

## INTRODUCTION

**Purpose and currency of checklist.** This checklist is designed to be used with the CLIENT IDENTIFICATION, VERIFICATION, AND SOURCE OF MONEY (A-1) and the CLIENT FILE OPENING AND CLOSING (A-2) checklists. It sets out matters that plaintiff or defendant's counsel should consider when questioning a plaintiff in a personal injury case in an initial interview, in preparing the plaintiff for examination for discovery, or in conducting an examination for discovery of the plaintiff.

The checklist should only be used as a guideline, as the nature and scope of the interview and the examination for discovery in each case are matters for your own professional judgment. Some of what follows may be appropriate for an interview but would be objectionable on an examination for discovery (e.g., asking about a prior driving record). The interview may be wide-ranging and directed to information gathering. The examination for discovery is a cross-examination, and questions posed must be relevant to the pleadings.

The general framework of this checklist is relevant to most personal injury litigation; however, parts are oriented particularly toward motor vehicle accident litigation. If you use this checklist for other types of personal injury litigation, you will need to modify items 1.7 through 4.17 in this checklist. Unless otherwise indicated, any reference to a "Rule" or "Rules" is to the Supreme Court Civil Rules, B.C. Reg. 168/2009. The checklist is current to September 4, 2024.

## LEGEND



Checkbox



Important Reminder



Deadline or Limitation Date

## NEW DEVELOPMENTS

- **Supreme Court Civil Rules.**
  - **Remote commissioning of affidavits.** Effective September 9, 2024, affiants may swear or affirm affidavits by video conference (Supreme Court Civil Rules, Rule 22-2(6.1)). The affidavit must state, in its last numbered paragraph, that the person swearing or affirming the affidavit was not physically present before the other person but was before that person by video conference and is considered to have been sworn or affirmed in the presence, and at the location, of the person before whom the affidavit is sworn or affirmed.
  - **Applications.** Rule 8-1 was amended to: require applicants to provide an additional copy of the notice of application to the registry; provide that an application be removed from the hearing list should the application record not comply with Rule 8-1(15); allow parties to apply for an order granting leave to permit late filing of an application record or reinstate an application to the hearing list; and authorize the application respondent to apply for an order for costs if they attend at the hearing of an application that has been removed from the hearing list.
  - **Petitions.** Rule 16-1 was amended to require petitioners to provide an additional copy of the filed petition to the registry, and provide that a petition will be removed from the hearing list if the petition record does not comply with Rule 16-1(11).

- **Vexatious litigants.** Rule 22-9 was amended, authorizing vexatious litigants to apply for leave to file a pleading, application, or other documents.
- **Associate judges.** Each reference in the Rules to “masters” has been substituted with “associate judges”.
- **Gender-neutral language.** Gendered language in the Rules was substituted with gender-neutral language effective March 6, 2024.
- **Limits on expert reports.** Effective August 10, 2020, the *Evidence Act*, R.S.B.C. 1996, c. 124 imposes limits on expert evidence. The corresponding Disbursements and Expert Evidence Regulation, B.C. Reg. 210/2020 limits disbursements payable to a party, including the amount per expert report (\$3,000), and the amount payable as a percentage of the total amount recovered in the action (6 per cent) (s. 5(1)(a)). Note that this limit on disbursements was found to be unconstitutional in *Le v. British Columbia (Attorney General)*, 2022 BCSC 1146, with reasons issued on July 8, 2022. The appeal was dismissed on May 17, 2023 (2023 BCCA 200). Subsequently, the Disbursements and Expert Evidence Regulation, B.C. Reg. 210/2020 was amended effective November 27, 2023, to implement both a 6 per cent rule for recovery of disbursements and to permit some judicial discretion to allow recoverable expert fees and expenses above the cap. A party must bring an application to tender more than three expert reports in an action, or to have disbursements excluded from the 6 per cent limit (ss. 5(8) and 5(9)).
- **Court of Appeal Act and Court of Appeal Rules.** Effective July 18, 2022, the new *Court of Appeal Act*, S.B.C. 2021, c. 6 and Court of Appeal Rules, B.C. Reg. 120/2022 came into force. Counsel should review the updated Act and Rules and familiarize themselves with the changes. The Courts of British Columbia website provides an Annotated Table of Concordance.
- **Updated practice directions for sealing orders and applications to commence proceedings anonymously.** Litigants seeking a sealing order in a civil or family law proceeding must follow the guidelines as set out in Supreme Court Civil [Practice Direction PD-58](#)—Sealing Orders in Civil and Family Proceedings. For the procedure to commence proceedings using initials or a pseudonym in civil or family law proceedings, see Supreme Court Civil [Practice Direction PD-61](#)—Applications to Commence Proceedings Anonymously. [Practice Directions 58 and 61](#) were updated on August 1, 2023.
- **Motor vehicle claims.** The *Attorney General Statutes (Vehicle Insurance) Amendment Act, 2020*, S.B.C. 2020, c. 10, came into force on May 1, 2021, setting out significant changes to British Columbia’s auto insurance scheme, including a move to a “case-based” model for accident compensation. Under this model, compensation for injuries will be dictated by amounts and categories set by regulations and policy. The Civil Resolution Tribunal has jurisdiction to resolve all accident benefits relating to accidents occurring on or after May 1, 2021.

