



# Presented by:



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#### Three Months Prior to Trial:

- 1. Transcripts.
- 2. Undertakings.
- 3. Supplemental AOR.
- 4. Review pleadings and make sure Form 39 was filed.
- 5. Notify the witnesses.
- 6. Provide the transcript and all documents.



#### Three Months Prior to Trial:

- 7. Briefing meetings.
- 8. Experts.
- 9. Notice to Admit Facts.
- 10. Formal Offer.
- 11. Notice of Intention not to call expert witness.
- 12. Demonstrative evidence.
- 13. Give advance notice of objections to Counsel.

#### One Month Prior to Trial:

- 1. Schedule the trial witnesses.
- 2. Agreed Book of Exhibits.
- 3. Agreed Statement of Facts.
- 4. Read Ins.
- 5. Case Law.
- 6. Printing documents.



#### One Week Prior to Trial:

- 1. Briefing witnesses.
- 2. Prepare opening argument.
- 3. Prepare closing argument.
- 4. Binders.
- 5. Robes.



# Questions?

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