

A: Checklist of items commonly required for Public Guardian and Trustee review

- 1.** The minor's full name, address and date of birth (and the minor's social insurance number if available) [see submission letter]
- 2.** Concise narrative description of the accident [see submission letter]
- 3.** A discussion of liability if it is in issue; copies of witness statements; police reports; discovery transcripts; photographs or diagrams of the accident site; material damage repair sheets for all vehicles and copies of photographs, etc. [see submission letter]
- 4.** A brief description of the minor's injuries and advice on the minor's current medical status, i.e., treatment, recovery and prognosis [see submission letter]
- 5.** Copies of all medical information, including: [see submission letter]
 - a.** hospital records
 - b.** all medical-legal reports
 - c.** photographs of scarring
 - d.** ambulance crew reports
- 6.** Head injury symptoms form, if any blow to the head occurred [see head injury symptoms form]
- 7.** Child/Parent/Guardian questionnaire (particularly useful in smaller claims where there may not be a full medical – legal report on the infant) [see Child/Parent/Guardian questionnaire]
- 8.** Case law supporting both the liability assessment and quantum assessment [see submission letter]
- 9.** Details of legal fees and disbursements, including where possible, copies of any contingency fee agreement, as well as time records or any estimate of the hours expended, together with the lawyer's hourly rate and any Bill of Costs [see submission letter]
- 10.** Originals of settlement agreement and draft court order, duly executed [see samples]
- 11.** Where the minor has suffered severe injuries, the following additional medical-legal information should be included: [see submission letter]
 - a.** actuarial reports
 - b.** vocational assessments
 - c.** rehabilitation assessments
 - d.** costs of future care reports
 - e.** details of any proposal to manage the minor's funds, e.g. structured settlement options including any rationale.