#### OF NOTE

- **Law Society of British Columbia.** For changes to the Law Society Rules and other Law Society updates and issues “of note”, see LAW SOCIETY NOTABLE UPDATES LIST (A-3).
- **Additional resources.** See also *British Columbia Motor Vehicle Accident Claims Practice Manual*, 3rd ed. (CLEBC, 2012–); *Discovery Practice in British Columbia*, 2nd ed. (CLEBC, 2004–); and the course presentations and papers in *Medical Issues in Personal Injury* (CLEBC, 2012); *Personal Injury Conference 2019* (CLEBC, 2019); and *Defending Personal Injury 2016* (CLEBC, 2016), available in CLEBC’s Courses on Demand.

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<b>1.</b>	<b>THE PLAINTIFF—PERSONAL INFORMATION</b>	
1.1	Complete the CLIENT FILE OPENING AND CLOSING (A-2) and GENERAL LITIGATION PROCEDURE (E-2) checklists.	<input type="checkbox"/>
1.2	Confirm compliance with Law Society Rules 3-98 to 3-110 for client identification and verification and the source of money for financial transactions, and complete the CLIENT IDENTIFICATION, VERIFICATION, AND SOURCE OF MONEY (A-1) checklist. Consider periodic monitoring requirements (Law Society Rule 3-110).	<input type="checkbox"/>
1.3	Obtain the plaintiff's name, address, phone numbers, email address, occupation, and employer or school.	<input type="checkbox"/>
1.4	Take a personal history: date and place of birth, height, weight, marital status, date and place of marriage, spouse, parents, children, dependants, previous residences for last 10 years, education, and medical coverage.	<input type="checkbox"/>
1.5	Canvas whether the plaintiff had any learning disability or psychological or psychiatric condition, and if so, obtain history of any treatment including medication.	<input type="checkbox"/>
1.6	Determine whether the plaintiff's spouse is employed and, if so, the details.	<input type="checkbox"/>
1.7	Take the plaintiff's full employment history: name, address, and phone number of current employer; job title and duties; length of employment with that employer; name of immediate supervisor; remuneration (full history); hours regularly worked (and overtime); typical duties and responsibilities, future prospects; benefits (medical and dental plans, life insurance, pension, paid vacation, employer's contribution to employment insurance ("EI"), any board and lodging benefits, investment options,	<input type="checkbox"/>

