

## TRIAL PRESENTATION SPECIALIST CHECKLIST INHOUSE VS. OUTSOURCE

Trial:

Date:

	In-House		Outsource
	Lead Trial Attorney	[Associate, Paralegal, IT Dept.]	Trial Presentation Tech
No technology in courtroom or ELMO only	✓		
No PowerPoint or video	✓		
Very few exhibits, demonstratives	✓		
Key exhibits blown up on large foam boards	✓		
Opposing counsel is not using any technology, projector or ELMO	✓		
You expect no surprises	✓		
Attorney can focus on trial, exhibits, jury and judge	✓		
Company mandates inhouse support	✓	✓	
Technology is available with plug and play set-up			
<b>Trial Presentation Skills</b>			
Very familiar with professional trial presentation software [e.g. TrialDirector, OnCue]			✓
Certified with software [recent/ current]			✓
Well trained and performed at multiple trials per year			✓
Ability to create optimized trial database			✓
Coded all the exhibits for fast recall and screen presentation			✓
Comfortable and fast with zooming into specific text or images			✓
Can callout specific and multiple paragraphs in a complex document			✓
Can create side by side image views for screen presentation on the fly			✓
Redact exhibits on the fly			✓
Save markups from portable Elmo			✓
Play deposition video testimony			✓
Play/create depo clips with synced text			✓
Play/create depo clips with synced exhibits			✓

	Lead Trial Attorney	[Associate, Paralegal, IT Dept.]	Trial Presentation Tech
<b>Other Software Skills</b>			
[Advanced/fast use of functions/hotkeys]			✓
Adobe Acrobat -			✓
PowerPoint -			✓
Excel -			✓
Video Editing software -			✓
Word -			✓
Create a demonstrative graphic on the fly			✓
<b>Availability</b>			
Can be away from desk for extended hours 10-18			✓
Can be away from desk for multiple days/weeks			✓
Availability before court/after hours in war-room			✓
<b>General IT skills</b>			✓
Familiar with IT/laptop troubleshooting			✓
Familiar with connecting to courtroom technology			✓
Can import/upload/present additional exhibits introduced on the fly			✓
<b>Trial Tools/Hardware</b>			✓
Dedicated trial computer [optimized with trial software]			✓
Dedicated BACKUP trial computer [synced daily]			✓
Dedicated trial iPad			✓

	Lead Trial Attorney	[Associate, Paralegal, IT Dept.]	Trial Presentation Tech
Set up a portable elmo for expert on stand			✓
Set up a portable elmo for attorney			✓
Cables/connectors for all laptop types			✓
Backup cables, laser pointers, PPT remotes, etc.			✓
<b>Trial Focus/demeanor</b>			
Is extremely calm under pressure and trial tested			✓
Familiar with courtroom etiquette/rules			✓
Can track every presented/ admitted exhibit for both sides in real time/ generate reports			✓
<b>Client/Budget</b>			
Client understands need/benefit of trial tech		?	?
Budget approved for dedicated trial presentation tech		?	?
<b>Other Misc. Trial Attorney Needs</b>			
--			
--			
--			
--			
Copyright TrialSupport, LLC 2005-2018			