



GATHERING THE EVIDENCE:

HOW TO PREPARE YOUR CASE FOR REVIEW

Ready to schedule a consultation with a lawyer, or head to small claims court? Use this checklist and story outline to gather the details of your case and prepare your evidence for review.

Need help finding a lawyer? Download the [Freelancers Union app](#) to connect with a lawyer committed to helping freelancers and who understand the freelance life.

PART ONE: THE PROOF

- I have a signed contract
- I have an email exchange in which terms were offered and accepted
- I have a signed statement of work
- I have alternate proof of correspondence:
- I have (at least 2) copies of all of these documents _____

PART TWO: THE FACTS

- I am owed \$ _____
- It took me _____ hours / days / months (circle one) to complete the agreed-upon work
- The agreed-upon payment was \$ _____
- I was paid \$ _____ by: W-2 / 1099 / cash / check / direct deposit / other _____
- My client's name / the name of my client's business is _____
- My client can be found online via _____

PART THREE: THE PLAYERS

- I can name other freelancers who have been stiffed by this client
- I believe these freelancers would be willing to describe their cases
- I believe this company may be politically vulnerable, and I can offer reasons why

The checklist above is not intended to convey or constitute legal advice. Freelancers Union will happily refer you to a lawyer who can help you demystify the process of getting paid and point you in the right direction. Email advocacy@freelancersunion.org for more.