	company vehicle, union or WorkSafeBC involvement, paid sick leave, etc.); canvass the same details regarding any previous employment, including reasons why the plaintiff left. Obtain details of any WorkSafeBC claim, and obtain authorizations. Obtain the name of the union and a copy of the collective agreement to assess any claim for collateral benefits or other employment benefits. For the same reason, obtain particulars of any employment disability insurance, and a copy of the policy. Obtain any information about non-declared earnings.	
1.8	Obtain particulars of any insurance coverage: company, claim number, name of adjuster, type of insurance, any statement made by the plaintiff.	<input type="checkbox"/>
1.9	Check the plaintiff's driver's licence: class, how long the plaintiff has had it, any restrictions (and, if so, whether they were complied with), whether the licence has been suspended for any reason in the past, and any prior convictions.	<input type="checkbox"/>
1.10	Determine whether the plaintiff is an experienced driver and whether the plaintiff has previously been involved in any accident(s).	<input type="checkbox"/>
1.11	Consider conducting a Court Services Online search for traffic or criminal history.	<input type="checkbox"/>
1.12	Obtain particulars of the plaintiff's criminal history, if any, to assess potential for reduction of past and future loss of earnings awards.	<input type="checkbox"/>
1.13	Determine whether the plaintiff uses social media and which applications; if acting for the plaintiff, advise that posting photographs and comments could affect their claim.	<input type="checkbox"/>

<b>2.</b>	<b>THE VEHICLE</b>	
2.1	Owner's consent: if the plaintiff was the driver but not the owner, how did the plaintiff come to be driving the vehicle? In particular, is the plaintiff living with the owner, is the plaintiff a member of the owner's family, or did the owner impliedly or expressly consent? Obtain insurance details of the vehicle owner. It may be necessary to obtain details of motor vehicle insurance within the plaintiff's own household if plaintiff was driving another's vehicle.	<input type="checkbox"/>
2.2	Identify the type of vehicle: year, make, standard or automatic, licence number.	<input type="checkbox"/>
2.3	Canvass the general mechanical condition and details regarding the condition of the brakes, steering, tires, and, where relevant, head and tail lights, signal lights, horn, windshield, windows, etc., including when they were last serviced or checked, and whether there have been any previous problems.	<input type="checkbox"/>

<b>3.</b>	<b>THE ACCIDENT</b>	
3.1	Prior to the interview, you may wish to conduct Google Maps searches, including Google Street View, to assist in visualizing the area and obtaining information.	<input type="checkbox"/>

3.2	Identify the accident date, time, and location. If the accident occurred on or after April 1, 2019, consider whether the CRT has jurisdiction. If the accident occurred on or after May 1, 2021, refer to legislation addressed under “Motor vehicle claims” in the “New developments” section of this checklist.	<input type="checkbox"/>
3.3	Clarify the plaintiff's pre-accident condition: illness or disability affecting driving, alcohol, medication, or illegal drug consumption, physical condition, whether tired or distracted, last sleep, day's activities.	<input type="checkbox"/>
3.4	Seek further details about the vehicles and parties involved: names, addresses and phone numbers of drivers, owners, passengers, pedestrians, witnesses; types and conditions of other involved vehicles. Obtain details of the other driver's insurance.	<input type="checkbox"/>
3.5	Determine the road, traffic, and weather conditions: time of day; lighting and visibility; position of sun; road condition; characteristics of accident location (e.g., width of road, number of lanes, straight or curved, centre marking, intersections, traffic controls, pedestrian crossing areas, bike lanes, parked vehicles, any obstructions to vision).	<input type="checkbox"/>
3.6	Were the headlights, windshield wipers, heater, defroster, or radio on? Was the windshield clear? Was a sun visor being used? Was the plaintiff wearing sunglasses?	<input type="checkbox"/>
3.7	Was the plaintiff wearing corrective lenses? If so, was this required under the plaintiff's driver's licence, and when was the prescription last checked?	<input type="checkbox"/>
3.8	Was the plaintiff wearing a seat belt? If so, what type, and was it properly fastened? If the plaintiff was not wearing a seatbelt, consider information an expert might require if a seatbelt defence is raised (plaintiff's height, weight, body shape, torso length, clothing; as well as the type of belt). Was there a headrest? If so, was it adjusted for the plaintiff's height?	<input type="checkbox"/>
3.9	Where was the plaintiff going: point and time of departure; destination; route? Was the plaintiff familiar with the route and location? Why was the plaintiff travelling (was the plaintiff working)? Was the plaintiff in a hurry?	<input type="checkbox"/>
3.10	Obtain details about the accident:	<input type="checkbox"/>
	.1 Before the collision, where were the vehicles:	
	(a) location and direction of travel of each party involved;	
	(b) when the plaintiff first saw the other vehicle; and	
	(c) speed at which each vehicle was travelling before the accident, and whether there was any slowing down or acceleration.	
	.2 Before the collision, was the plaintiff distracted for any reason:	
	(a) by children or other passengers;	
	(b) in adjusting the radio, music, or air conditioning; or	
	(c) in operating a cellular phone or other communications device?	

