REQUIREMENTS FOR TEMPLATES

Some of the basic fields that should be completed in TrialWorks for your Templates to work efficiently are:

Clients
- *Name and Address*
- *Phone Numbers*
- *Date of Loss (Date of Accident)*
- *SOL*
- *DOB*
- *Case Facts*
- *Injuries*
- *Accident Location*
- *Party Name*
- *Gender*

Other Parties
- *Party Name*
- *Date Complaint Filed*
- *Service Date*
- *Answer Date*
- *Other Attorney*

Insurance
- *Insurance Company Name*
- *Adjuster*
- *Policy No.*
- *Claim No.*
- *Policy Limits*

Caption
- *Plaintiff*
- *Defendant*
- *Case No*
- *Court Name*
- *Judge*
- *County/Venue*
- *Room No*
- *Re*

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