

## TRIAL PREP TIMELINE

# A Checklist for Every Stage

Stay organized and manage your time effectively with these trial prep checklists for lawyers and paralegals.

### FOR LAWYERS

### FOR PARALEGALS

#### 60-90 DAYS BEFORE TRIAL

- Define overall trial strategy.
- Identify + secure expert witnesses.
- Draft initial jury instructions + voir dire questions.
- Review discovery + exhibits.
- Begin prepping expert reports and testimony outlines.

- Organize discovery into a searchable index.
- Apply uniform file naming conventions.
- Draft subpoenas + deposition notices.
- Summarize depositions + transcripts.
- Start exhibit prep.

#### 30-60 DAYS BEFORE TRIAL

- File and argue pretrial motions.
- Conduct in-depth witness prep.
- Finalize exhibit plan + prepare responses.
- Draft outlines for opening + closing statements.
- Coordinate with the court on scheduling and tech setup.

- Build digital trial binders.
- Track down witnesses + verify availability.
- Maintain + update pretrial calendar.
- Coordinate schedules with vendors.
- Draft preliminary timelines + exhibit packets.

#### 7-30 DAYS BEFORE TRIAL

- Rehearse opening + closing arguments.
- Lock in witness prep + finalize order of appearance.
- Confirm admissibility of exhibits + presentation plan.
- Conduct a mock trial or roundtable strategy review.
- Test trial presentation software + backup courtroom tech.

- Finalize exhibit + witness lists.
- Cross-check compliance.
- Prep courtroom exhibits for digital display.
- Verify document production + authentication.
- Assemble witness prep packets.

#### WEEK OF TRIAL

- Final run-through of opening + closing statements.
- Sync exhibits with trial presentation software.
- Reconfirm witness availability.
- Prepare backup binders + digital files.
- Hold daily team briefings to adjust strategy as the trial unfolds.

- Prepare the war room with binders, monitors, + backups.
- Test courtroom tech.
- Confirm witnesses' schedules + send reminders.
- Maintain an exhibit log during trial.
- Provide attorneys with daily updates, notes, + transcript summaries.

# California Paralegals Checklist Guide

**Judd E. Hollander**



## California Paralegals Checklist Guide:

California Paralegal's Checklist Guide Joyce Wilson,1994      **Introduction to Paralegalism** William P. Statsky,1997 A comprehensive introduction to the field with a real world practical emphasis which also makes it a valuable on the job reference This is the market leader and has been updated and enhanced to include a new full color insert outlining key steps to success as a paralegal The text is packed with real life insights and information on working as a paralegal Each chapter contains the following helpful features Chapter Outline Assignments Examples Checklists Chapter Summary and Key Terms Revisions include a new Internet appendix updated ethical codes and expanded supplement package This text can be customized to fit the instructor s needs      *Law Books in Print: Subject index J-Z* ,1997      Law Books in Print: Title index Glanville Publishers, Incorporated,1997      **Ulrich's International Periodicals Directory** Carolyn Farquhar Ulrich,1999

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In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **California Paralegals Checklist Guide** a literary masterpiece penned by way of a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of people who partake in its reading experience.

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use the google sheet template design to run your pe fitness testing record system each tab represents where and how to record student fitness test data these can be shared in

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this is a persona data sheet for students to record their scores from the fitness gram testing it includes a spot for the pacer test curl up test push up test one mile run walk trunk

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fit and fun education need an easy way to track and record fitnessgram testing results throughout the year in any pe class these google forms will allow students to enter their

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important fitness information to children and parents the campbell soup company s institute for health and fitness signed on as a national sponsor to support the promotion and

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i use the handouts to help the students set specific health related goals after fitness testing using the fitnessgram personal record sheets and reports it takes them through a step by step

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fitnessgram tests pacer 1 mile run 1 mile walk all healthy fitness zone scores for aerobic capacity are reported as estimates of vo<sup>2</sup> max higher vo<sup>2</sup> max scores reflect a

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directions do all fitnessgram tests and fill out the chart below mile all students will take the mile test on the treadmill or track and record your times with me and on this worksheet

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table 9 1 fitnessgram standards for healthy fitness zone boys age vo 2 max ml kg 1 min 1 20 meter pacer enter laps in software 15 meter pacer use conversion chart

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