	.3 As the collision appeared imminent:	
	(a) was there any opportunity for evasive action by either vehicle and, if so, was it taken;	
	(b) how much time elapsed between first seeing the other vehicle and impact; and	
	(c) how did the other vehicle move during this time?	
	.4 At the point of impact:	
	(a) where was the point of impact; and	
	(b) how far did the vehicles travel after impact?	
	.5 After the collision:	
	(a) where was the damage on the vehicles;	
	(b) were there skid marks;	
	(c) was there damage to the interior of the plaintiff's vehicle; and	
	(d) did the air bags deploy?	
3.11	Was anyone or anything else in the vehicle (e.g., passengers, animals, bags)? If so, identify where they were and what happened to them.	<input type="checkbox"/>
3.12	What happened to the plaintiff:	<input type="checkbox"/>
	.1 did the plaintiff brace before impact; or	
	.2 did the plaintiff move or sustain impact inside the vehicle, which might include the head being struck or thrown backwards?	
3.13	Identify the damage to all vehicles (location, type, severity).	<input type="checkbox"/>
3.14	Were other parties injured? If so, how?	<input type="checkbox"/>
3.15	Obtain any other information about other parties (e.g., insurance, residence if out of province).	<input type="checkbox"/>
3.16	Gather evidence such as witness statements, sketches, available photographs, dashcam or closed circuit television footage, a copy of the police report, and a vehicle repair estimate or repair documents.	<input type="checkbox"/>
3.17	Consider internet search on plaintiff and defendant. Consider CSO (Court Services Online) search to check for prior convictions.	<input type="checkbox"/>

<b>4.</b>	<b>AT THE SCENE OF THE ACCIDENT AND AFTERMATH</b>	
4.1	Enumerate the plaintiff's injuries, specifying location and type.	<input type="checkbox"/>
4.2	Ask about the plaintiff's state of consciousness, including feelings of dizziness or disorientation, and the plaintiff's emotional state.	<input type="checkbox"/>
4.3	Determine whether the plaintiff realized at the time that he or she had been injured and, if so, how.	<input type="checkbox"/>
4.4	Was any of the plaintiff's clothing or other personal property damaged?	<input type="checkbox"/>
4.5	What did the plaintiff do after the collision?	<input type="checkbox"/>
4.6	Obtain full particulars of any treatment at the scene, including when it was given, by whom, and the type of treatment.	<input type="checkbox"/>
4.7	Were the police or fire department called? If so, get details including when they arrived, what they did, and details of all conversations.	<input type="checkbox"/>
4.8	Was the ambulance called? If so, get details including when it arrived, what happened after, treatment received, and details of all conversations.	<input type="checkbox"/>
4.9	Obtain full particulars of any conversations the plaintiff was involved in or overheard at the scene.	<input type="checkbox"/>
4.10	Obtain full particulars of any written statements that were given.	<input type="checkbox"/>
4.11	Were any of the vehicles driveable after the accident?	<input type="checkbox"/>
4.12	Did the plaintiff complain of any physical injuries at the time and, if so, obtain details.	<input type="checkbox"/>
4.13	Did anyone help the plaintiff from the vehicle; could the plaintiff walk unassisted, or was a stretcher used?	<input type="checkbox"/>
4.14	How did the plaintiff leave the scene of the accident, and where did they go?	<input type="checkbox"/>
4.15	Was the plaintiff treated in emergency or a walk-in clinic? If so, what treatment was given (including: x-rays, medication prescribed or given, length of stay in hospital before being released)? Obtain the name, address, and phone number of any attending doctor.	<input type="checkbox"/>
4.16	If treatment was delayed, obtain details of first treatment and reason for delay.	<input type="checkbox"/>
4.17	Obtain the names, addresses, and telephone numbers of witnesses to the accident.	<input type="checkbox"/>

