

COURT REPORTER CIVIL PRETRIAL INFORMATION

To facilitate the most efficient use of time in the presentation of your trial, please provide the following information for your respective party(s):

Cause No. _____

_____ vs. _____

Scheduled Trial Date: _____

Party(s) Represented: _____

Name of Law Firm _____

Address _____

Phone _____ Fax _____

Attorney _____ Bar Card # _____

Paralegal _____ E-mail: _____

Name of Law Firm _____

Address _____

Phone _____ Fax _____

Attorney _____ Bar Card # _____

Paralegal _____ E-mail: _____

List of names of your potential witnesses. (Note: If you are planning to call expert witnesses, it would be helpful to know their area of expertise and, where possible, to have a list of specialized terms. For example, a copy of a condensed list of keywords from a deposition transcript.)

List of all pre-marked exhibits with a party designation, number and brief description. If there is a crossclaim filed, please use proper name designations (i.e., Smith Exhibit 1) rather than a generic "Plaintiff Exhibit" or "Defendant Exhibit."

If you have audio/videotape items that could possibly be displayed in court, please make a copy available to give to the reporter.

Please provide an 8.5 by 11 copy of any oversized exhibits.