

To:	Datascope	From:
Fax:	713-688-9305	Pages:
Phone:	713-688-9300	Date:
Re:	ORDER TO OBTAIN RECORDS	

ORDER TO OBTAIN RECORDS FROM:

Ordered By	
Date Ordered	
Date Needed	
Attorney	
State Bar#	
Address	
City, State, Zip	
Telephone	Facsimile
Representing	

List all other Attorneys of Record in the case (or attach service list)

Attorney	State	e Bar #
Firm		
Address		
City, State, Zip		
Telephone	Facs	simile

CASE INFORMATION

Pre-Litigation County District	Litigation	Cause # / Civil Action #		
County		Court		
District		Division		
VS.				

INSTRUCTIONS: Obtain records in the following manner:			
Option A: Deposition by Written Questions	Inadmissible with Affidavit Admissible		
Option B: Authorization signed by client/claimant	With Affidavit Special Instructions		

OBTAIN RECORDS PERTAINING TO

First	Middle	Last	
AKA	Date of Birth	SSN	
Address	City,	, State, Zip	
Date of Accident Other Identifying Information			
Medical Records	All Medical Records Specific Medical Records, as follows Emergency Room Records (must have spec No Omissions Omit Nurses Notes Omit Lab Reports	cific date)	Omit Medications and Prescriptions
X-Rays	Are Required, make admissible by Affidavit Are Required; obtain by deposition by written qu Provide duplicate copy of X-Rays in addition to th Provide copies on CD If X-Rays are required, please specify All F Others, please specify	he original	ble Inadmissible
Medical Bills	Prove up bills by Affidavit pursuant to Chap (Use Statutory Affidavit Form orModifi Obtain copies of bills for review purposes only (th Prove up bills through deposition by written custodian using statutory questions Use modified questions pursuant to Haygood Prove up bills through deposition by written	ed pursuant to Haygood v is may require a separate de questions to the records v. Escadebo Ruling	V Escabedo Ruling) position at some health care facilities) Special Instructions:
Employment Reco	ords Personnel Records Payroll R * Union, Police, IRS, SS* Admin*, Mil- specify		

• Note: * You must provide current signed releases executed on the appropriate government form.

Locations

Facility Name	Address	Telephone	Type of Records Requested
			Requested
PLEASE ATTACHED ADDITIONAL PAGE IF NECESSARY FOR LOCATIONS			

CONFIDENTIALITY NOTICE: Unless otherwise indicated or obvious from the nature of the transmittal, the information contained in this facsimile message is privileged and confidential information intended for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended receipt, you are hereby noticed that any dissemination, distribution, or copying of the communication is strictly prohibited. If you have received the communication in error, please immediately notify the sender by telephone (collect calls accepted) and return the original message to Marquis Litigation Service, LLC at the above address via U.S. Postal Service, at our expense. Thank you.