

TRIAL PREPARATION

WHEN YOU ARE GIVEN ORDERS TO PREPARE FOR TRIAL

- Note dates for filing your documents
- Review any subpoena documents that may be relevant
- Contact your witnesses and ask them to prepare statements
- Check that your disclosure has all relevant documents in it
- Submit all your documents to Court on time
- Consider whether other subpoenas are needed

WHEN YOU ARE GIVEN A TRIAL DATE

- Notify all your witnesses and confirm they are available
- Issue subpoenas to any witnesses who may not attend voluntarily
- Prepare a bundle of documents that you want to be submitted to the Court and seek agreement from the other parties for them to be admitted
- For any documents that are not agreed, consider whether you need a witness to identify the document so it can be admitted
- Consider issuing a Notice to Admit Facts

THE WEEKS BEFORE THE TRIAL

- Prepare your Papers for the Judge (legal submissions)
- Prepare cross-examination of the other party witnesses
- Prepare any updating evidence you need to give