

Trial Preparation Checklist

Exhibits

- Print out all exhibits (avoid using your phone for evidence). *Common types of evidence include written communications (emails, texts, social media messages), photographs, police reports, financial records and medical records.*
 - Prepare an [Exhibit List](#) (all evidence you want the Judge to consider must be listed).
 - Label exhibits on the **bottom right corner**:
 - Plaintiff/Petitioner: **1, 2, 3, ...**
 - Defendant/Respondent: **101, 102, 103, ...**
(*Note: A multi-page document counts as one exhibit and gets one number*)
 - Make **3 copies** of your Exhibit List and all exhibits. Bring the original and both copies with you to trial.
 - If you have **audio or visual (AV) evidence**, contact the court **at least 48 hours in advance** for technical support and equipment needs.
 - Submit [AV/Equipment Testing Request](#).
 - If any party (Plaintiff/Petitioner, Defendant/Respondent or Judge) is appearing remotely, review [Submission of Exhibits in Remote Hearings](#) for proper submission steps.
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Witnesses

- Identify witnesses with **first-hand knowledge** of important facts.
(*Witnesses can only testify about what they personally saw or heard.*)
 - Submit a **Witness List** to the court **before trial** and send a copy to the opposing party.
 - If a witness needs to appear remotely (phone/video), you must file a [Motion for Remote Appearance](#).
 - File as soon as you know the witness needs remote appearance.
 - Send a copy to the opposing party.
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Trial Fees

- Confirm if court fees have been waived.
- If not waived:
 - Plaintiff/Petitioner must pay a trial fee.
 - Contact the court to pay trial fee **before trial**.
 - Contact the court for questions or to make payment by phone.