

**GARBER LAW**  
A PROFESSIONAL CORPORATION

JOEL WAYNE GARBER

Certified by the Supreme  
Court of New Jersey as a  
Civil Trial Attorney

Admitted in NJ and PA

PAUL D. SANTANGINI

Admitted in NJ and PA

EMILIE A. GARBER

Admitted in NJ and PA



THE GREENS OF LAUREL OAK  
1200 LAUREL OAK ROAD - SUITE 104  
VOORHEES, NEW JERSEY 08043  
VOICE - 856-435-5800  
FAX - 856-435-7676  
TOLL FREE - 866-838-9121  
email - garberlawoffice@comcast.net  
www.garberlawoffice.com

PENNSYLVANIA OFFICE

JEFFERSON TOWER  
1101 MARKET STREET  
SUITE 2820  
PHILADELPHIA, PA 19107

**INSTRUCTIONS TO NEW CLIENTS**

1. DO NOT TALK TO ANYONE WITH REFERENCE TO THE CASE OTHER THAN YOUR OWN DOCTOR AND REPRESENTATIVES OF THIS OFFICE.
2. NOTIFY US IF YOU CHANGE YOUR ADDRESS OR TELEPHONE NUMBER.
3. FORWARD ALL CORRESPONDENCE ABOUT YOUR CASE DIRECTLY TO US AND NOTIFY US IMMEDIATELY IF ANYONE CONTACTS YOU ABOUT THE CASE.
4. PLEASE PROVIDE A COPY OF THE DECLARATION SHEET WHICH OUTLINES THE COVERAGES AVAILABLE UNDER YOUR POLICY OF INSURANCE.
5. KEEP RECORDS OF ALL EXPENSES. OBTAIN RECEIPTS OR BILLS FOR ALL MEDICAL, DENTAL OR HOSPITAL OR DRUG SERVICES. FORWARD ALL RECEIPTS AND/OR BILLS DIRECTLY TO THIS OFFICE AS SOON AS THEY ARE RECEIVED.
6. KEEP RECORDS OF ALL DATES OF ABSENCE FROM WORK. ADVISE THIS OFFICE WHEN YOU RETURN TO WORK OR IF THERE IS ANY OTHER CHANGE IN YOUR EMPLOYMENT STATUS.
7. NOTIFY THIS OFFICE IF YOU NOTE ANY NEW PHYSICAL OR EMOTIONAL DIFFICULTIES.
8. IF ANY PROBLEM ARISES OR IF YOU HAVE QUESTIONS, PLEASE CALL THIS OFFICE AT 856-435-5800 OR OUR TOLL FREE NUMBER, 866-838-9121 TO SPEAK WITH THE PARALEGAL ASSIGNED TO YOUR CASE.
9. BE AWARE OF BEING SURVEYED OR TAPED BY INSURANCE COMPANIES. THEY ARE DOING THIS WITH GREATER FREQUENCY.
10. IF YOU ARE INVOLVED IN **ANY TYPE OF ACCIDENT** (AUTO, SLIP-AND-FALL, ETC.) SUBSEQUENT TO THE INCIDENT AT HAND, NOTIFY THIS OFFICE AT YOUR EARLIEST OPPORTUNITY.
11. SAVE THIS INSTRUCTION SHEET FOR FUTURE REFERENCE.



## **INSTRUCTIONS TO MANAGE YOUR ONLINE SOCIAL NETWORKING (OSN)**

Please note that if you participate in Online Social Networking (OSN) such as Facebook, Instagram, Twitter, etc., you need to read this letter carefully.

Many defense firms and their counterpart insurance companies are asking the Courts to compel clients to produce or allow them access to their OSN sites in hopes of uncovering incriminating evidence.

As a result of the insurance companies' scurrilous tactics, please note the following:

- 1) Check the privacy settings on your profile and adjust them to prevent unwanted viewers from seeing it.
- 2) Do not post anything to your profile that discusses your lawsuit and/or related injuries. This includes photographs as well as written comments.
- 3) Make every attempt to ensure your profile includes NO photographs posted by you or your friends of you attempting to engage in any physical activities you are now unable to do as a result of your injuries.
- 4) Do not accept "Friend" invitations from people you do not know. (Yes, insurance companies and their defense attorneys have tried to gain access to client's profiles by sending "Friend" requests.) People may try to view your page to obtain incriminating evidence that can harm your chances of a successful recovery in this litigation.
- 5) Review your "Friend" list. If you do not know someone on that list, remove that person from the list.