

TRIALSUPPORT: PreTrial Checklist

A practical timeline from 90 days out through the first morning of trial

Use this Checklist to assign owners, set deadlines, and resolve risks before trial.

The goal: keep the courtroom focused on the evidence - not preventable technology or workflow problems.

90+ DAYS

SET THE FOUNDATION

Task	Owner	Due	Done
Confirm the trial date, courthouse, department, judge, local rules, and standing orders.		/ /	☐
Assign responsibility for exhibits, witnesses, graphics, technology, printing, and courtroom presentation.		/ /	☐
Secure an experienced trial presentation specialist for exhibits, deposition clips, and in-court changes.		/ /	☐
Identify the timelines, demonstratives, 3D animations, and opening or closing graphics the case may require.		/ /	☐
Reserve the war room, courtroom equipment, printers, monitors, and technical support.		/ /	☐
Establish one shared location for exhibits, transcripts, graphics, presentations, and working files.		/ /	☐

60 DAYS

VERIFY THE VENUE AND EVIDENCE

Task	Owner	Due	Done
Schedule a courtroom technology inspection and coordinate access with courtroom staff.		/ /	☐
Confirm rules for outside monitors, speakers, printers, document cameras, and presentation equipment.		/ /	☐
Determine who controls the presentation system and whether courtroom displays operate independently.		/ /	☐
Locate power, HDMI, audio, data, and internet connections; plan equipment placement and cable routing.		/ /	☐
Inventory exhibits, including native files, audio, video, oversized documents, and unusual formats.		/ /	☐
Collect deposition videos, transcripts, and synchronization files for impeachment and in-lieu testimony.		/ /	☐

30 DAYS

BUILD THE TRIAL WORKFLOW

Task	Owner	Due	Done
Finalize the exhibit list and confirm the court's numbering, naming, stamping, and submission requirements.		/ /	☐
Rotate, OCR, stamp, organize, and convert exhibits into courtroom-ready files.		/ /	☐
Build the trial presentation database and confirm every exhibit opens, displays, and enlarges correctly.		/ /	☐
Prepare deposition designations, individual clips, accurate page-and-line references, and runtime reports.		/ /	☐
Confirm requirements for joint exhibit binders, courtesy copies, demonstrative boards, and printed sets.		/ /	☐
Test remote-witness platforms, real-time reporting, interpreters, and specialized courtroom connections.		/ /	☐

THE 30-SECOND EXHIBIT RETRIEVAL TEST

Can the team display any requested exhibit within 30 seconds?

TWO WEEKS

REHEARSE UNDER REAL CONDITIONS

Task	Owner	Due	Done
Conduct a complete rehearsal using the actual laptops, adapters, cables, presentations, exhibits, and clips.		/ /	☐
Perform the 30-second exhibit retrieval test: can any requested exhibit appear on screen within 30 seconds?		/ /	☐
Review every PowerPoint using the same screen dimensions and aspect ratio that will be used in court.		/ /	☐
Confirm exhibit callouts remain legible on the jury displays, witness monitor, and courtroom screens.		/ /	☐
Prepare redundant backups of the trial database, PowerPoints, clips, native files, and graphics.		/ /	☐
Confirm setup times, courthouse access, security procedures, deliveries, parking, and loading instructions.		/ /	☐
Establish the process for receiving, approving, and loading last-minute exhibits or presentation changes.		/ /	☐

48 HOURS

LOCK THE FINAL TRIAL PACKAGE

Task	Owner	Due	Done
Load final exhibits, graphics, presentations, and deposition clips onto the primary and backup systems.		/ /	☐
Confirm all media is stored locally and does not depend on internet access.		/ /	☐
Verify all binders, exhibit sets, demonstrative boards, labels, and supplies have been delivered.		/ /	☐
Distribute the witness schedule, exhibit list, team contact sheet, and trial-day responsibilities.		/ /	☐
Charge, label, pack, and inventory every laptop, monitor, adapter, cable, drive, and power supply.		/ /	☐
Rehearse opening, witness examinations, exhibit transitions, video playback, and closing sequences.		/ /	☐

TRIAL MORNING

TEST BEFORE COURT IS CALLED

Task	Owner	Due	Done
Arrive early enough to complete a full courtroom system test before proceedings begin.		/ /	☐
Verify every display, input, audio source, microphone, remote-witness connection, and backup system.		/ /	☐
Open and stage the files needed for the first witness.		/ /	☐
Confirm communication between counsel, the paralegal, and the trial presentation specialist.		/ /	☐
Track admitted exhibits, revised files, rulings, and presentation changes throughout the day.		/ /	☐
Back up the day's work and prepare the next day's witnesses, exhibits, and presentation materials.		/ /	☐

FINAL READINES QUESTION

If the judge asks, "Can you display that now?" - is your team ready?