Letter to Third Arbitrator
  - (4) Claimant's First Set of Interrogatories and Request for Production of Documents to Respondent
- Ch. 3    §3.9
- (1) Summons for an In-State or an Out-of-State Defendant
  - (2) Complaint for Personal Injuries
  - (3) Complaint for Wrongful Death
  - (4) Information Required by the Secretary of State's Office in Order to Effectuate Service of Process

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- (5) Summons for a Foreign Insurance Carrier
  - (6) Sworn Statement of Plaintiff Required Under the Nonresident Motorist Statute, RCW 46.64.040
  - (7) Attorney's Sworn Statement Required Under the Nonresident Motorist Statute, RCW 46.64.040
  - (8) Attorney's Sworn Statement Required Under the Service by Publication Statute, RCW 4.28.100
  - (9) Summons for Service by Publication
  - (10) Complaint for Negligence Against the United States
- Ch. 4 §4.6
- (1) Motion and Order Substituting Personal Representative as Party for Deceased Defendant
  - (2) Standard State Tort Claim Form Pursuant to Ch. 4.92 RCW [revised]
  - (3) Vehicle Collision Form Pursuant to Ch. 4.92 RCW [revised]
- Ch. 5 §5.9
- (1) Notice of Appearance
  - (2) Letter Regarding Service without Filing
  - (3) Motion to Set Aside Default
  - (4) Affidavit of Claims Examiner Supporting Motion to Set Aside Default
  - (5) Memorandum Supporting Defendant's Motion to Set Aside Default
  - (6) Answer of Defendant and Underlying Claim
  - (7) Motion for Dismissal of Complaint and Cross-Claim
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- Ch. 6 §6.7
- (1) Plaintiff's First Set of Discovery
  - (2) Plaintiff's Interrogatories on Affirmative Defenses
  - (3) Plaintiff's "Bare Bones" Interrogatories
  - (4) Defendant's First Set of Interrogatories
  - (5) Defendant's First Set of Requests for Production
  - (6) Stipulation and Order for Examination Under Civil Rule 35 [revised]
  - (7) Stipulation and Authorization to Release Medical and Mental Health Records [revised]
- Ch. 7 §7.13
- (1) Statement of Arbitrability [revised]
  - (2) Confirmation of Joinder of Parties, Claims, and Defenses
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  - (4) Sample Letter from Arbitrator Setting Arbitration Hearing Date
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  - (2) Settlement Agreement and Release – Structured Settlement
  - (3) Notice of Intent to Effect Settlement Pursuant to Ch. 4.22 RCW
  - (4) Motion and Affidavit to Approve Reasonableness of Settlement
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  - (5) ER 904 Objection Form
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  - (7) Index to Proposed Jury Instructions
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  - (10) Checklist for Direct Examination of the Treating Health Care Provider
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