

Client Trial Preparation Checklist

Court Date:

Location:

Time:

Parking:

Directions:

Directions within the court house:

Dress:

Things to bring:

- watch
- exhibits
- documents

Things to NOT bring:

- weapons
- pager/cell phone
- cameras
- recording equipment

Things to Review:

- Deposition
- Interrogatories
- Request for Documents
- Requests for Admissions
- Case Summary

Documents:

- Medical Records
- Memos
- Contracts
- Reports

Typical Day In Court House

- Start: 10:00 am Monday, 9:30 Tues-Friday
- Break: 11:00 am - 11:15 am
- Lunch: 12:30 pm - 2:00 pm
- Break: 3:30 pm - 3:45 pm
- End: 5:00 pm
- Conference with Attorney 5:00 pm - 6:00 pm

NOTES: