

TRIAL CHECKLIST

TRIAL NOTEBOOK:

- Client Info
- Police Report/Charging Statement
- PC/Other Hearing(s)
 - Transcripts
- Discovery
- Motions
 - Recordation
 - Sequestration
 - Motion(s) in Limine
 - Motion(s) to Suppress Jury Instructions
 - Motion(s) to Dismiss
 - _____
 - _____
 - _____
- Research/Case Law
 - Three copies of case law
- Exhibits
 - Marked
- Voir Dire
- Opening Statement
- Expert Witnesses
 - Credentials
 - Foundations
- State Witnesses
 - Cross examination
 - Statements
 - Impeachment/criminal records/proof of conviction
- Defense Witnesses
 - Direct examination
 - Witness statements
 - Impeachment/criminal records/proof of conviction
- Jury Instructions
- Closing Statement
- Error/New Trial
 - System for keeping track
- Sentencing/Fees
 - Aggravating/mitigating factors

OTHER:

- Paper
- Pens
- Jury selection grid
- Post-It® notes
- Demonstrative evidence
- Contact info for client/witnesses
- Trial suit(s)
- Paper/pen for client
- Clothes for client
- Client's family contacted
- Second chair
- Box/pull cart
- Cases covered
- Witnesses subpoenaed
- AV equipment working
- _____
- _____
- _____