

Paralegal Checklist- PreTrial

| ITEM | NOTES | HOURS | STATUS |
|---|-------|-------|--------------------------|
| 3 Months Before Trial Date | | | <input type="checkbox"/> |
| Find vendor for custom graphics/3D animations | | | <input type="checkbox"/> |
| Find vendor for Courtroom exhibit presentation | | | <input type="checkbox"/> |
| Pre-trial War-room witness prep, exhibit review | | | <input type="checkbox"/> |
| Find vendor for Courtroom visit to determine equipment support needs | | | <input type="checkbox"/> |
| Find vendor for Courtroom equipment rental. | | | <input type="checkbox"/> |
| Find vendor for War-room equipment rental/support | | | <input type="checkbox"/> |
| Find vendor for Graphics / Demonstratives / PowerPoint needs | | | <input type="checkbox"/> |
| 2 Months Before Trial Date | | | <input type="checkbox"/> |
| Find vendor for Pre-trial Exhibit support [stamping, rotation, file conversion, etc] | | | <input type="checkbox"/> |
| Gather all deposition video files for in-lieu of testimony | | | <input type="checkbox"/> |
| Identify designations for exchange | | | <input type="checkbox"/> |
| Create video clips for attorney review, run-times | | | <input type="checkbox"/> |
| Create run-times and color-coded reports | | | <input type="checkbox"/> |
| 1 Month Before Trial Date | | | <input type="checkbox"/> |
| Identify / Confirm all exhibits | | | <input type="checkbox"/> |
| Modify / Create exhibit lists | | | <input type="checkbox"/> |
| Identify native file for exhibits | | | <input type="checkbox"/> |
| Review court rules regarding exhibits, native file, sharing, etc | | | <input type="checkbox"/> |
| Engage vendor to bulk stamp all exhibits per court rules | | | <input type="checkbox"/> |
| Determine scope of files for printing purposes and # of sets | | | <input type="checkbox"/> |
| Engage vendor for page count and print quotes | | | <input type="checkbox"/> |
| Engage vendor for native file conversion to pdf or add to thumbdrive | | | <input type="checkbox"/> |
| Clarify scope of court reporter selection [rates, real-time, final transcript timing] | | | <input type="checkbox"/> |
| Ask vendor to Identify possible court reporter options based on scope | | | <input type="checkbox"/> |