<b>5.</b>	<b>INJURIES SUSTAINED BY THE PLAINTIFF</b>	
5.1	Determine specific injuries: any pain, bruising, numbness, tingling, or clicking in ears, jaw, eyes, head, neck, shoulders, back, arms, chest, hands, fingers, toes, legs, hips, buttocks, knees, abdomen, other. Specify the exact location and nature of pain, numbness, tingling, or clicking. Specify when the problem began, how long it lasted (or whether it is ongoing), and whether it is constant or intermittent. Specify whether particular movement or activities cause aggravation. Go through all symptoms and areas involved from head to toes, so none are omitted.	<input type="checkbox"/>
5.2	Inquire about other pain and health problems, such as: headaches, lack of concentration, memory problems, blurred vision, balance issues, light sensitivity, fainting, dizziness, nausea, ringing in ears. Specify when the problem began and how long it has lasted.	<input type="checkbox"/>
5.3	Determine timing if onset of symptoms occurred later or over a period of time.	<input type="checkbox"/>
5.4	Need for any of the following: cane, crutches, wheelchair, orthopedic supports, trusses, back or neck brace, cervical collar, traction, other. Specify duration and frequency of use, place where used, who prescribed it.	<input type="checkbox"/>
5.5	Need for ongoing treatment including physiotherapy (see item 8). What medication has been prescribed, and what medication is the plaintiff currently taking?	<input type="checkbox"/>
5.6	Adverse reaction to medicine, anesthetics, etc. Specify symptoms.	<input type="checkbox"/>
5.7	Changes in appearance, such as: limp, weight gain or loss, scars (specify size, location, whether permanent), other disfigurements.	<input type="checkbox"/>
5.8	Changes in emotional or psychological state, such as feeling tearful, angry, depressed, anxious, tired, happy, sleepy, bored, discouraged, hopeful, helpless, or fearful; having nightmares, intrusive thoughts, or insomnia; need for psychological or psychiatric treatment.	<input type="checkbox"/>
5.9	Whether the plaintiff feels that any of the above have caused changes in appearance, hygiene, dress, etc., or the way others perceive them (i.e., self-image).	<input type="checkbox"/>
5.10	Consider interviewing close family members, friends, co-workers, fellow students, or other witnesses regarding the observed effects of the injuries.	<input type="checkbox"/>
5.11	Consider obtaining authorizations and records of all medical practitioners who have treated the plaintiff. Consider request for hospital records, MSP records, and PharmaNet.	<input type="checkbox"/>
5.12	Consider whether the plaintiff's injuries are "minor" pursuant to the provisions of the <i>Insurance (Vehicle) Act</i> and Minor Injury Regulation (effective April 1, 2019) or involve "serious impairment".	<input type="checkbox"/>

