

CIVIL TRIAL PREPARATION CHECKLIST

Case: _____

Cause#: _____ SEA / KNT

Assigned Judge: _____

RE-ASSIGNED TO: _____

Scheduled Trial Date: _____

Type of Case: _____

☐ P/C ☐ Pro Se: _____

☐ D/C ☐ Pro Se: _____

Trial Length: _____ hours / days

☐ Bench Trial

☐ Jury Trial: ☐ 6 ☐ 12

Interpreter(s): ☐ Yes ☐ No Language: _____

Expert(s): ☐ Yes ☐ No

Interpreter(s) requested for: (party/witness): _____

Expert(s) Out of town: ☐ Yes ☐ No

Interpreter(s) arranged by: _____

Out of town parties: ☐ Yes ☐ No

Security Alert: ☐ Yes ☐ No

Out of town witnesses: ☐ Yes ☐ No

If security alert, explain: _____

ADR Accomplished: ☐ Yes ☐ No ☐ Waived

CIVIL TRIAL	Plaintiff / Petitioner	Defendant / Respondent	Notes
Trial Brief	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Joint Statement of Evidence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Exhibit / Witness List	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Exhibit Notebooks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Motions in Limine	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Jury Instructions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Proposed Orders	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Appeal Record (ALR)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Hard Copy Enclosed <input type="checkbox"/> CD/Disc/Tape Enclosed <input type="checkbox"/> Parties Did Not Provide and/or Not Available

Date/Time Parties Contacted re: Case Status – ready for trial.

☐ P/C ☐ Pro Se _____ / ____ / 20__ ☐ a.m. ☐ p.m. OR ☐ Emailed

☐ D/C ☐ Pro Se _____ / ____ / 20__ ☐ a.m. ☐ p.m. OR ☐ Emailed

Other: _____ / ____ / 20__ ☐ a.m. ☐ p.m. OR ☐ Emailed

Other: _____ / ____ / 20__ ☐ a.m. ☐ p.m. OR ☐ Emailed

Date/Time Parties Contacted re:

☐ Case Assigned to Judge _____. Parties to report on _____ at _____ a.m. / p.m. for trial.

☐ P/C ☐ Pro Se _____ / ____ / 20__ ☐ a.m. ☐ p.m. OR ☐ Emailed

☐ D/C ☐ Pro Se _____ / ____ / 20__ ☐ a.m. ☐ p.m. OR ☐ Emailed

Other: _____ / ____ / 20__ ☐ a.m. ☐ p.m. OR ☐ Emailed

Other: _____ / ____ / 20__ ☐ a.m. ☐ p.m. OR ☐ Emailed