TRIAL PREP CHECK LIST



CASE INFORMATION:

Name

Details

4 WEEKS BEFORE TRIAL

DOCUMENTS AND EVIDENCE

- O Witness and Exhibit lists filed with the Court
- Exhibits copied and boxed
- O All medical records/bills received and tabulated
- O Exhibits were served on opposing counsel
- O Exhibits received from opposing counsel
- Organize all case documents; digitize and back up key files
- O Prepare proof chart and preliminary exhibit index (with notes and digital access)

WITNESS PREP

- O Witness Subpoenas served and proof of service filed with the Court
- Appearance fees paid
- O Meet with clients and prep key witnesses
- O Expert Witnesses provided trial date and/or deposition testimony filed
- O Confirm expert witness trial dates or filed deposition testimony

LEGAL PREP

- O Pretrial motions filed with the Court
- All supplemental discovery answers served on opposing counsel
- All pre-trial notices of intent filed with the Court
- O Any necessary conflict letter/notice filed with the Court
- ◯ Jury Charges filed with the Court
- O Start legal research (evidentiary motions, jury instructions, case law updates)

LOGISTICS

- O Trial Supply Box stocked (note pads, tape, glue stick, pens, highlighters, sticky notes, stapler, whiteout)
- O Court Reporter confirmed
- O Check with the courtroom assistant about courtroom tech (No of plugs, what's allowed, and what's not)
- O Videographer/AV Tech reserved and confirmed for trial
- Create a trial notebook framework with tabs
- O Enter all time and expenses into the billing system
- O Reserve hotels and travel if out of town (all arrangements confirmed)
- O Deposition transcripts filed with the Court and original transcripts boxed
- O Appearance and mileage fees paid

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TRIAL PREP CHECK LIST



CASE INFORMATION:

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| 2 WEEKS BEFORE TRIAL | NOTES |
|---|-------|
| FINALIZE FILINGS | |
| ○ File final witness/exhibit lists with the Court | |
| ○ File any necessary conflict letters/notices | |
| O Ensure deposition transcripts are filed and boxed for court | |
| O Pre-Trial Order filed with the Court | |
| EXHIBITS & BINDERS | |
| O Update exhibit binders with final marked copies and index | |
| O Prepare witness folders (exhibits, prep sheets, logistics) | |
| O Trial Notebook created and approved | |
| WITNESS COORDINATION | |
| O Confirm witness availability, travel, and guidelines | |
| O Tech & Trial Materials: | |
| O Test courtroom tech (projector, backups) | |
| Continue updating trial binder (legal memos, jury instructions, outlines) | |
| Confirm court reporter and videographer/AV tech | |
| TEAM PREP | |
| Increase meeting cadence; track unresolved checklist items | |
| | |
| 1 WEEK BEFORE TRIAL | |
| EXHIBITS & EVIDENCE | |
| ◯ Finalize exhibit binders with clear labeling | |
| O Prepare exhibit logs, backup drives, and opposition copies | |
| WITNESS LOGISTICS | |
| Confirm witness arrival; print maps, courthouse instructions | |

TRIAL MATERIALS

- Complete digital/physical trial binder
- O Prepare juror notebooks or judge copies if required

TEAM WALKTHROUGH

- Conduct full team rehearsal (roles, objections, tech)
- \bigcirc Recheck courtroom tech permissions and transportation

TRIAL PREP CHECK LIST



NOTES

CASE INFORMATION:

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3 DAYS BEFORE TRIAL

FINAL CHECKS

- O Double-check filings (motions, exhibit/witness list updates)
- O Print extra copies of key lists, cheat sheets, outlines

LOGISTICS

- Test-pack carts; label trial boxes, prep emergency bag
- Ensure all tech (projectors, backups) work flawlessly

WITNESS PREP

O Hold final calls with experts and critical witnesses

TEAM FOCUS

Encourage self-care and energy preservation

DAY BEFORE TRIAL

- O Meet with the court clerk for protocol/equipment approval
- O Confirm all filings (pre-trial order, deposition transcripts)
- Verify exhibit access and tech setup

DAY OF TRIAL

- Arrive early; check tech setup and exhibit access
- O Check in with the clerk/bailiff; provide courtesy lists
- O Log admitted exhibits in real-time; track objections
- O Update binder notes; debrief team for next-day adjustments