<b>6.</b>	<b>PRACTICAL CONSEQUENCES OF INJURIES</b>	
6.1	Effect on employment:	<input type="checkbox"/>
.1	Can the plaintiff still do the same type of work as before?	
.2	Did the plaintiff return immediately to work? If not:	
	(a) Why not?	
	(b) How much time was lost?	
	(c) Did a doctor or anyone else advise the plaintiff not to return to work?	
	(d) Did the plaintiff lose vacation entitlement or sick days, and can sick days be accumulated and paid out?	
.3	Did the plaintiff collect short- or long-term benefits, and does any insurer have a subrogated right of recovery?	
.4	Are there any adverse effects on employment, future earning capacity, or long-term career plans?	
.5	Was the plaintiff declined a promotion, required to take early retirement, give up seniority rights, compelled to forego employment benefits, or made to lose any pension entitlement?	
.6	Has the plaintiff been accommodated at work, possibly by being assigned lighter duties?	
.7	Get full particulars of income loss. Consider contingencies such as opportunities for advancement, alternative opportunities, supply and demand for skills. Also, consider whether doing the same work now brings about extreme, moderate, slight or no pain.	
.8	For a student, consider loss of or setback in education; or, for an unemployed person, consider delay in entry into the workforce or chosen profession.	
.9	Discuss mitigation efforts (e.g., if the plaintiff has had to seek new employment, what efforts were made, with what results).	
.10	Consider whether the plaintiff is less employable for all types of employment, even if able to continue with the same employment.	
6.2	Effect on business:	<input type="checkbox"/>
.1	Were additional employees hired to replace the plaintiff, or was the business adversely affected (if so, why and in what way)? Were projects delayed due to the accident?	
.2	Get full particulars of income loss; get the plaintiff's income tax returns and records, including business records relating to productivity, etc., as well as statements and books of account, accountant's files, bank statements and cancelled cheques, and the plaintiff's files, including correspondence.	

6.3	Effect on domestic and recreational activities:	<input type="checkbox"/>
	.1 What activities did the plaintiff do before the accident, and how often? Can the plaintiff do them now and, if so, does this involve extreme, moderate, slight or no pain? Consider ability to lift heavy objects, drive a vehicle, ride a bicycle, perform domestic chores or yardwork, play sports, engage in social and recreational activities, or have sexual relations.	
	.2 Specify any other ways in which the plaintiff's capacity to enjoy life has been affected. Which activities have been resumed or attempted?	
	.3 What vacations have been taken, delayed, or cancelled? If vacations were taken, consider requesting vacation photos.	
6.4	Bear in mind any other special considerations, such as the possibility of and impact of the accident on relationships, marriage, or child-bearing.	<input type="checkbox"/>
6.5	Consider expenses related to the accident, including damage to personal property, prescriptions, taxis, mileage, lost gym or club memberships, etc. Obtain details of payment, and whether fees were paid by the plaintiff or a third party. If a third party, who, and on what basis?	<input type="checkbox"/>
6.6	Canvass any retraining, rehabilitation, or vocational counseling undertaken.	<input type="checkbox"/>
6.7	Consider any loss of housekeeping capacity, and obtain details of same.	<input type="checkbox"/>
6.8	Obtain details of any services provided by family members or others for which the plaintiff might advance a claim, and the actual cost (if incurred) of any such services. Determine who provided these services, for how many hours, whether the service provider had to leave other paid employment in order to provide these services, and whether these services went beyond what would be expected of a family member.	<input type="checkbox"/>
6.9	Obtain details of any disability insurance plan where the plaintiff is a beneficiary, and any benefits received.	<input type="checkbox"/>

<b>7.</b>	<b>PLAINTIFF'S MEDICAL HISTORY</b>	
7.1	Identify the plaintiff's previous illnesses and conditions requiring medical treatment; obtain details of the attending physician, the date, and the nature of the illness and its duration. Include hospitalization, accidents, injuries, and alternative health care.	<input type="checkbox"/>
7.2	Does the plaintiff have any chronic health problems?	<input type="checkbox"/>
7.3	Did the plaintiff use any medication or recreational drugs regularly before the accident?	<input type="checkbox"/>
7.4	Has the plaintiff ever made a previous claim for damages related to an accident or injury (in a legal action, or to WorkSafeBC, etc.). Get details, including outcome, and consider obtaining documentation such as medical-legal reports, pleadings, orders and releases.	<input type="checkbox"/>

7.5	If the plaintiff has been a recipient of disability benefits (e.g., private or CPP benefits), obtain details of plan and benefits.	<input type="checkbox"/>
7.6	Has the plaintiff ever had any insurance denied or cancelled?	<input type="checkbox"/>
7.7	Has the present accident aggravated an old injury or illness? Get details.	<input type="checkbox"/>
7.8	Did the plaintiff have any physical examinations in the five years prior to the accident? If so, determine the date, doctor, and purpose of the examination.	<input type="checkbox"/>
7.9	If the plaintiff has a previous history of injury relevant to the current claim, obtain pre-accident clinical records from any treating health care professionals.	<input type="checkbox"/>
7.10	Has the plaintiff had any previous psychological or psychiatric treatment for depression, anxiety, etc.? Have psychiatric medications ever been prescribed?	<input type="checkbox"/>
7.11	Have there been any intervening medical conditions or accidents in the post-accident period?	<input type="checkbox"/>
7.12	Does the plaintiff have a history of changing doctors frequently? If so, why?	<input type="checkbox"/>
7.13	Consider obtaining post-accident clinical records.	<input type="checkbox"/>

<b>8.</b>	<b>TREATMENT OF PLAINTIFF'S INJURIES</b>	
8.1	Treating institutions: obtain names, addresses, types of institution, dates of visits or stays, complaints.	<input type="checkbox"/>
8.2	Treating physicians, chiropractors, physiotherapists, occupational therapists, massage therapists, osteopaths, and other health care professionals giving treatment of any nature (including alternative medicine): obtain names, addresses, specializations, dates of visits, complaints.	<input type="checkbox"/>
8.3	Has any treatment been beneficial, neutral, or detrimental?	<input type="checkbox"/>
8.4	Why was any particular treatment discontinued?	<input type="checkbox"/>
8.5	Has the plaintiff complied with any recommended treatment or medical advice? Is there a failure to mitigate?	<input type="checkbox"/>
8.6	Diagnosis and prognosis of each person giving treatment.	<input type="checkbox"/>
8.7	Place and date of x-rays, MRIs, CT scans, tomographs, etc.	<input type="checkbox"/>
8.8	All medications (including alternative medications) prescribed or taken.	<input type="checkbox"/>

8.9	Future surgeries planned, future appointments set.	<input type="checkbox"/>
8.10	Prognosis, if given, and from whom.	<input type="checkbox"/>

<b>9.</b>	<b>POTENTIAL DEFENDANTS</b>	
9.1	Obtain details enabling you to identify potential defendants (e.g., consider facts that might establish vicarious liability). Consider whether the province, municipality, physicians, commercial hosts, unidentified drivers, or others might be defendants. Note potential limitation periods and the effect of the suspension of limitation periods due to COVID-19, if any (see the GENERAL LITIGATION PROCEDURE (E-2) checklist, item 5).	<input type="checkbox"/>
9.2	Obtain names, addresses, phone numbers, details of their insurance, if possible.	<input type="checkbox"/>

<b>10.</b>	<b>DAMAGES</b>	
10.1	Vehicle: age, mileage; cost of vehicle and improvements; condition before accident; damage; whether vehicle can be repaired; whether vehicle has been repaired; invoices and estimates. Consider whether the issue of accelerated depreciation arises.	<input type="checkbox"/>
10.2	Damages incidental to damage to vehicle, such as cost of renting another vehicle while repairs are being made, and any cost of repair not covered by insurance (e.g., insurance deductible).	<input type="checkbox"/>
10.3	Damage to other property, such as clothing and contents of vehicle.	<input type="checkbox"/>
10.4	Medical expenses and costs of health care services (see item 11.5 in this checklist).	<input type="checkbox"/>
10.5	Other damages incidental to personal injury, such as economic loss and loss of enjoyment of life (see item 6 in this checklist).	<input type="checkbox"/>
10.6	Obtain receipts for all expenses.	<input type="checkbox"/>

<b>11.</b>	<b>OTHER CHARGES AND CLAIMS</b>	
11.1	If criminal or quasi-criminal charges were laid against any of the parties regarding the accident, obtain copies of police file and trial transcripts.	<input type="checkbox"/>
11.2	Consider whether a “no-fault” (“Part 7”) claim for benefits has been started and, if so, identify claims centre, claim number, and adjuster. Were any benefits under Part 7 of the <i>Insurance (Vehicle) Regulation</i> , B.C. Reg. 447/83 claimed or received, or both? What documents were given to or signed for ICBC? Were any advances paid?	<input type="checkbox"/>
11.3	Consider whether there is a WorkSafeBC claim (if the accident arose out of, and in the course of, employment: <i>Workers Compensation Act</i> , R.S.B.C. 2019, c. 1).	<input type="checkbox"/>

11.4	Consider whether there is an obligation to repay or make claim for the benefit of an employer or insurer (i.e., a subrogated claim), short-or long-term benefits.	<input type="checkbox"/>
11.5	Consider whether the <i>Health Care Costs Recovery Act</i> , S.B.C. 2008, c. 27 applies, and, if so, whether there is an obligation under s. 3 to include a claim for the cost of past and future health care services, to provide notice to the Attorney General, and to submit a portion of the amount recovered to the government. See items 2.8.3(c), 3.3.12, 5.5, 8.8, 8.13.3, 8.14.2(b), and 14.2(5) of the GENERAL LITIGATION PROCEDURE (E-2) checklist.	<input type="checkbox"/>
11.6	Obtain copies of any documents relating to ICBC claims, Part 7 benefits, WorkSafeBC records, etc.	<input type="checkbox"/>
11.7	If there were previous accidents or WorkSafeBC claims, obtain pleadings for any claims commenced and copies of any settlement documents including orders or releases.	<input type="checkbox"/>
11.8	Consider whether there are special issues where there is an out-of-province insurer, such as needing to make a claim or commence a Part 7 action with ICBC or the out-of-province insurer.	<input type="checkbox"/>
11.9	Consider whether there is a potential underinsured motorist protection ("UMP") claim in the event there is insufficient insurance coverage and the defendant's assets are insufficient to compensate the plaintiff. This is done by way of a separate process (arbitration) which is commenced by giving notice to ICBC (see Insurance (Vehicle) Regulation, ss. 148.1 to 148.4). Note that notice of an action brought against an underinsured motorist must be given to ICBC immediately, with a copy of the notice of civil claim: s. 148.1(10).	<input type="checkbox"/>

<b>12.</b>	<b>CREDIBILITY AND OVERALL PLAN</b>	
12.1	In proceeding through the interview or examination for discovery, it is important to assess each party as a witness. This may be as simple as considering whether the party appears honest but also may include language issues and whether the plaintiff makes a good impression or is verbose, reticent, nervous, argumentative, a poor historian, etc.	<input type="checkbox"/>
12.2	Consider what steps will be required to prepare your own client, including an overview of the process and purpose of the examination, a mock examination, discussion of behaviour during an examination, etc.	<input type="checkbox"/>
12.3	In preparing to examine an opposing party, consider the most effective approach. For example, you may start with general questions and then narrow to the specific. You may also consider if and when to confront the witness with listed documents, such as medical records or income tax returns.	<input type="checkbox"/>
12.4	Subject to the direction of the tribunal, s. 5.4 of the <i>Code of Professional Conduct for British Columbia</i> contains rules that lawyers must observe respecting communication with witnesses giving evidence.	<input type="checkbox"/>